



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, March 6, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance (BS)
4. Special Presentation
 - a. Courthouse Landscape Committee

Regular Business Meeting

5. Public Comments
6. Approval of Agenda
7. Consent Agenda
 - a. Approval of Minutes - February 18, 2020 Regular Meeting (staff-CC)
 - b. Approval of Minutes - February 26, 2020 Called Meeting (staff-CC)
 - c. Approval of 2020 Alcohol Licenses (staff-CC)
8. Appointments to the Board of Assessors (staff-CC)

Reports/Announcements

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

Closing

12. 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.

Item Attachment Documents:

7. Consent Agenda
 - a. Approval of Minutes - February 18, 2020 Regular Meeting (staff-CC)
 - b. Approval of Minutes - February 26, 2020 Called Meeting (staff-CC)
 - c. Approval of 2020 Alcohol Licenses (staff-CC)

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 by calling at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #7.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, February 18, 2020 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, February 18, 2020 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Trevor Addison

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 6:32 p.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Invocation

Rev. Pete Mattix gave invocation.

3. Pledge of Allegiance (DB)

Commissioner Brown led the Pledge of Allegiance.

4. Special Presentations

- a. Report from Auditors (staff-Finance)

Mr. Pat Muse from McNair, McLemore, Middlebrooks & Co., LLC gave a presentation of the 2019 Audit results.

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

Item #7.

b. Report from Municipal Advisors (staff-Finance)

Mr. Tony King from BakerTilly Municipal Advisors gave a long-range financial model presentation.

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

c. Planning & Development Presentation

County Manager Van Haute gave a presentation on the Planning & Development Department from 2010 - 2020.

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

Zoning/Public Hearing

Chairman Webster called the Public Hearing to order at approximately 7:32 p.m.

- 5. Request by Jane Klaviter to rezone 12.15 acres at 383 Old Phoenix Road from AG-1 to AG-2 [Map 104, Part of Parcel 019, District 2] (staff-P&D)

Ms. Millicent Zamirowski, agent for Jane Klaviter, spoke in support of this request. No one signed in to speak against this item. Planning & Development staff recommendation was for approval to rezone 12.15 acres from AG-1 to AG-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.

Motion to approve the request by Jane Klaviter to rezone 12.15 acres at 383 Old Phoenix Road from AG-1 to AG-2 [Map 104, Part of Parcel 019] with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.

Motion made by Commissioner Brown, Seconded by Commissioner Addison.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

- 6. Request by Stephen Watson agent for SN Watson, LLC to rezone 1.30 acres at 100 Friendship Road from R-2 to IM [Map 061A, Parcel 032, District 4] (staff-P&D)

Mr. Stephen Watson spoke in support of this request. No one signed in to speak against this item. Planning & Development staff recommendation was for approval to rezone 1.30 acres at 100 Friendship Road [Map 061A, Parcel 032, District 1] from R-2 to IM.

Motion to approve the request by Stephen Watson agent for SN Watson, LLC to rezone 1.30 acres at 100 Friendship Road from R-2 to IM [Map 061A, Parcel 032].

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Chairman Webster closed the Public Hearing at approximately 7:44 p.m.

Regular Business Meeting

- 7. Public Comments

None

Item #7.

8. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Addison, Seconded by Commissioner Sharp.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

9. Consent Agenda

- a. Approval of Minutes - February 7, 2020 Regular Meeting (staff-CC)
- b. Approval of 2020 Alcohol Licenses (staff-CC)
- c. Authorization for Chairman to sign Final Plat for Phoenix Crossing II Subdivision (staff-P&D)

Motion to remove Consent Agenda Item b since there aren't any applications ready for approval and to handle Items a and c separately.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Motion to approve Consent Agenda Item a.

Motion made by: Commissioner Sharp, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Ms. Kristine Tarrar spoke in support of Item c and answered questions. She explained that they are seeking final plat approval tonight and will proceed with the next step to get the roads accepted. Attorney Nelson advised that one of the conditions listed on the plat is for road acceptance, therefore the plat will need to be revised and reprinted before signing.

Motion to authorize the Chairman to sign the Final Plat for Phoenix Crossing II Subdivision with removal of the condition to accept the roads.

