

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Friday, March 4, 2022 ♦ 9:00 AM

*Putnam County Administration Building – Room 203*

### Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Rev. Dr. Ford G'Segner
4. Pledge of Allegiance (BW)
5. Special Presentation - 2021 Chamber of Commerce Annual Report

### Regular Business Meeting

6. Public Comments
7. Consent Agenda
  - a. Approval of Minutes - February 15, 2022 Regular Meeting (staff-CC)
  - b. Approval of Minutes - February 25, 2022 Called Meeting (staff-CC)
  - c. Approval of 2022 Alcohol Licenses (staff-CC)
8. Presentation of Audit (staff-Fin)
9. Authorization for Chairman to sign Resolution for Changes to the Financial Policy and P-Card Policy (staff-Fin)
10. Approval of 2023 Budget and 2022 Mill Rate Schedule (staff-Fin)
11. Approval of LOST Mediator (BW)
12. Authorization for staff to schedule a Public Hearing for proposed changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 22 (Businesses) (staff-CM & PCSO)
13. Approval of adding a question to the primary ballot (BW)
14. Scheduling of Upcoming Meetings (BW)

### Reports/Announcements

15. County Manager Report
16. County Attorney Report
17. Commissioner Announcements

### Closing

18. 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 - 2021 Chamber of Commerce Annual Report

# EATONTON-PUTNAM

CHAMBER *of* COMMERCE

ESTD.  1979

# ANNUAL REPORT 2021



## MISSION

Telling the story of our community to promote and support economic prosperity and tourism.

## VISION

To be an organization that serves, encourages, and represents the Eatonton-Putnam community.

# VALUES

**BE AN  
ADVOCATE**

---

for every facet of  
this community  
and for all  
businesses

**BE  
INCLUSIVE**

---

to all types of  
industry and  
stage of business

**BE  
TRANSPARENT**

---

always sharing  
information and  
being proactive  
with information

**BE  
ADAPTABLE**

---

to the ever-  
changing  
landscape of  
business and  
commerce

**BE A  
RESOURCE**

---

to businesses  
and the citizens  
of Eatonton and  
Putnam County

# INVESTMENT BY THE NUMBERS



**304**

Investors

**94%**

Retention

**18**

New Investors

**10**

Ribbon Cuttings

**26**

Investor Chamber  
Smart Plan Participants

**21**

Investor Drugs  
Don't Work Participants

**41%**

E-Newsletter  
Open Rate

**24,975**

Referrals Through  
Online Directory

**47,743**

Total Reach @epchamber  
Facebook Page

# 2021 CHAMBER SCHOLARSHIPS



JAYSON BURNER

Graduating from Gatewood Schools, will attend University of Georgia.



KANISHA LOWE

Graduating from Central Georgia Technical College, will attend Georgia Military College.



DILLON CHAMBERS

Graduating from Putnam County High school, will attend Kennesaw State University.



ASHLEY VENTURA

Graduating from Putnam County High School, will attend Georgia State University.

# 4

Scholarships  
Given to Local  
Students

# LEADERSHIP PUTNAM

- Graduated Class of 2021: 18 total students; **568** students to date
- Implemented the Leadership Putnam Board comprising of past Leadership graduates.
- Class of 2022 underway with 14 expected to graduate in April of 2022.





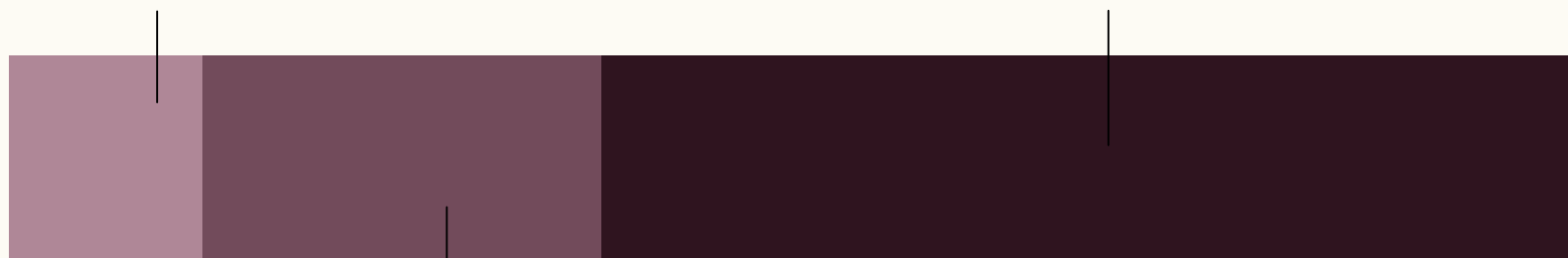
# SIGNATURE EVENTS

## 7th Annual Sweet Tee Off



20 Volunteers

100 Players



41 Sponsors

## Chamber Annual Dinner

# 140

Investors Present

# 9

Awards Presented



## 12th Annual Legislative Breakfast



# 68

Investors Present

# CHAMBER REBRAND

## EATONTON-PUTNAM CHAMBER of COMMERCE

ESTD.  1979



- For more than 20 years, the Eatonton- Putnam Chamber of Commerce maintained the same branding and logo. While that logo stood the test of time and helped to build pivotal brand recognition, branding and design, like most areas of business, must morph over time to reflect change.
- The new branding encompasses a variety of ideas and goals that the Chamber is putting forth as a path into not just the new year, but into a new era of the Chamber in the Eatonton- Putnam County community.



# TOURISM BY THE NUMBERS

# 1,059

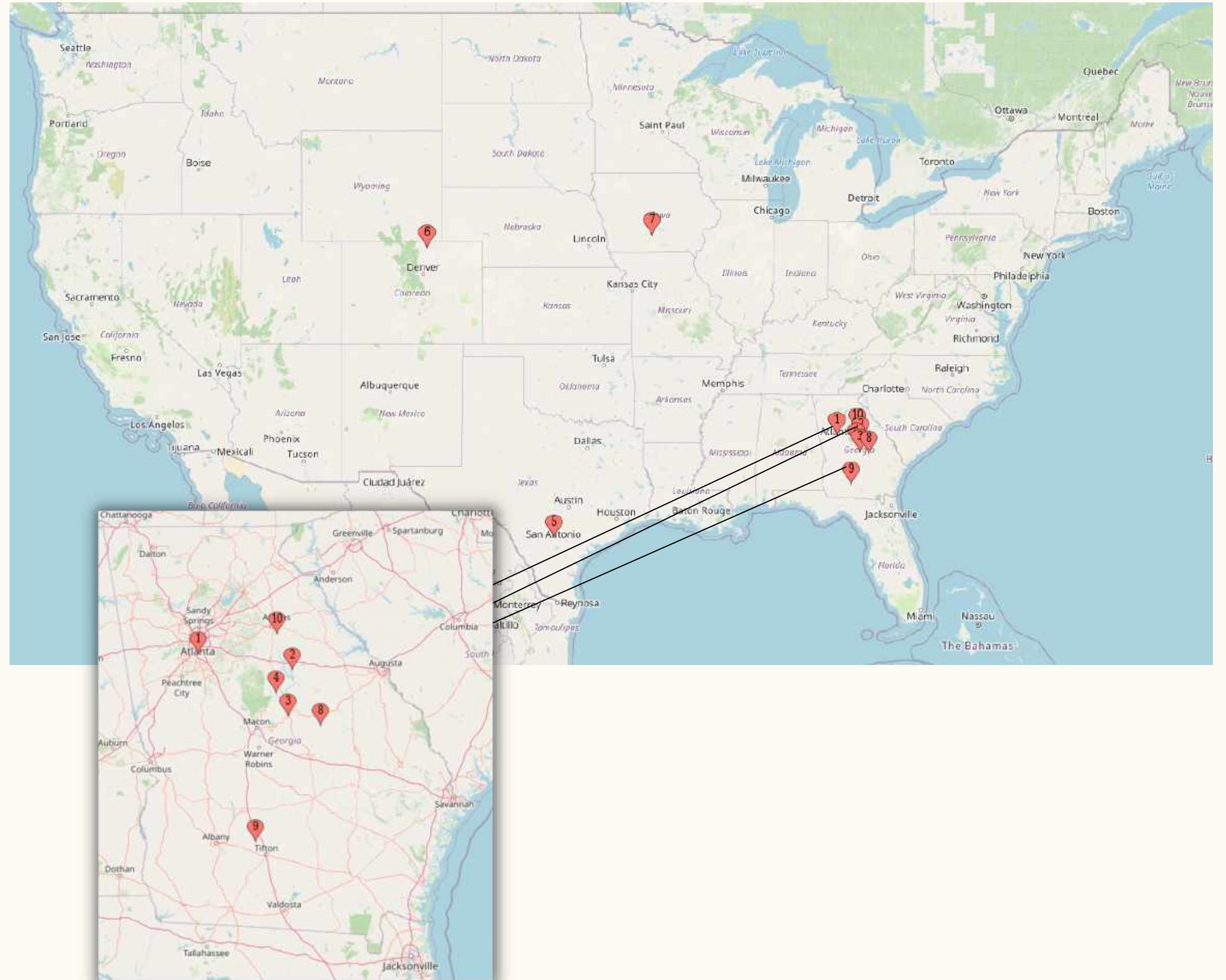
*Visitors Center Visitors*

# 18,669

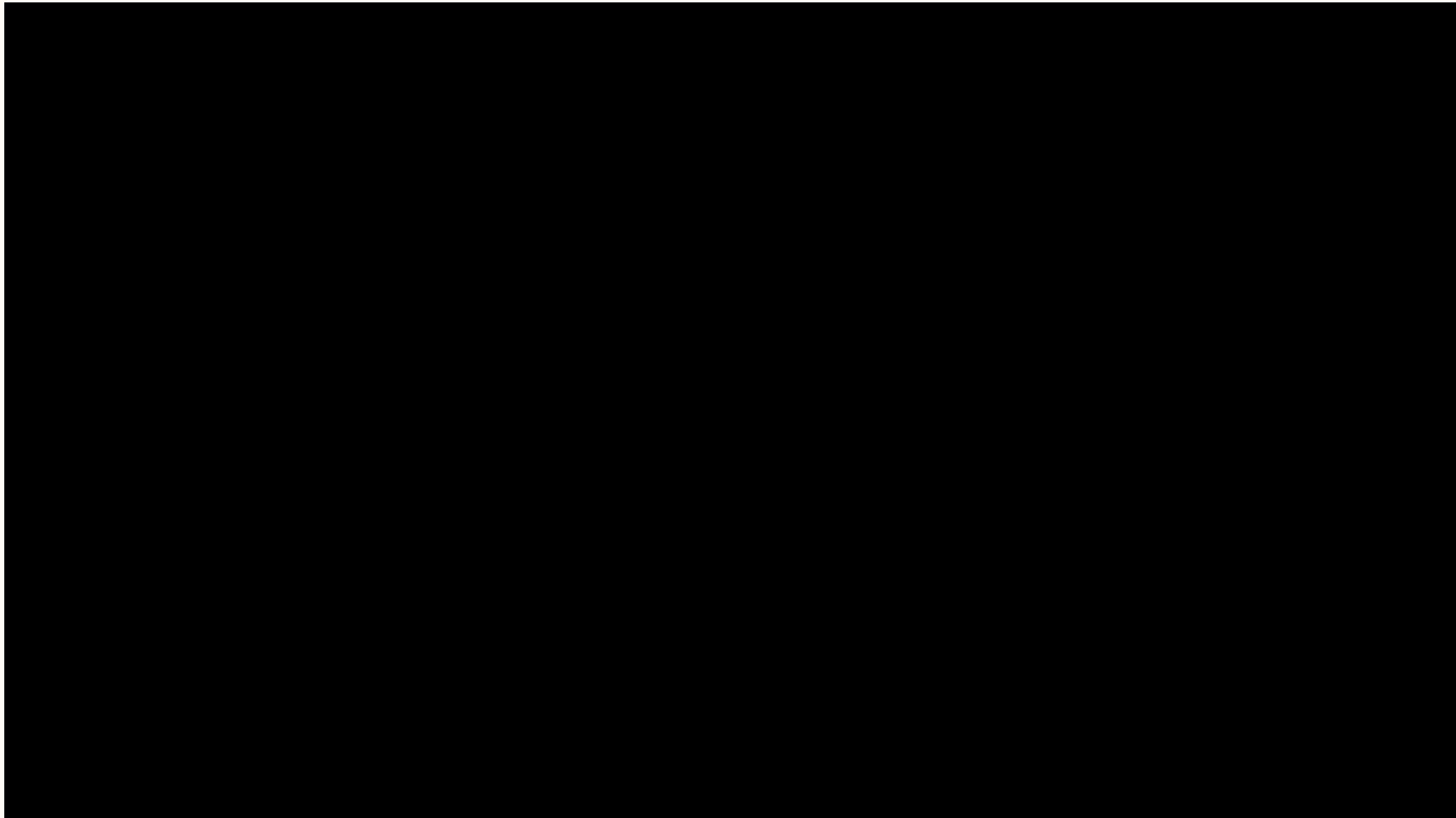
*Sessions on  
visiteatonton.com*

# 18,784

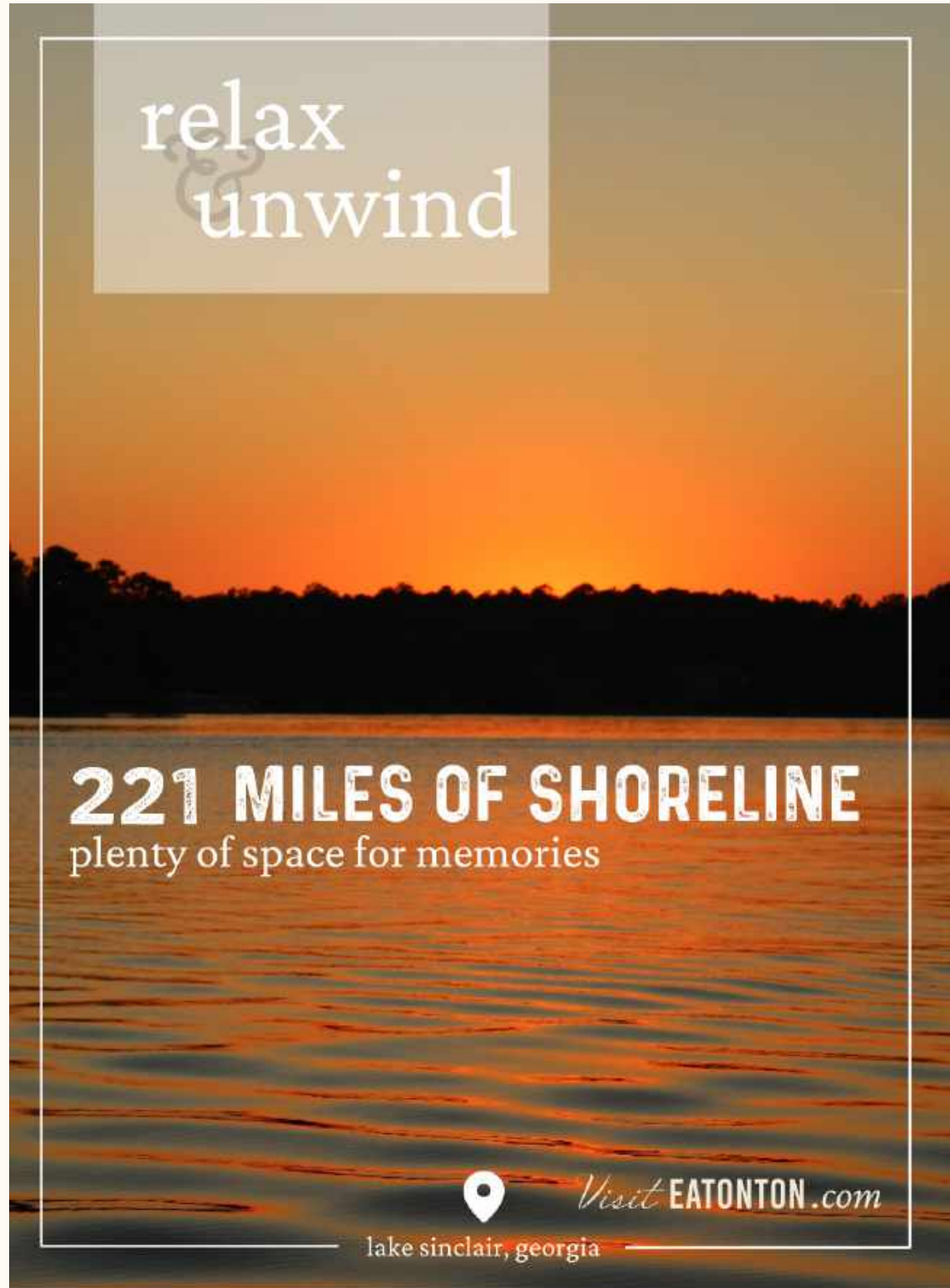
*Total Reach  
@visiteatonton Facebook  
Page*



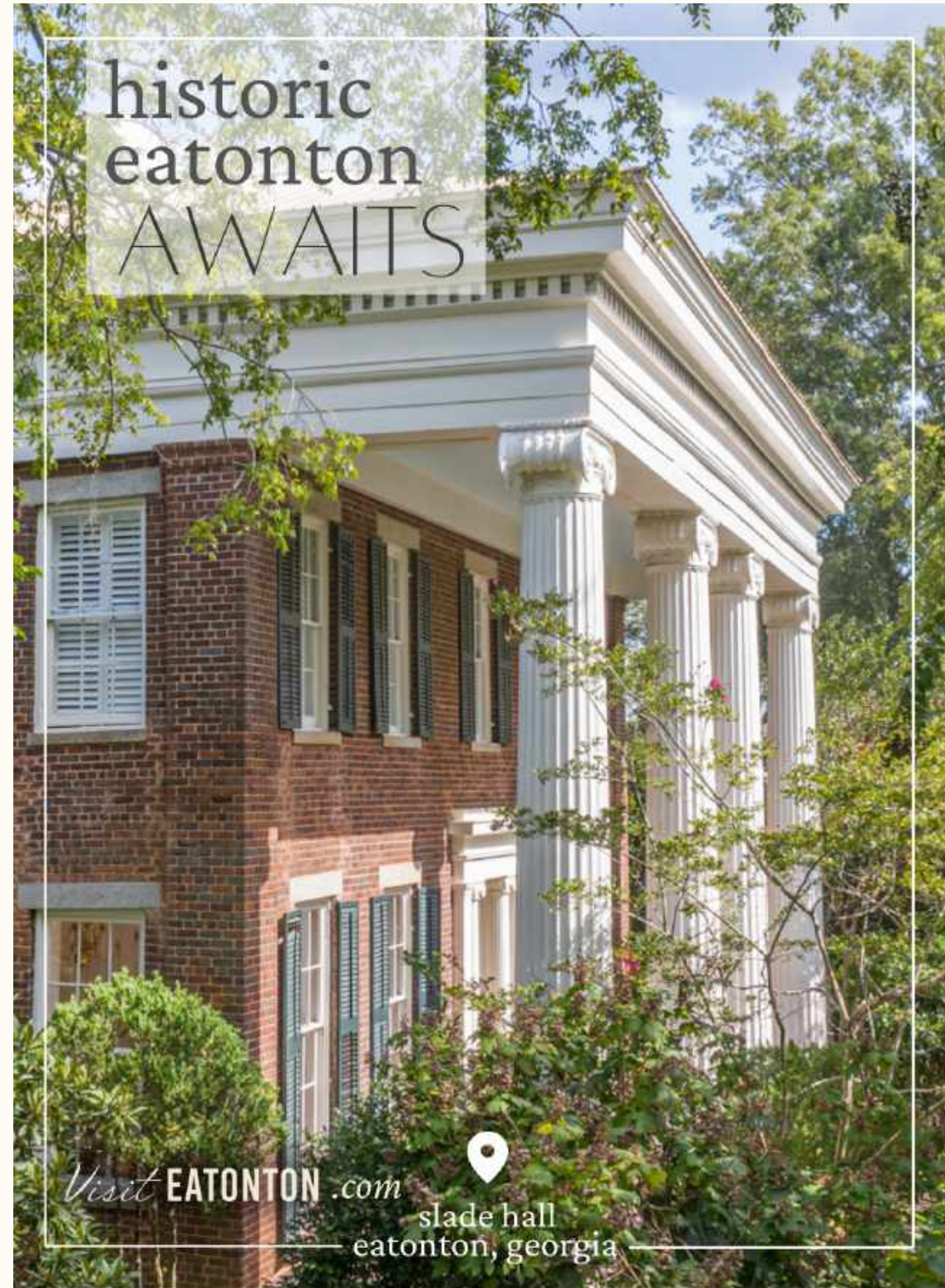
# MARKETING VIDEO- HOLIDAY 2021



# SAMPLE ADVERTISING



The Villages Magazine, November 2021



The Villages Magazine, January 2022



The Villages Daily Sun, November 11th, 2021



The Villages Daily Sun, December 16th, 2021

# MERCHANDISE



# 75

*Unique Transactions  
Since August 2021*

# PORCHES OF PUTNAM

- A quarterly human-interest series profiling residents and properties in Putnam County.
- A new article debuts in each edition of the Business View magazine as well as regional publications.
- Porches of Putnam is used as supplemental marketing for destination development.