Motion made by Commissioner Sharp; Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

10. Approval of 2021 Budget & 2020 Mill Rate Schedule for Fiscal Year October 2020-September 2021 (staff-Finance)

Motion to approve the 2021 Budget & 2020 Mill Rate Schedule for Fiscal Year October 2020-September 2021.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

11. Authorization for Staff to schedule a Public Hearing for Proposed Changes to the Putnam County Code of Ordinances - Chapter 2 (Administration) and Chapter 46 (Roads, Bridges, and Other Public Property) (staff-CM/P&D/CC)

Motion to authorize the staff to schedule a Public Hearing for Proposed Changes to the Putnam County Code of Ordinances - Chapter 2 (Administration) and Chapter 46 (Roads, Bridges, and Other Public Property).

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

12. Authorization for Chairman to sign Resolution Supporting the 2nd Amendment (TA)

Motion to authorize the Vice Chairman to sign the Resolution Supporting the Second Amendment.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

Reports/Announcements

13. County Manager Report
No report.

14. County Attorney Report
No report.

15. Commissioner Announcements
Commissioner Irvin: thanked County Manager and Public Works for recent hard work due to all the rain.

Commissioner Brown: echoed Commissioner Irvin

Commissioner Sharp: echoed Commissioner Irvin

Commissioner Addison: echoed Commissioner Irvin

Chairman Webster: also echoed Commissioner Irvin and congratulated the Recreation Department on putting out a great magazine; he also thanked Vice Chairman Addison and PIO McMullen for the newsletters they distribute; he also mentioned that MGRC puts out a county snapshot with a lot of good information – he will be sharing with our PIO.

Item #7.

Closing

16. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,
Commissioner Addison**

Meeting adjourned at approximately 8:17 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Called Meeting

Minutes

Wednesday, February 26, 2020 ♦ 11:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met for a Called Meeting on Wednesday, February 26, 2020 at approximately 11:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Trevor Addison

STAFF PRESENT

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Call to Order

Vice Chairman Addison called the meeting to order at approximately 11:02 a.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Pledge of Allegiance

Vice Chairman Addison led the Pledge of Allegiance.

Called Meeting

3. Approval of 2020 Alcohol Licenses (staff-CC)

Motion to approve the 2020 Alcohol Licenses for The Silver Moon, Georgia Butts BBQ, and Bone Island Grillhouse and authorize the Vice Chairman to sign.

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

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

Item #7.

Closing

4. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp,
Commissioner Addison**

Meeting adjourned at approximately 11:06 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

Item #7.



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

Approval of 2020 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, Building Inspector, and Tax Commissioner and are ready for BOC approval:

Individual Name	Business Name	Address	License Type
Shannon Thompson	Brush Creek Package LLC	1001 Lake Oconee Parkway	Retail Package sale of: Malt Beverages, Wine, and Distilled Spirits
Manuel Sanchez	LaLore Café	113 Harmony Crossing, Suite 8	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits

Item Attachment Documents:

8. Appointments to the Board of Assessors (staff-CC)

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 by calling at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #8.

NAME	ADDRESS	DISTRICT	AT LEAST AGE 21	HIGH SCHOOL DIPLOMA OR EQUIVALENT	DATE APPLICATION RECEIVED
John L. Richter	142 Tanglewood Road SW	4	Yes	Yes	1/31/2020
Shelby J. Storey	169 Cedar Cove Drive	3	Yes	Yes	2/13/2020
There are two vacancies:					
Shelby Storey	Term Expires 3/20/20				
Donald Cottrell	Term Expires 11/17/21	Resigned			
Need one person to fill Ms. Storey's seat for a full four year term					
Need one person to fill the unexpired portion of Mr. Cottrell's term					



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

NOTICE

The Putnam County Board of Commissioners is seeking interested Putnam County residents to serve on the **Board of Assessors**. Persons eligible to serve on the Board of Assessors must be at least 21 years of age and have a valid high school diploma or its equivalent. The successful candidates must complete 80 hours of training and pass the assessor examination during the first year of appointment. Additionally, the successful applicants must complete 40 hours of continuing education every two years.