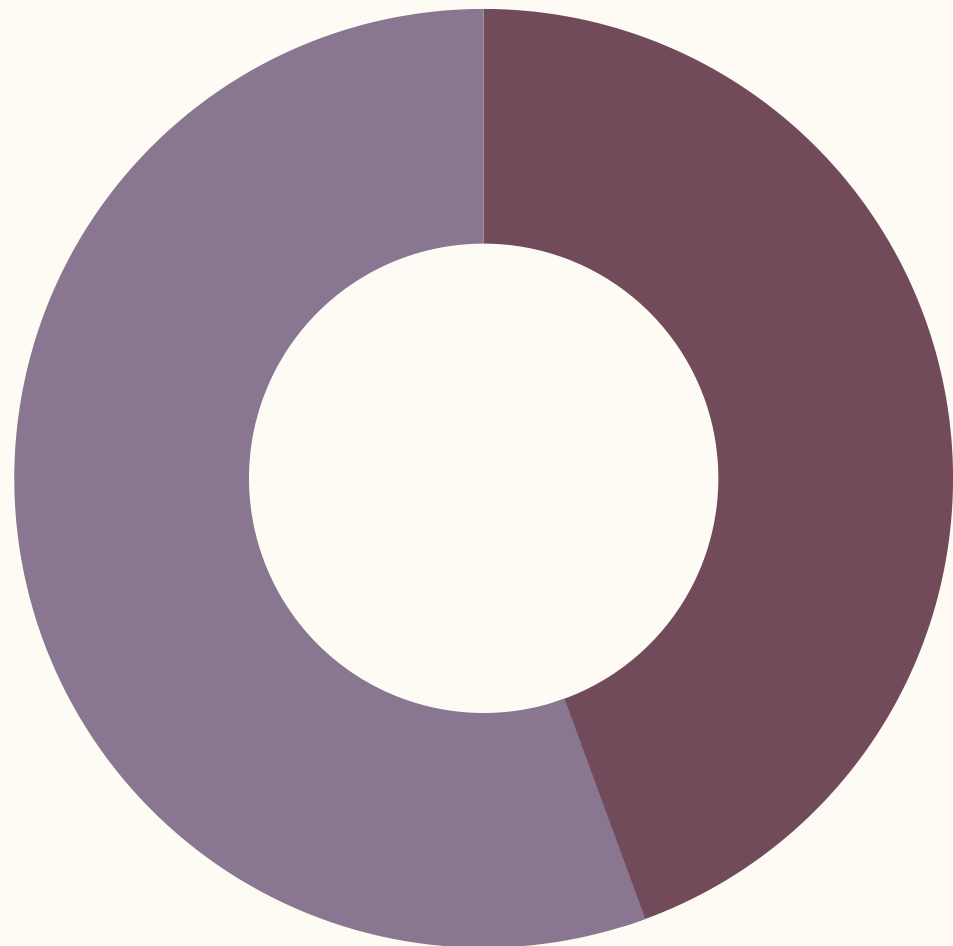
# PROFESSIONAL DEVELOPMENT

# 222

*Professional Development*

# 278

*Community Development/Engagement*



*Community Engagement*  
55.6%

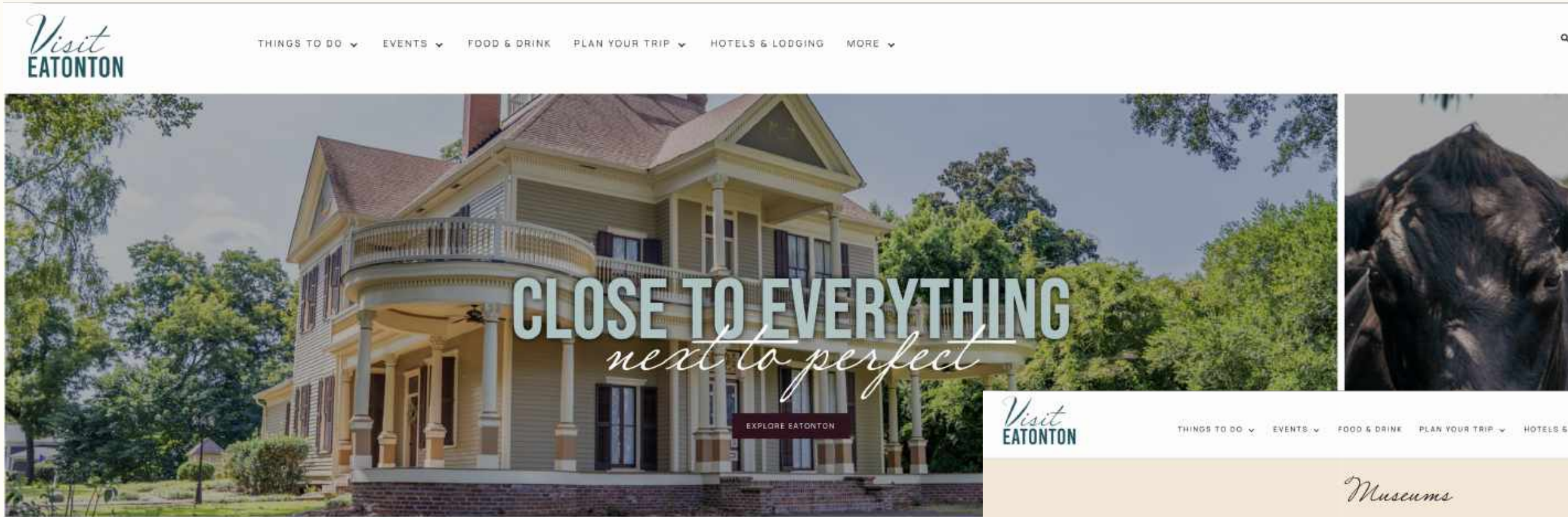
*Professional Development*  
44.4%





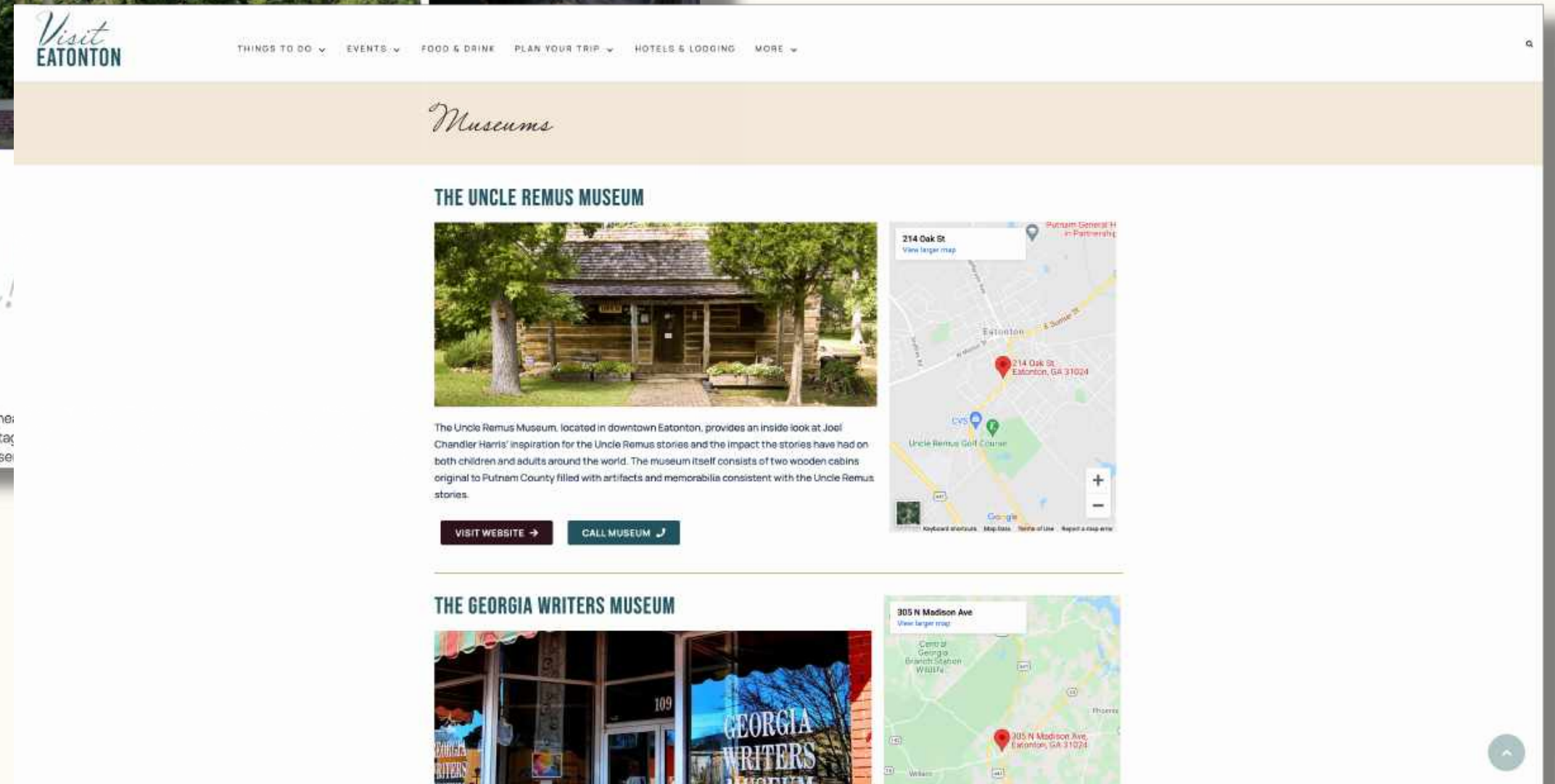
# NEW WEBSITE

*visiteatonton.com*

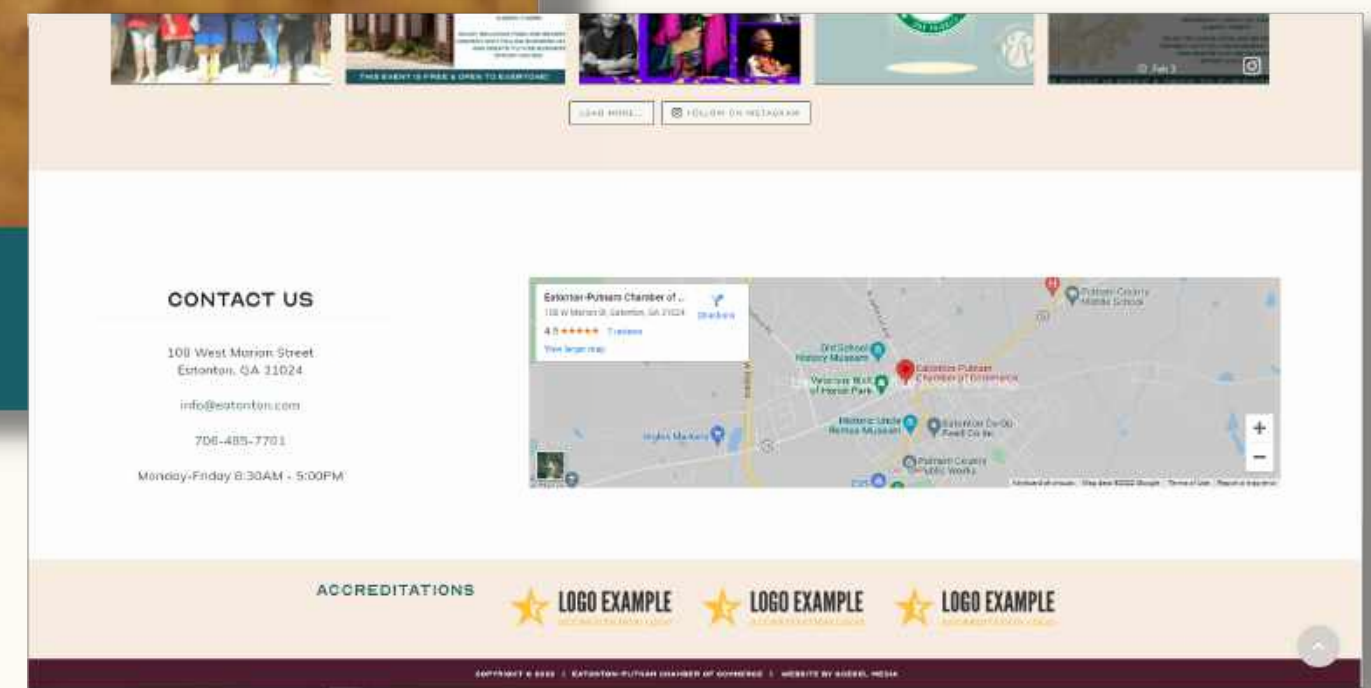
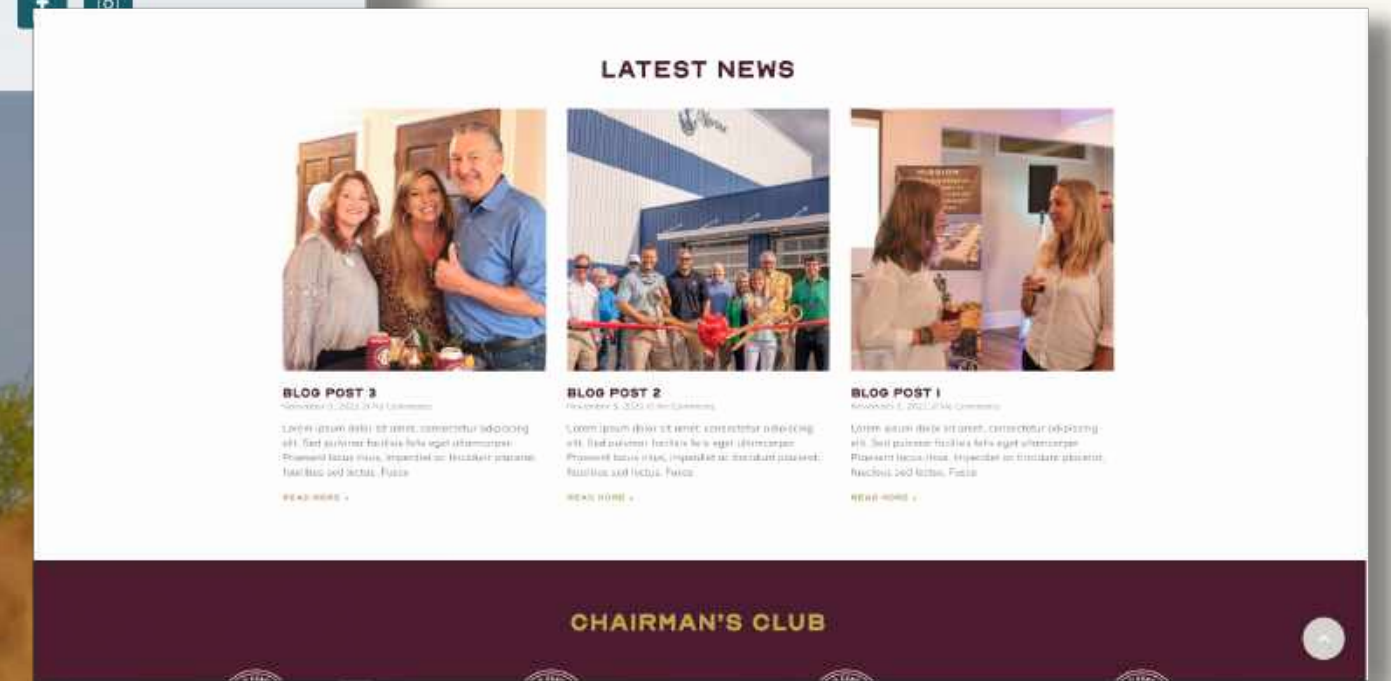
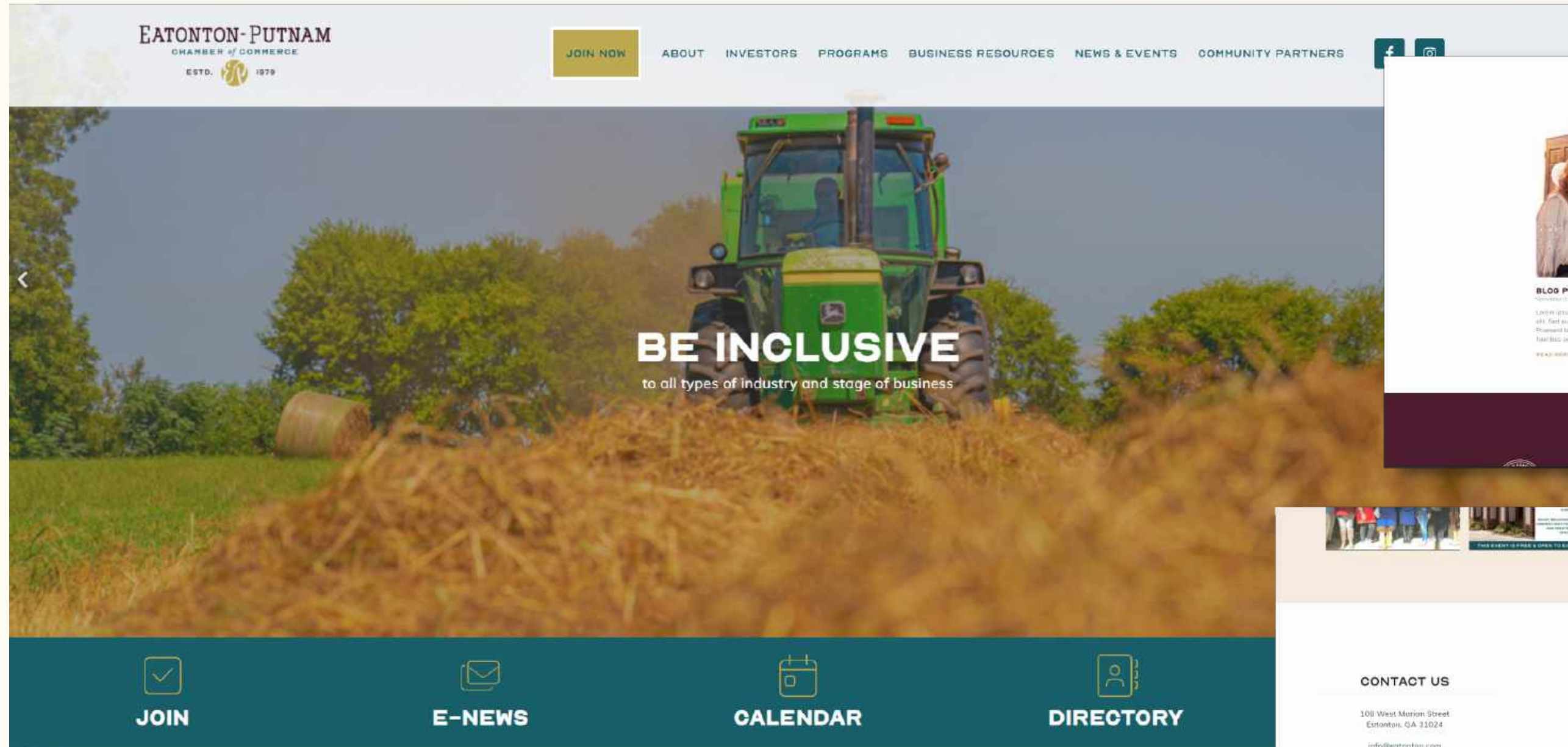


*Welcome!*

Take a trip to Eatonton, the heart of Georgia, where heritage and Alice Walker, where heritage and history understand the value of preservation.



# NEW WEBSITE *eatonton.com*



# **BIG THINGS AHEAD FOR 2022**

**File Attachments for Item:**

- 7. Consent Agenda
  - a. Approval of Minutes - February 15, 2022 Regular Meeting (staff-CC)
  - b. Approval of Minutes - February 25, 2022 Called Meeting (staff-CC)
  - c. Approval of 2022 Alcohol Licenses (staff-CC)

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Tuesday, February 15, 2022 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, February 15, 2022 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 Adam Nelson
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

### **Opening**

#### 1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:31 p.m. He introduced Councilmember Janie Reid to recognize members of Eatonton Youth Leadership who were attending the meeting. Junior Mayor Trenton Lewis spoke for the group saying they were thankful to be here and hoped to learn something. Chairman Webster welcomed them all. (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 McElhenney, Seconded by Commissioner Wooten.**

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

#### 3. Invocation - Rev. Dr. Craig Williamson

Rev. Dr. Craig Williamson, Senior Pastor of Eatonton First Baptist Church, gave the invocation.

#### 4. Pledge of Allegiance (JW)

Commissioner Jeff Wooten led the Pledge of Allegiance.

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**Zoning Public Hearing**

5. Request by Rick McAllister, agent for Shaifer Oconee, LLC, to rezone 3.096 acres on Scott Road from C-PUD to C-2 [Map 102, Part of Parcel 002, District 3] (staff-P&D)

Mr. Rick McAllister spoke in support of this request. No one signed in to speak against this item.

Planning and Development staff recommendation was for approval to rezone 3.096 acres on Scott Road from C-PUD to C-2 [Map 102, Part of Parcel 002, District 3].

**Motion to approve request by Rick McAllister, agent for Shaifer Oconee, LLC to rezone 3.096 acres on Scott Road from C-PUD to C-2 [Map 102, Part of Parcel 002].**

**Motion made by Commissioner Brown, Seconded by Commissioner McElhenney.**

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

6. Request by Matt Fleming, agent for Carolyn Walton c/o Carol W. Williams, to rezone 32.11 acres on Loch Way from AG to R-1 [Map 095A, Parcel 011, District 2] (staff-CC)

Ms. Carol Williams requested to withdraw this item without prejudice.

Planning and Development staff recommendation was for approval to withdraw without prejudice on Loch Way [Map 095A, Part of Parcel 011, District 3].