This board is responsible for determining taxability, value and equalization of all assessments within the county. The County Board of Tax Assessors notifies taxpayers when changes are made to the value of the property; receives and reviews all appeals filed; and insures that the appeal process proceeds properly. In addition, they approve all exemptions claimed by the taxpayer. Meetings of the Board of Assessors are usually held once per month on a weekday between the hours of 2:00 PM and 6:00 PM. During appeal time, meetings can increase to at least three or four times per month. Compensation is \$50.00 per board meeting.

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 positions are 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.

01/16/2020 & 01/23/2020

BOARD OF ASSESSORS

<u>MEMBER</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
John Chaklos Jr. 120 S. Leisure Lane Milledgeville, GA 31061 706-485-0387 (home) 478-453-3033 (work)	02/03/17	02/03/21
Donald Cottrell Resigned 12/6/19 144 Rocksprings Road Eatonton, GA 31024 706-485-3928	11/17/17	11/17/21
Evan Reese** 122 S. Leisure Lane Milledgeville, GA 31061	03/20/18	02/03/21
Ronald M. Gilpin, Chair 2020 109 Rock Lake Drive Eatonton, GA 31024 706-485-3540 (home)	07/06/18	07/06/22
Shelby J. Storey 169 Cedar Cove Drive Buckhead, GA 30625 706-485-0464 (home)	03/20/16	03/20/20

**to fill the unexpired term of Eugene Smith

4 year terms (effective 3/97)
Appointed by BOC
Need to be sworn in by Clerk of Court
Need to provide information to HR
Prepare Resolution for DOR

Last Updated 2/28/2020

Item #8.

PUTNAM COUNTY BOARD OF COMMISSIONERS



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

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: JOHN L. RICHTER Home Phone: _____
Address: 142 TANGUWOOD Rd SW Work Phone: _____
EATONTON, GA. 31024 Cell Phone: _____
Occupation: RETIRED E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:
BOARD OF ASSESSORS

Which district do you live in? 1 2 3 4

Briefly explain your educational background HIGH SCHOOL DIPLOMA, VOCATIONAL ELECTRONICS DEGREE, SOME COLLEGE FOR ENGINEERING, 11 YEARS OF ASSESSOR TRAINING

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: I HAVE BEEN ON THE MONTGOMERY COUNTY BOA FOR 11 YEARS, LAST POSITION CHAIRMAN

Briefly explain why you seek this appointment: ENJOY BEING INVOLVED IN LOCAL GOVERNMENT TO CONTRIBUTE MY TIME TO A GOOD CAUSE. BOARD OF ASSESSOR ENSURE UNIFORMITY OF VALUES

If appointed, I agree to serve.

John L Richter
Signature

1/31/2020
Application Date

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

Shelby

PUTNAM COUNTY BOARD OF COMMISSIONERS



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

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Shelby J Storey Home Phone: 706-485-0464
Address: 1169 Cedar Cove Dr Work Phone: 706-453-3355
Buckhead GA 30625 Cell Ph:
Occupation: Real Property Appraiser II E-mail:

I would like to apply for appointment to the following Board, Committee, or Authority:
Putnam County Board of Assessors

Which district do you live in? 1 2 3 4

Briefly explain your educational background HS Diploma
20 years working in Tax Assessor Office

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:
Storey & Son Inc Builder Oconee Specialty Bldrs - Building

Please explain any previous experience with State or Local Government: Served & Volunteered
for several projects Worked for Morgan County BOA 5 yrs
Worked for Greene County BOA 15 yrs

Briefly explain why you seek this appointment:
I Am a certified Real Property Appraiser w/ 20 yrs experience
it is my way of serving the people of Putnam County
it also saves on expenses for training

If appointed, I agree to serve.
Shelby J Storey
Signature

2-13-2020
Application Date

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

Attached is list of certifications from 2001 - 2019.

Item #8.