**Motion to approval the withdrawal without prejudice of the request by Matt Fleming, agent for Carolyn Walton c/o Carol W. Williams, to rezone 32.11 acres on Loch Way from AG to R-1 [Map 096A, Parcel 011].**

**Motion made by Commissioner Brown, Seconded by Commissioner Wooten.**

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

7. Request by Jay V. Dell, agent for 5 Star Pinestraw, LLC, to rezone 1.00 acre on Lakeman Road from C-1 to C-2 [Map 097, Parcel 066001, District 3] (staff-P&D)

Mr. Jay Dell spoke in support of this request. No one signed in to speak against this item.

Planning and Development staff recommendation was for approval to rezone 1.00 acres from C-1 to C-2 on Lakeman Road [Map 097, Parcel 066001, District 3] with the following condition:

**Motion to approve the request by Jay V. Dell, agent for 5 Star Pinestraw, LLC, to rezone 1.00 acre on Lakeman Road from C-1 to C-2 [Map 097, Parcel 066001] with the following condition: 1) the developer shall develop and maintain a 50-foot buffer or berm along the property lines that abut Map 097, Parcel 036 as stated in Section 66-107(g) of the Putnam County Code of Ordinances.**

**Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.**

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

8. Request by Jay V. Dell, agent for 5 Star Pinestraw, LLC, to rezone 1.00 acre on Lakeman Road from C-1 to C-2 [Map 097, Parcel 066002, District 3] (staff-P&D)

Mr. Jay Dell spoke in support of this request. No one signed in to speak against this item. Planning and Development staff recommendation was for approval to rezone 1.00 acres from C-1 to C-2 on Lakeman Road [Map 097, Parcel 066001, District 3] with the following condition:

**Motion to approve the request by Jay V. Dell, agent for 5 Star Pinestraw, LLC, to rezone 1.00 acre on Lakeman Road from C-1 to C-2 [Map 097, Parcel 066002] with the following condition: 1) the developer shall develop and maintain a 50-foot buffer or berm along the property lines that abut Map 097, Parcel 036 and Map 097, Parcel 033 as stated in Section 66-107(g) of the Putnam County Code of Ordinances.**

**Motion made by Commissioner Brown, Seconded by Commissioner McElhenney.**

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

**Regular Business Meeting**

9. Public Comments

None

10. Consent Agenda

a. Approval of Minutes - February 4, 2022 Regular Meeting (staff-CC)

b. Approval of 2022 Alcohol Licenses (staff-CC)

**Motion to approve the Consent Agenda.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of alcohol licenses made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

11. Authorization for Chairman to sign Subdivision Final Plat for Cuscowilla on Lake Oconee - Section H - Spirit Run (staff-P&D)

Mr. Rick McAllister spoke in support of this request. No one signed in to speak against this item.

**Motion to authorize the Chairman to sign the Subdivision Final Plat for Cuscowilla on Lake Oconee - Section H - Spirit Run.**

**Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of plat made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

12. Authorization for Chairman to sign Revised Final Plat for Plantation Pines Business Park Phase 2 (staff-P&D)

Mr. James Jenkins spoke in support of this request. No one signed in to speak against this item.

**Motion to authorize the Chairman to sign the Revised Final Plat for Plantation Pines Business Park Phase 2.**

**Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of plat made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

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13. Discussion and possible action to advertise for bids a new Fire/EMS/Coroner Public Safety Building (staff-CM-Fire)

County Manager Van Haute explained that a new Fire Station has been in the planning stages for a long time, and now with ARPA funding available, it will help mitigate some of the costs. Another benefit will be that the Sheriff would like the current EMS building on South Oak Street. The Fire Chief has come up with plans to house Fire/EMS/Coroner and last for a long time.

Fire Chief McClain talked about the current space and what it lacks and explains that the new station will meet the needs today and last into future years. He advised that EMS Director Murphey and Coroner Harrison were consulted and included in the planning. The new station will provide room to park vehicles inside where they can be secure, living quarters, a training room, drive thru bays, and a day room for cooking, living, etc. He has some floor plans drawn by an architect and requested to put this project out for bid.

**Motion to authorize the staff to advertise for bids for a new Fire/EMS/Coroner Public Safety building per plans by the Fire Chief.**

**Motion made by Commissioner Brown, Seconded by Commissioner McElhenney.**

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

**Reports/Announcements**

14. County Manager Report

County Manager Van Haute reported the following:

- Anticipating the Splash Pad to be awarded no later than March 15 and should have the final plans within the next four weeks
- Sent an email to the City Administrator regarding a mediator for LOST negotiations and hopes to hear back from him by the end of the week
- Working on pulling power to the Scott Road intersection for the new traffic signal
- Reviewed the Pea Ridge Road repaving project and expects costs to be around \$200K per mile or a total around \$1.7M
- Barker Communications is closing and they do the radio system for Fire and EMS; working with another company out of Toccoa and will work with the Sheriff to decide the next course of action for this daunting challenge

15. County Attorney Report

No report.



16. Commissioner Announcements

Commissioner McElhenney: suggested the county check out Tift County's radio system

Commissioner Brown: suggested the county check with the school system to see what they use for a radio system and congratulated the members of the Eatonton Youth Council for getting involved and learning to be good leaders

Commissioner Wooten: advised that his brother has a cell tower and some towers save space for law enforcement, EMS, etc.

Chairman Webster: advised that a similar radio system problem came up about 10 years ago and costs were estimated around \$4M; no telling what it will cost now

**Closing**

17. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

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

Meeting adjourned at approximately 7:24 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

## Called Meeting

### Minutes

Friday, February 25, 2022 ♦ 11:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, February 25, 2022 at approximately 11:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

#### *PRESENT*

- Chairman Billy Webster
- Commissioner Daniel Brown
- Commissioner Bill Sharp

#### *ABSENT*

- Commissioner Gary McElhenney
- Commissioner Jeff Wooten

#### *STAFF PRESENT*

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth
- Planning & Development Director Lisa Jackson

### **Opening**

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 11:01 a.m.  
(Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Pledge of Allegiance (JW)

County Clerk Lynn Butterworth led the Pledge of Allegiance.

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February 25, 2022		

**Called Meeting**

3. Authorization for Chairman to sign Resolution to Enact a Moratorium on the Solicitation for Business by Solicitors and Canvassers (PCSO)

Chairman Webster explained the reason for this moratorium. The current Putnam County Code of Ordinances does not address any problems which may be caused by solicitors and canvassers. This moratorium will give the commissioners time to make the appropriate changes to the code.

**Motion to authorize the Chairman to sign the Resolution to Enact a Moratorium on the Solicitation for Business by Solicitors and Canvassers.**

**Motion made by Commissioner Sharp, Seconded by Commissioner Brown.**

**Voting Yea: Chairman Webster, Commissioner Brown, Commissioner Sharp**

(Copy of resolution made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Closing**

4. Adjournment

The board congratulated Planning & Development Director Lisa Jackson for receiving the Level 2 Certified Plan Reviewer designation. This will allow her to review plans, after completing a peer review process over the next year, rather than ship them to Atlanta.

Chairman Webster also thanked Public Information Officer Stephanie McMullen for putting out another great newsletter this month.

**Motion to adjourn the meeting.**

**Motion made by Commissioner Sharp, Seconded by Commissioner Brown.**

**Voting Yea: Chairman Webster, Commissioner Brown, Commissioner Sharp**

Meeting adjourned at 11:21 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

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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](mailto:lbutterworth@putnamcountyga.us) ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

## Approval of 2022 Alcohol Licenses

The following alcohol license applications (which are available for review in the County Clerk’s office) have been approved by the Sheriff, Fire Marshal and/or Building Inspector, and Tax Commissioner and are ready for BOC approval:

<b>Individual Name</b>	<b>Business Name</b>	<b>Address</b>	<b>License Type</b>
Ashley Parham	Parham’s Place	338 Glenwood Springs Road	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
John White	Lake Oconee Elks Lodge	1116 Lake Oconee Parkway, Suite 2070	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Anila Ali	Long Shoals Country Store	1093 Sparta Highway	Retail Package Sales: Malt Beverages and/or Wine
Anila Ali	Long Shoals Package	1093 Sparta Highway, Suite B	Retail Package Sales: Malt Beverages and/or Wine and Distilled Spirits
Nancy Faulconer	Who Cares	1027 Lake Oconee Parkway #10	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Ginger Ryser	The Silver Moon	1077 Lake Oconee Parkway	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Shannon Thompson	Brush Creek LLC	1001C Lake Oconee Parkway	Retail Package Sales: Malt Beverages and/or Wine and Distilled Spirits

**File Attachments for Item:**

9. Authorization for Chairman to sign Resolution for Changes to the Financial Policy and P-Card Policy (staff-Fin)

**PUTNAM COUNTY  
RESOLUTION 03042022**

**WHEREAS**, the Putnam County Financial Policy was adopted November 16, 2010 and amended December 17, 2013; March 7, 2014; May 20, 2014; August 28, 2020; and October 19, 2021; and

**WHEREAS**, the Putnam County P-Card Policy was adopted December 15, 2015; and

**WHEREAS**, from time to time these policies require updating.

**NOW THEREFORE**, be it resolved by the Board of Commissioners of Putnam County, in the State of Georgia, that the following changes be adopted in the Financial Policy and P-Card Policy:

**SECTION 1:            AMENDMENT “5.90 Travel” of the Putnam County Policies & Procedures is hereby *amended* as follows:**

**AMENDMENT**

**5.90 Travel**

**Official Travel Defined:** Official travel is when an employee is on official County business which requires attendance at events and functions requiring travel outside the county. Travel shall be approved annually as part of the budget process. Travel not included in the budget must be authorized by a majority vote of the Board of Commissioners, prior to the incurring of any costs associated with such travel.

The County will not honor reimbursement request for meals, expenses, mileage or other costs deemed unofficial or for travel within the county, except as provided in Act 702 (HB No. 1818) of the Georgia General Assembly as approved April 1, 1996. Costs associated with the use of personal vehicles for travel within Putnam County are not reimbursable unless authorized by contract.

When an employee uses their personal vehicle for official travel, the rate of reimbursement is the rate set by the United States General Services Administration per resolution of the Board of Commissioners 1/15/02. All requests for reimbursement of cost associated with the use of personal vehicles while on Official County business outside of the county must be documented on an itemized Expense Report in PCPP 5.70.010.

**Board of Commissioners:** Reimbursement for official travel by the Chairman or any other member of the Board of Commissioners is strictly limited to the following:

- Educational and training opportunities offered by ACCG and other training

opportunities necessary for the orderly conduct of the business of Putnam County reimbursement and

- Appointments to boards, authorities, committees as made by the Chairman of the Board of Commissioners, by the Board of commissioners, by legislative statute, or directly associated with the conduct of the business of Putnam County and
- Approved budgetary amounts for Per Diem, Travel, and Education, unless a Commissioner has not yet received enough credits to become a certified county commissioner. In those instances, a case-by-case approval for additional amounts beyond the budgeted amounts may be approved by the full Commission if presented prior to the expense of such overage.

Board of Commissioners will be paid as provided in Act 702 of the Georgia General Assembly as approved April 1, 1996.

The County shall approve and/or reimburse travel expenses incurred during the performance of official duties **outside** the county subject to the following limitations and provisions.

Expenses incurred by family members or other persons accompanying the official traveler are not reimbursable. Official travelers must make their own arrangements for individuals accompanying them and pay for all expenses incurred personally.

**Lodging:** Lodging is tax-exempt in most cases if sales tax and motel/hotel tax-exempt form is presented at the time of check-in. The County will not reimburse for taxes paid due to the failure to present exemption forms. Receipts for lodging shall accompany a properly executed Expense Report in PCPP 5.70.010 and be submitted to the Finance Department within seven (7) business days of completion of trip.

Tips: tips are limited to 20% of any bill. This includes taxi services.

**Meals:** The Daily Meal Rate is set at a maximum of \$50 per day for days with an overnight stay. If one or two meals are purchased for day travel, the rates on the chart below shall apply. These meal rates include tips to wait staff for meal service or room service charges. Tipping over 20% limit even if you stay below the maximum daily allowance will not be allowed. Tips are limited to 15% of the bill. Tipping over the amount even if you stay below the maximum amounts will not be allowed. Tips will be limited to 15% of the bill. For overnight stay, the daily meal rate may be averaged within the same trip. Here are two examples:

Two Day Trip (overnight stay)- Spent \$35 day one & \$60 day two - Approved (did not exceed \$100) / Four Day Trip (three nights) - the maximum may not exceed \$200 (\$50x4)

The standard meal allowance rates are as follows:

<b>Eligible Meals</b>	<b>Daily Allowance</b>
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Alcoholic beverages are not reimbursable.

Itemized receipts are required for all expenses and shall accompany a properly executed Expense Report.

Constitutional Officers and their employees are not required to present receipts; they may claim the maximum daily meal rate. In all instances, an Expense Report must be completed within seven (7) business days from completion of the trip.

**Travel Advances:** County employees that are not issued a County credit card may receive an advance for anticipated expenses while on official travel. In all cases where a Travel Advance is issued, the traveler will settle their account with the Finance Department within seven (7) business days of the completion of travel by providing receipts and/or proper documentation for incurred expenses. The traveler shall return the balance of advanced funds minus expenses detailed on an approved Expense Report and supported by receipts. Any exceptions to this must be reviewed and approved by the County Manager.

**Review and Approval of Travel Expenses:** Travel expenses require review and proper approval of the Expense Report before submission to the Finance Department.

Travel expenses and P Card charges by employees (below Department Head level) will be audited and approved by the Department Head. Charges by Department Heads will be audited and approved by the County Manager. Charges by the County Manager and all District Commissioners will be audited by the Chairman after submission to the Finance Department. Charges by the Chairman will be provided to the Vice-Chairman for audit after submission to the Finance Department. Any dispute will be settled by a review and vote by the Board of Commissioners.

**SECTION 2:** AMENDMENT “5.80 Purchasing Card Policy” of the Putnam County Policies & Procedures is hereby *amended* as follows:

AMENDMENT

5.80 Purchasing Card Policy

- A. **Intent & Scope:** During the 2015 legislative session, the General Assembly adopted HB 192, which changes how county elected officials may use county issued



purchasing cards and credit cards. Effective January 1, 2016, no county elected official may use a county purchasing or credit card unless:

1. The board of commissioners has publicly voted to authorize the elected official to use a county purchasing or credit card;
2. The county has adopted a policy regarding the use of the county purchasing or credit card; and
3. The county and the elected official enter into a contract regarding the use of the county purchasing or credit card.