** WARNING - Restricted Information - WARNING **

FEB 08 3:43

Name: **SHELBY STOREY**

Student ID:

Position: **Appraiser**

Effective Date: **02/04/2006**

Employer: **Greene**

Class	Facility	Status	Date	Score	Credit
C1: Course I: Certification for Assessors	Dahlonega	Completed - Passed	10/22/2001 AM	85.0	40.0
WB: WinGAP Basic Data Entry	Wash Pk Tech Center	Completed - Passed	12/04/2001 AM	80.0	20.0
E1: Appraiser I Exam	Tifton-Rural Dev Ctr	Completed - Passed	03/26/2002 AM	74.0	
E1: Appraiser I Exam	Nw Ga Trade/Conv Center	Completed - Passed	09/26/2002 AM	86.0	
C5: Course V: Cost Approach To Value	Tifton-Rural Dev Ctr	Completed - Passed	11/04/2002 AM	94.0	40.0
E2: Appraiser II Exam	Macon State College	Completed - Passed	12/18/2002 AM	78.0	
E2: Appraiser II Exam	Macon State College	Completed - Passed	12/17/2003 AM	72.0	
C2: Course II: Income Approach To Value	Gwinnett Justice / Administration Center	Completed - Passed	10/11/2004 AM	76.0	40.0
PA: Appeals Procedure Workshop	Uga- Center For Continuing Education	Completed - Passed	11/17/2004 AM		20.0
C4: Course IVB: Valuation Of Rural Land	Uga- Center For Continuing Education	Completed - Passed	11/14/2005 AM	80.5	40.0
M2: Valuation of Manufactured Housing Workshop	South Atlanta Metro Office - Ga Dept Of Revenue	Cancelled	02/21/2006 AM		
ES: Specialized Assessments Workshop	Uga- Center For Continuing Education	Completed - Passed	11/15/2006 PM	96.0	20.0
CL: Course IVA: Valuation of Urban Land	Uga- Center For Continuing Education	Completed - Passed	11/10/2008 AM	100.0	40.0
CEX: Exemptions	South Atlanta Metro Office - Ga Dept Of Revenue	Completed - Passed	12/16/2008 AM		6.0
R2: Georgia Assessment Administration	South Atlanta Metro Office - Ga Dept Of Revenue	Completed - Passed	03/01/2010 AM	95.0	40.0
CV1: Current Ad Valorem Edicts And Trends	Uga- Center For Continuing Education	Completed - Passed	05/24/2010 AM		10.0
EX: Exempt Properties Workshop	Uga- Center For Continuing Education	Completed - Passed	11/17/2010 PM	100.0	20.0
CV: Current Ad Valorem Edicts And Trends	Uga- Center For Continuing Education	Completed - Passed	05/23/2011 AM	0.0	20.0
				0.0	20.0

Item #8.

je
18

CV: Current Ad Valorem Edicts And Trends	Uga- Center For Continuing Education	Completed - Passed	05/21/2012 AM		
CV: Current Ad Valorem Edicts And Trends	Uga- Center For Continuing Education	Completed - Passed	05/20/2013 AM	0.0	20.0
CV: Current Ad Valorem Edicts And Trends	The University Of Georgia Center For Continuing Education And Hotel	Completed - Passed	05/20/2014 AM	0.0	20.0
CV: Current Ad Valorem Edicts And Trends	The University Of Georgia Center For Continuing Education And Hotel	Completed - Passed	05/19/2015 AM	0.0	20.0
ES: Specialized Assessments Workshop	The Forum Civic Center	Completed - Passed	10/05/2015 AM	93.0	20.0
E2: Appraiser II Exam	Georgia Department Of Revenue - Southmeadow	Cancelled	01/07/2016 PM		
CV1: Current Ad Valorem Edicts And Trends	The University Of Georgia Center For Continuing Education And Hotel	Completed - Passed	05/23/2017 AM		20.0
APD: APM - Digest Review Procedures	Uga- Center For Continuing Education	Completed - Passed	11/15/2017 PM	100.0	20.0
CV1: Current Ad Valorem Edicts And Trends	The University Of Georgia Center For Continuing Education And Hotel	Completed - Passed	05/15/2018 AM		20.0
CV1: Current Ad Valorem Edicts And Trends	Uga- Center For Continuing Education	Completed - Passed	05/21/2019 AM		20.0
ASA: Advanced Specialized Assessments Workshop	Georgia Institute Of Technology - Savannah	Confirmed	04/06/2020 AM		

Item #8.