The Putnam County Purchasing Card Policy is designed to enable authorized elected officials and county employees to purchase supplies, materials and services for County use within the rules and guidelines set forth in the Putnam County Financial Policies. Furthermore, the Purchasing Card shall be used as a travel card to the extent that airfare, hotel and meal expense are approved and allowable. A completed Expense Voucher with copies of P-Card receipts attached must be submitted to the Finance Department for all travel related expenses.

The Putnam County Purchasing Card can only be used for official Putnam County business and must be surrendered upon termination of employment for any reason or upon demand by the Purchasing Card Administrator or County Manager.

**B. Parties Involved:**

1. **Card Issuer:** Bank of America’s services include issuing Visa Purchasing Cards to Putnam County cardholders, providing electronic transaction authorizations, and billing Putnam County for all purchases made on the cards. Card Issuer may also be any other financial institution which issues any purchasing card or credit card for any elected official of Putnam County.
2. **County Manager:** Approves all applications (participation) in the program.
3. **Purchasing Card Administrator:** The Putnam County Finance Director who coordinates the purchasing card program for the county and acts as the county’s intermediary in correspondence with the card issuer.
4. **Cardholder:** An elected official authorized by public vote of the Board of Commissioners to use a county issued purchasing card or an employee of Putnam County who is approved by the County Manager to use a purchasing card to execute purchase transactions on behalf of the County.

C. **Authorized Elected Officials:** The Putnam County Board of Commissioners, in its discretion, shall authorize specific county elected officials to use a county purchasing card by adoption of a resolution in a public meeting.

No authorized elected official may use a county purchasing card until he or she has executed the County’s purchasing card user agreement. The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this policy or for

any purchases that are not authorized by this policy.

**D. Card Administrator:** The Finance Director shall serve as the Purchasing Card Administrator. The responsibilities shall include:

1. Manage County issued purchasing cards.
2. Serve as the main point of contact for all County purchasing cards.
3. Serve as liaison to cardholders and their staff, as well as to the issuer of the purchasing card.
4. Provide training to cardholders on card policies and procedures to use a purchasing card.
5. Develop internal procedures to ensure timely payment of cards.
6. Assist with disputed transactions and emergency transactions when necessary.
7. Establish internal procedures to ensure compliance with this policy, the County financial policy, County purchasing card user agreements, applicable agreements with the business organization, financial institution, or any duly authorized agent of such organization or institution, issuing card, and state law, specifically, O.C.G.A. §§ 16-9-37 and 36-80-24.
8. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards.
9. Audit and reconcile transactions monthly.
10. Maintain records for at least seven years or as otherwise provided by the County’s record retention policy.

**E. Use of Cards:**

1. **Authorized Purchases:** County purchase cards may be used to purchase goods and services directly related to the public duties of the cardholder. All purchases are subject to the terms of this policy, the County purchasing card user agreement, county financial policies and ordinances, and the adopted budget. The cards, and use of the cards, are not transferrable to unauthorized employees. The cardholder shall use care to ensure that others do not have access to the card account number, expiration date and security code. A transaction limit of \$5,000 per month will apply to most accounts. This limit can be raised to a maximum of \$20,000 per month with prior approval from the Purchasing Card Administrator. ~~Unless otherwise approved by the governing authority or established in the County purchasing card user agreement, the transaction limits are as follows:~~

~~Per Transaction: \$3,000.00~~

~~Per Month: \$5,000.00~~

2. **Unauthorized Purchases:** County purchasing cards shall not be used for goods and services not directly related to the official responsibilities of the cardholder. Additionally, cards shall not be used to avoid compliance with the County’s financial policies, ordinances and procedures, to purchase goods and services that are not approved in the County’s budget, to purchase goods and services exceeding the per transaction or per month limit, or to make purchases not in compliance with the County purchasing card user agreement. The purchasing card may not be used to purchase, alcohol, entertainment, or

to obtain cash advances.

- 3. **Receipts and Documentation:** Receipts, invoices and other supporting documentation of all purchases made with a county purchasing card shall be obtained and maintained by the Finance Department for five years. If an original or duplicate cannot be produced, a sworn affidavit of the cardholder may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.
- 4. **Public Records:** All receipt and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 et seq.

**F. Purchasing Card Procedures:**

- 1. **Purchasing Card Procedures:** Proper documentation of purchases, internal controls and other measures prevent and allow detection of misuse or abuse of County issued purchase cards and credit cards. Cardholders and staff that process payments under this program shall cooperate and comply with the procedures established by the County.

Cardholders must sign a Cardholder User Agreement in the presence of the Purchasing Card Administrator. The cardholder must sign all receipts and invoices for purchasing card transactions, clearly notate on the documentation that the transaction is a P-card transaction, and submit the paperwork to the Finance Department by the second business day of the month for the prior month's statement. Failure to submit all receipts/invoices by the second business day for the prior month's activity shall result in the card being suspended until documentation is received. ~~before the statement is received that includes that transaction.~~

All cardholders must code their transactions in the on-line Bank of America software program unless they have made arrangements for one of their staff or the Finance Department staff to code the transactions on their behalf. Department Heads must review all cardholder's receipts and invoices within their department. Department Head approval is verification that the expense was a legitimate use of County funds and is within budget.

All cardholders must work with the Finance Department staff to attempt to resolve disputes or billing errors. All cardholders must **immediately report a lost or stolen card to Bank of America** and notify the Purchasing Card Administrator of a lost or stolen purchasing card at the first opportunity during normal business hours.

The Finance Department staff will review all transactions and match the receipts and invoices to the monthly statement received from Bank of America. The Finance Department staff will ensure that the appropriate credit

for reported disputed transactions or billing errors appear on a subsequent cardholder statement.

The Purchasing Card Administrator will report disputed transactions, errors, purchases not in compliance with this policy or the financial policy, missing documentation or incomplete documentation to the County Manager and will present the Bank of America bill to the County Manager for approval before payment.

**G. Violations:** A cardholder shall reimburse the County for any purchases made with a County issued purchase card or credit card in violation of this policy or the user agreement.

In the discretion of the county governing authority, failure to comply with the procedures outlined in this policy may result in:

1. A warning;
2. Suspension of the cardholder’s authority to use a County purchase card; or
3. Revocation of the cardholder’s authority to use a County’s purchase card.

Using the P-Card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. The O.C.G.A. § 50-5-80 states that any cardholder who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. A cardholder who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholder.

PASSED AND ADOPTED BY THE PUTNAM COUNTY BOARD OF COMMISSIONERS \_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Chairman Billy Webster	_____	_____	_____	_____
District One Commissioner Gary McElhenney	_____	_____	_____	_____
District Two Commissioner Daniel Brown	_____	_____	_____	_____
District Three Commissioner Bill Sharp	_____	_____	_____	_____
District Four Commissioner Jeff Wooten	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Billy Webster, Chairman, Putnam  
County

\_\_\_\_\_  
Lynn Butterworth, County Clerk  
Putnam County

**File Attachments for Item:**

10. Approval of 2023 Budget and 2022 Mill Rate Schedule (staff-Fin)

**2023 Budget & 2022 Mill Rate Schedule (Fiscal Year Oct. 2022 – Sept. 2023)**

**May**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**July**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
18	18	19	20	21	22	24
24 31	25	26	27	28	29	30

**August**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Meetings dates are in green, other major dates are in yellow

May 27 - Assessment notices mailed by Tax Assessor’s Office

May 31 - Distribute budget packages

June 28 - Budget packages due to the Finance Department

June 30 - Advertise budget work sessions

July 8 - Budget requests submitted to the Board of Commissioners

July 11 - First budget work session and last day to appeal assessments (45 days after estimated mailing date)

July 12 - First budget work session continued and guidance to staff on proposed budget

July 14 - Preliminary digest available

July 27 - Proposed budget submitted to the Board of Commissioners

July 28 - Advertise proposed budget, public hearing on budget, meeting to adopt budget, and Advertise First mill rate public hearing

August 4 - Advertise second mill rate public hearing

August 5 - Second budget work session (for comments from departments on proposed budget) and First mill rate public hearing

August 16 - Public Hearing on budget (with regular meeting) and Second mill rate public hearing

August 18 - Advertise final public hearing on mill rate, 5 Year History of Mill Rate, and meeting to adopt budget

August 26 - Adopt budget

September 2 – Final (third) public hearing on mill rate & Adopt mill rate in regular meeting

**File Attachments for Item:**

11. Approval of LOST Mediator (BW)





# City of Eatonton

201 N. Jefferson Ave.  
P. O. Box 3820  
Eatonton, Georgia 31024  
www.eatontonga.us



JOHN REID - MAYOR

MARIA S. JIMÉNEZ - CITY CLERK

GARY M. SANDERS - CITY ADMINISTRATOR

TELEPHONE:  
MAYOR'S OFFICE - (706) 485-9240  
CLERK'S OFFICE - (706) 485-3311  
FACSIMILE:  
(706) 485-7912

February 22, 2022

Chairman Billy Webster,  
Putnam County Board of Commissioners  
117 Putnam Drive, Suite A  
Eatonton, GA 31024

Dear Chairman Webster:

As you are aware, O.C.G.A. § 48-8-89 (d) (3) requires the parties involved in local option sales tax revenue renegotiations to submit the matter to mediation if an agreement is not reached within 60 days following the commencement of such renegotiations. At the conclusion of our meeting on February 4, the City was invited to offer the name of a mediator for this purpose. Please accept the following as the City's selection:

Denny C. Galis  
P.O. Box 907  
Athens, GA 30603  
(706) 549-8242  
[dcgalis@yahoo.com](mailto:dcgalis@yahoo.com)

Mr. Galis is an experienced mediator who is a member of the Georgia Academy of Mediators and Arbitrators that we believe will serve both parties fairly. Regarding the costs of his services, the City concurs with your offer of a 69% County / 31% City split.

We look forward to setting a mediation date in the month of March to help further the negotiation process.

Best Regards,

John Reid  
Mayor

**File Attachments for Item:**

12. Authorization for staff to schedule a Public Hearing for proposed changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 22 (Businesses) (staff-CM & PCSO)

STATE OF GEORGIA

COUNTY OF PUTNAM

ORDINANCE NO. 2022-\_\_\_\_\_

AN ORDINANCE TO AMEND THE CODE OF PUTNAM COUNTY, GEORGIA THROUGH THE CREATION OF DIVISION 7 OF CHAPTER 6 TITLED, ALCOHOLIC BEVERAGES, WHICH SHALL PROVIDE FOR THE REGULATION OF ALCOHOL LICENSEES AND REQUIREMENTS RELATING, OBTAINING, AND MAINTAINING A DISTILLERY LICENSE

WHEREAS, the Putnam County Board of Commissioners (hereinafter “County”) desires to establish regulations for the granting, maintaining, and penalties relating to a distillery license;

NOW, THEREFORE, the Board of Commissioners of Putnam County hereby enacts this ordinance pertaining to a distillery licensee as follows:

1.

The Code of Putnam County, Georgia is hereby amended by creating **Division 7 – Distilleries to Chapter 6 – Alcoholic Beverages** and adding **Section 6-140 to Chapter 6 – Alcoholic Beverages** and supplementing **Section 6-2 - Definitions**, and shall read as follows:

**DIVISION 7. – DISTILLERY LICENSE**

**Sec. 6-140. – Additional requirements applicable to license for distillery.**

- (a) *Hours of operation.* For the serving of alcohol, Monday through Saturday, beginning at 8:00 a.m. to 1:30 a.m.; Sunday from 12:30 p.m. until 11:30 p.m.
- (b) *Distillery production and sales.* A license for on-premises production and on-premises sale of distilled spirits may be authorized by the chairman and county commission to persons otherwise entitled to a distilled spirits production and sales of distilled spirits license, provided the following conditions are met:
  - (1) The annual fee for a distillery license shall be based on a schedule developed by the Putnam County Clerk's Office. Such fee shall be payable to Putnam County.
  - (2) All distilling operations by a distillery shall be conducted within an enclosed building. Production space shall not exceed 15,000 square feet.

(3) *Consumption on the premises.* Distillery shall be permitted to serve distilled spirits produced at the distillery's licensed premises for consumption on the premises, subject to the following restrictions:

- a. Total sales of distilled spirits for consumption on the premises and for consumption off the premises at the distillery's licensed premises shall be less than 750 barrels in each calendar year in which the licensee is permitted. For purposes of this section, barrel shall be defined in accordance with state law.

(4) *Consumption off the premises.*

- a. Total sales of distilled spirits for consumption on the premises and for consumption off the premises at the distillery's licensed premises shall be less than 750 barrels in each calendar year in which the licensee is permitted. For purposes of this section, barrel shall be defined in accordance with state law.
- b. Any sales of distilled spirits shall not exceed a maximum of 4,500 milliliters per consumer per day.

(5) *Free samples.* A manufacturer of distilled spirits shall not offer or permit any free sampling of distilled spirits.

(6) All state regulations relating to the manufacture, sale, and distribution of distilled spirits, as revised from time to time, promulgated by the state revenue department, are hereby incorporated into and made a part of this chapter as if fully set out in this section.

(c) No person or corporation who holds a distillery license shall operate a distillery in such a manner so as to create, promote, suffer or otherwise permit the disruption or disturbance of the quiet enjoyment of the owners of properties located in the same vicinity and general neighborhood of the business premises of the licensee.

**EXPLANATION OF DOCUMENTS:****Red language equals added text.****~~Struck through language equals deleted text.~~****Chapter 22 BUSINESSES<sup>1</sup>****ARTICLE I. IN GENERAL****Secs. 22-1—22-30. Reserved.****ARTICLE II. OCCUPATION REGISTRATION<sup>2</sup>****Sec. 22-31. Required for business dealings in the county.**

Each year, every person engaged in any business, trade, profession or occupation, except for not-for-profit or charitable organizations, in the county, whether with a location in the unincorporated areas of the county, or in the case of an out-of-state business with no location in the state, exerting substantial efforts within the state pursuant to O.C.G.A. § 48-13-7, shall register such business, trade, profession or occupation and, except for exemptions and exclusions set out in this article, shall pay an occupation registration fee for such business, trade, profession or occupation; which registration shall be kept in the place of business, if the business, trade, profession or occupation has a permanent business location in the county. If the business, trade, profession or occupation has no permanent business location in the county, such business registration shall be shown to any deputy sheriff or such other person designated for this purpose by the board of commissioners upon request.

(Ord. of 1-20-1998, § 1 ; Ord. of 5-21-2013, § 1(exh. A) )

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<sup>1</sup>Cross reference(s)—Alcoholic beverages, ch. 6; amusements and entertainments, ch. 10; private collection, transportation and disposal of solid waste, § 50-36; taxation, ch. 54; telecommunications, ch. 58; O-I office and institutional district, § 66-291 et seq.; C-1 local commercial district, § 66-311 et seq.; C-2 general commercial district, § 66-331 et seq.; SC special commercial district, § 66-351 et seq.; I-L light industrial district, § 66-371 et seq.; I-H heavy industrial district, § 66-391 et seq.; sign regulations for AG, C-1 and C-2 commercial districts, § 66-526; sign regulations for SC commercial district, § 66-527; sign regulations for I-L light industrial district and I-H heavy industrial district, § 66-528; sign regulations for O-I office institutional district, § 66-529; cable television franchise, app. A.

<sup>2</sup>State law reference(s)—Business and occupation taxes, O.C.G.A. § 48-13-1 et seq.

**Sec. 22-32. Definitions.**

The words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*County* means the unincorporated areas of the county.

*Dominant line* means the type of business, within a multiple-line business, from which the greatest amount of income is derived.

*Location of office* shall not include a temporary worksite which serves a single customer or project.

*Occupation registration fee* means a fee charged to persons, partnerships, corporations or other entities for registering an occupation, profession, trade or business.

*Practitioner of profession or occupation* means one who by state law requires state licensure regulating such profession or occupation but shall not include a practitioner who is an employee of a business, if the business pays an occupation registration fee.

(Ord. of 1-20-1998, § 2)

Cross reference(s)—Definitions generally, § 1-2.

**Sec. 22-33. Penalty for violation of article.**

Any person violating any provision of this article shall be guilty of a misdemeanor and shall be punished as provided in section 1-13.

(Ord. of 1-20-1998, § 10)

**Sec. 22-34. Fee; restrictions.**

- (a) An occupation registration fee shall be paid by those businesses, trades, professions and occupations and practitioners of professions and occupations with one or more locations or offices in the unincorporated part of the county and/or by the applicable out-of-state businesses with no location or office in the state, pursuant to O.C.G.A. § 48-13-7.
- (b) The occupation registration fee shall be in an amount set forth in the schedule of fees and charges and may be updated from time to time by the board of commissioners. The amount of the occupation registration fee shall approximate the reasonable cost of the actual regulatory activity performed by the county.
- (c) No business, trade, profession or occupation or practitioner of profession or occupation shall be required to pay more than one occupation registration fee for each of its locations. All businesses, professions, trades and/or occupations with a business location in the unincorporated areas of the county shall be required to register their business, profession, trade and/or occupation with the county, even when such businesses, professions, trades and/or occupations are not subject to payment of a registration fee and are not otherwise subject to regulation by the county.

(Ord. of 1-20-1998, § 3)

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**Sec. 22-35. Payment of fee by business with no location in the state.**

Registration and assessment of an occupation registration fee is hereby imposed on those businesses, professions, trades and/or occupations with no location or office in the state, if the business's largest dollar volume of business in the state is in the county and the business or practitioner:

- (1) Has one or more employees or agents who exert substantial efforts within the jurisdiction of the county for the purpose of soliciting business or serving customers or clients; or
- (2) Owns personal or real property which generates income and which is located within the jurisdiction of the county.

(Ord. of 1-20-1998, § 4)

**Sec. 22-36. Dominant line of business to be identified on occupation registration form.**

The occupation registration form of each business operated in the county shall identify the dominant line of business that the business conducts.

(Ord. of 1-20-1998, § 5)

**Sec. 22-37. Number of businesses considered to be operating in the county.**

Where a person or entity conducts business at more than one fixed location, each location or place shall be considered a separate business for the purpose of the registration fee and/or registration.

(Ord. of 1-20-1998, § 6)

**Sec. 22-38. Practitioners practicing exclusively for a government.**

No practitioner of profession or occupation or person whose office is maintained by and who is employed in practice exclusively by the United States, the state, a municipality or county of the state, instrumentalities of the United States, the state, or a municipality or county of the state shall be required to register or pay an occupation registration fee for that practice.

(Ord. of 1-20-1998, § 7)

**Sec. 22-39. When registration fee due and payable; effect of transacting business when registration fee delinquent.**

An occupation registration fee shall be due for the calendar year 1998 and each succeeding calendar year thereafter unless otherwise specifically provided in this section. Beginning with the year 1999, such registration and registration fee shall be due and payable January 1 of each year and, if not paid by March 1 of each year, shall be subject to penalties for delinquency as prescribed in this article. Each business, trade, profession or occupation located in the county subsequent to the enactment of the ordinance from which this article is derived shall pay a registration fee immediately upon beginning business. The registration provided for in this section shall be issued by the board of commissioners.

(Ord. of 1-20-1998, § 8)

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**Sec. 22-40. Exemption from registration and payment of registration fee on grounds that business is operated for charitable purpose.**

Any organization with a tax exempt status pursuant to IRC section 501(c)(3) shall not be required to pay a registration fee pursuant to this article, and shall not be required to register as set out in this article.

(Ord. of 1-20-1998, § 9 ; Ord. of 5-21-2013, § 2(exh. A) )

Editor's note(s)—Section 2(exh. A) of an ordinance adopted May 21, 2013, changed the title of § 22-40 from "Exemption from payment of registration fee on grounds that business is operated for charitable purpose" to "Exemption from registration and payment of registration fee on grounds that business is operated for charitable purpose."

**Sec. 22-41. Code enforcement officer.**

The board of commissioners shall appoint a person who shall be its duly designated officer and inspector in conjunction with any violation pertaining to this article. The board of commissioners hereby grants enforcement powers to the county sheriff, in addition to any such appointed person.

(Ord. of 1-20-1998, § 11)

**Sec. 22-42. Businesses not required by this article to pay registration fee.**

The following businesses, trades, professions and occupations shall not be required to pay a registration fee pursuant to this article, but shall be required to register such business with the county and may be assessed an occupation license fee or other type of fee or tax pursuant to the provisions of other general laws of the state or by local law:

- (1) Those businesses regulated by the state public service commission.
- (2) Those electrical service businesses organized pursuant to O.C.G.A. title 46, chapter 3.
- (3) Any farm operation for the production from or on the land of agricultural products, but not including agribusiness.
- (4) Cooperative marketing associations governed by O.C.G.A. § 2-10-105.
- (5) Insurance companies governed by O.C.G.A. § 33-8-8 et seq.
- (6) Motor common carriers governed by O.C.G.A. § 46-7-15.
- (7) Those businesses governed by O.C.G.A. § 48-5-355. (Businesses that purchase carload lots of guano, meats, meal, flour, bran, cottonseed or cottonseed meal and hulls.)
- (8) Agricultural products and livestock raised in the state, governed by O.C.G.A. § 48-5-356.
- (9) Depository financial institutions governed by O.C.G.A. § 48-6-93.
- (10) Facilities operated by a charitable trust governed by O.C.G.A. § 48-13-55.

(Ord. of 1-20-1998, § 12)



**Sec. 22-43. Registration to be made on forms prescribed by the county.**

Registration of businesses, trades, professions or occupations shall be accomplished by completing a form provided by the county. The individual who completes each form shall certify thereon that the information contained therein is true and complete to the best of that person's knowledge.

(Ord. of 1-20-1998, § 13)

**Sec. 22-44. Amendment; repeal of provision.**

This article shall be subject to amendment or repeal, in whole or in part, at any time, and no such amendment or repeal shall be construed to deny the right of the board of commissioners to assess and collect any of the fees or other charges prescribed. Such amendment may increase or lower the amounts and fee rates of any business, trade, profession or occupation and may change the classification thereof. The payment of any occupation registration fee provided for shall not be construed as prohibiting the assessment or collection by the jurisdiction of additional fees upon the same person, property or business.

(Ord. of 1-20-1998, § 14)

**Sec. 22-45. Requirement of public hearing before registration fee increase.**

Subsequent to the enactment of the ordinance from which this article is derived, the board of commissioners shall conduct at least one public hearing before adopting any ordinance or resolution which will increase the occupation registration fee as set forth in this article.

(Ord. of 1-20-1998, § 15)

**Sec. 22-46. Option to establish exemption or reduction in occupation registration fee.**

The board of commissioners may by subsequent ordinance or resolution provide for an exemption or reduction in the occupation registration fee to one or more types of businesses, trades, professions or occupations as part of a plan for economic development or attracting or encouraging selected types of businesses, trades, professions or occupations or practitioners of selected occupations or professions. Such exemptions or reductions shall not be arbitrary or capricious, and the reasons therefor shall be set forth in the minutes of meetings of the board of commissioners.

(Ord. of 1-20-1998, § 16)

**Secs. 22-47—22-75. Reserved.**

***ARTICLE III. FORTUNETELLING, PALMISTRY AND RELATED ACTIVITIES<sup>3</sup>***

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<sup>3</sup>State law reference(s)—Authority to prohibit, regulate or tax fortunetelling, astrology and palmistry, O.C.G.A. § 36-1-15.

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**Sec. 22-76. Purpose and authority of article.**

- (a) This article is enacted for the purpose of regulating and taxing the businesses of fortunetelling, phrenology, astrology, clairvoyance, palmistry and other kindred practices, business and professions.
- (b) This article was adopted by resolution of the board of commissioners pursuant to the authority granted under O.C.G.A. § 36-1-15.

(Ord. of 5-11-1983, § I(A), (B))

**Sec. 22-77. Applicability of article provisions.**

This article shall apply to those persons, firms, partnerships, corporations or other such entities which engage in the practices of fortunetelling, phrenology, astrology, clairvoyance, palmistry and other kindred practices, businesses and professions where a charge is made or a donation accepted for such services, and where the practices are carried on outside the corporate limits of a municipality.

(Ord. of 5-11-1983, § I(C))

**Sec. 22-78. Annual fee required.**

In addition to complying with the occupation registration requirements as set forth in article II of this chapter, those persons, firms, partnerships, corporations or other entities engaged in the practice of fortunetelling, phrenology, astrology, clairvoyance, palmistry and other kindred practices, businesses and professions as described in this section shall obtain a license and pay an annual fee of \$1,000.00 to the county.

(Ord. of 5-11-1983, § I(D)(1))

**Sec. 22-79. Display of license.**

Each person, firm, partnership or corporation holding a license pursuant to this article shall display the license prominently at all times on the premises for which the license is issued.

(Ord. of 5-11-1983, § I(D)(2))

**Sec. 22-80. Location requirements.**

No person, firm, partnership, corporation or other entity shall engage in the above-named businesses or practices within 500 yards of any church building, school building, educational building, school grounds or college campus. As used in this section, the term "school building" or "educational building" shall apply only to state, county, city or church school buildings, and to such buildings at such other schools in which are taught subjects commonly taught in the common schools and colleges of this state.

(Ord. of 5-11-1983, § I(D)(3))

**ARTICLE IV. - DOOR-TO-DOOR SOLICITATION**

**Sec. 22-81. - Intent and purpose.**

The intent of the Board of Commissioners in enacting this article is to regulate the sale of goods and services by solicitors or canvassers at residences in the county in order to diminish criminal activity in the county and abusive techniques utilized by any such solicitor or canvasser which adversely affect the public health, safety and welfare in the county. This article is not intended as a de facto prohibition of door-to-door solicitation, nor is it an attempt to adversely affect interstate commerce. Instead, this article is intended to balance competing interests, reduce criminal activity and protect the community from abusive sales techniques versus the conduct of proper commercial sales activity. This article is not intended to allow any business activity which would otherwise be unlawful.

**Sec. 22-82. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meaning ascribed to them in this section, except where context clearly indicates a different meaning:

*Handbill* means any printed or written material, any leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original copies of any matter or literature pertaining to any speech, whether commercial or noncommercial.

*Solicitor or canvasser* means any person who solicits orders or appointments on behalf of himself/herself, a firm, corporation, company, association, partnership or individual for any goods, wares, services, or merchandise or other things of value, going from house to house or other premises. Any person who obtains orders or appointments for merchandise, services, or other things of value shall be deemed a solicitor. The term solicitor or canvasser shall not mean an individual or field sales representative working for or on behalf of a bona fide charitable or nonprofit organization, or students or parents of participating in approved school-sponsored fund raisers.

**Sec. 22-83. - Solicitor/canvasser permit.**

*Permit required; applicability of article.*

(1) *Resident/nonresident solicitors/canvassers.* All solicitors or canvassers are subject to all rules and regulations of this article.

(2) *Persons holding business license.* Any applicant who has paid a business license fee or tax to Putnam County shall receive a credit of the amount so paid toward the payment of the

solicitor's registration and permit fee. However, such applicant shall in all manners and all respects be subject to all other provisions of this article.

*Application; investigation of applicant; grounds for denial.*

(1) No solicitor/canvasser shall be authorized to solicit orders until he files an application with the county Planning and Development department and obtains a permit and registers as a solicitor. This application shall be upon forms prescribed by the county planning and development department. Upon application, the Sheriff’s Office may, within ten days, shall examine the criminal record, if any, of the applicant. No permit shall be given to any applicant who shall have either a pending charge or a conviction for a crime of moral turpitude, a violation of this ordinance, a violation of any like ordinance of any political subdivision of this state or any other state, or an offense involving the elements of assault and battery, or any civil judgment involving unethical and improper business actions, including but not limited to an action which would constitute fraud and deceit. Making a false statement, false writing, or misrepresentation in an applying for a permit shall constitute a violation of this ordinance in addition to any penalty under state law for doing such.

*Fee.* The applicant for a solicitor's permit shall pay a fee as specified by the county Planning and Development Department. This fee shall be used for payment of the cost of such registration, investigation, and regulation of persons subject to this article.

*Term; renewal.* A permit issued under this article shall be valid for the calendar year from the date the permit is issued. The permit may be renewed by filing a renewal application with the Planning and Development Department upon forms prescribed by said department and paying a renewal fee as set out in the schedule of fees, to cover the expense of updating the investigative report.

**Sec. 22-84. - Credentials for solicitors.**

When conducting business, persons soliciting or canvassing shall carry on their persons credentials, the design of which shall be in the discretion of the county Planning and Development department, but which shall be uniform as to all solicitors/canvassers. Said credentials shall provide the following information: the name of the solicitor or canvasser, the name of the company, and an identification number, in large enough type to be read and seen by persons with normal or corrected vision. At all times, the solicitor or canvasser shall possess these credentials and shall produce same when requested by the owner or occupant of any premises solicited or canvassed.

**Sec. 22-85. - Conduct of business by solicitors/canvassers; information to be provided to customers.**

The Planning and Development Department shall provide to each solicitor/canvasser with the aforementioned credentials. It is the responsibility of the solicitor/canvasser to make sufficient copies of their credentials and furnish a copy to each premise he/she visits if requested to do so.

Residents and occupants have the right to ask the solicitor/canvasser to leave the premises, and if he/she should fail to leave the premises after said instructions, he/she shall be in violation of the laws of this state and/or this ordinance.

*Failure to present credentials.* It shall be unlawful for a solicitor/canvasser to fail to present their credentials to the owner or occupant of any premise where the solicitor/canvasser solicits business, or to the Sheriff or any Deputy Sheriff when requested to do so.

*Announcement to occupant.* At each house or premise, the solicitor/canvasser shall announce to the owner or occupant of the home or premise his/her name and that he has been issued a permit by the county as a solicitor/canvasser, and shall announce the purpose of his call and present the credentials provided for by this section and shall allow time for the occupant or owner to read the credentials.

*Entry/Trespass.* No solicitor/canvasser shall enter a home, edifice, or other structure without the express invitation of the occupant or owner. If a "no soliciting" sign is posted on the property of any premises, no solicitor/canvasser shall go upon said property.

*Courteous conduct required; compliance with request to leave premises.* A solicitor/canvasser shall at all times maintain a courteous decorum and shall not use opprobrious, vulgar or slang words to any homeowner or occupant.

*Misrepresentation of effect of permit.* It shall be unlawful for any solicitor/canvasser to represent by word, action or deed that the issuance of a permit by the county Planning and Development Department in any way represents approval or condonation of either the actions of the solicitor/canvasser or his/her product.

**Sec. 22-86. - County records of solicitors/canvassers; complaints against solicitors/canvassers.**

(a)The county Planning and Development Department shall maintain true and accurate records of the name and identification number of each solicitor/canvasser, together with other information required by this article, and shall maintain a log of all complaints for each solicitor/canvasser or organization represented by solicitors/canvassers. Such records shall be available to the solicitor/canvasser or his company or organization and shall be deemed a public record except in cases where there is a pending case of a violation in any court of competent jurisdiction.

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(b) If the Sheriff's Office/Planning and Development Department receives any complaints concerning a particular solicitor/canvasser, the Planning and Development Department may suspend the permit of the solicitor/canvasser until such time as the solicitor/canvasser or organization can show cause that he or she is in compliance with the rules and regulations of this article.

**Sec. 22-87. - Appeals by solicitors/canvassers.**

A solicitor/canvasser shall have the right to file an appeal from the ruling of the county Planning and Development Department under this article to the Board of Commissioners.

**Sec. 22-88. - Enforcement.**

Enforcement authority of this article shall be vested with the Sheriff's Office/Planning and Development Department.

**Sec. 22-89. – Penalties / Courts of Jurisdiction.**

Any person who violates any provision of this article shall be subject to a fine of up to \$1,000.00 and/or imprisonment in jail for a period not to exceed 6 months or both.

Prosecutions for violations of this article may be conducted in the Magistrate or State Courts of Putnam County.

**File Attachments for Item:**

13. Approval of adding a question to the primary ballot (BW)



February 28, 2022

Putnam County Board of Commissioners  
117 Putnam Dr. Suite A  
Eatonton. Georgia 31024

Re: Request to have a question placed on the upcoming 2022 Republican Primary Ballot.

Gentlemen:

The Putnam County Republican Party at its February 7, 2022 County Committee meeting voted unanimously to respectfully request that the Putnam County Board of Commissioners place the following question on the upcoming 2022 Republican Primary Ballot:

**QUESTION: Should the residents of Putnam County who have reached the age of 70 years of age be exempt from Putnam County school taxes? YES \_\_\_ or NO \_\_\_**

We respectfully request your assistance in allowing the residents of Putnam County to have this opportunity to voice their opinions in this matter.

Should you or any of the other board members have questions or concerns please reach out to me and again thank you for your time and assistance.

Sincerely,

Stephen M. Arnold  
Chairman, Putnam County Republican Party  
160 Lakeview Drive  
Eatonton, GA 31024  
404 245 5190  
Steve2647@bellsouth.net



**File Attachments for Item:**

14. Scheduling of Upcoming Meetings (BW)

# March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		City Council 7 PM		P&Z 6:30 PM	BOC 9 AM	
			BS-Training travel	BS-Training	BS-Training	
6	7	8	9	10	11	12
	LB-out in AM	COC Breakfast 8 AM		MGRC Council 5:30 PM	COC Job Fair 10 AM	
		PDA 3:30 PM				
	Paul off	Paul off	Paul off	Paul off	Paul off	
13	14	15	16	17	18	19
	PW Training	BOC 6:30 PM	EPTAH 9:00 AM		Paul off	
	SWA 5:00 PM		BS-out in PM			
20	21	22	23	24	25	26
	City Council 7 PM				Ben Windham out	
					Doug Eaves out	
27	28	29	30	31		
	Doug Eaves out	Comp Plan PH possible date	Comp Plan PH possible date	Comp Plan PH possible date		
	Ben Windham out	Ben Windham out	Ben Windham out	Ben Windham out		

# April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					BOC 9 AM Ben Windham out	
3	4	5	6	7	8	9
		City Council 7 PM	Bd of Health 1 PM	P&Z 6:30 PM		
10	11	12	13	14	15	16
		PDA 3:30 PM		MGRC 5:30 PM	HOLIDAY	
17	18	19	20	21	22	23
	City Council 7 PM	BOC 6:30 PM	EPTAH 9 AM	Paul off	Paul off	
		BS-out in AM	BS-out in PM			
24	25	26	27	28	29	30
		Mid GA Consort 10 AM	ACCG Conf-Travel Day	ACCG Conf	ACCG Conf	ACCG Conf