

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Tuesday, April 18, 2023 ♦ 6:00 PM

Putnam County Administration Building – Room 203

### Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation
4. Pledge of Allegiance (staff)

### Zoning Public Hearing

5. Request by Pat Walton, agent for Fred and Betty Corley, to rezone .53 acres on Avant Road from C-1 to R-2 [Map 057B, Parcel 058, District 4] (staff-P&D)
6. Request by Pat Walton, agent for Fred and Betty Corley, to rezone .49 acres at 590 Twin Bridges Road from C-1 to R-2 [Map 057B, Parcel 059, District 4] (staff-P&D)
7. Request by David & Sharylle Ballengee to rezone 2.64 acres at 1043 Oconee Springs Road from AG to R-2 [Map 107, Part of Parcel 004, District 2] (staff-P&D)

### Code of Ordinances Public Hearing

8. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 66 (Zoning)

### Regular Business Meeting

9. Public Comments
10. Consent Agenda
  - a. Approval of Minutes - March 21, 2023 Regular Meeting (staff-CC)
  - b. Approval of Minutes - March 23, 2023 Called Meeting (staff-CC)
  - c. Approval of Minutes - April 4, 2023 Called Meeting (staff-CC)
  - d. Approval of 2023 Alcohol Licenses (staff-CC)
11. Submission of Names for Appointment to Hospital Authority Board - Post 1 (staff-CC)
12. Approval of Revised Financial Policy and P-Card Policy (staff-Finance)
13. Approval of Purchase of Caterpillar, Inc. Model: 306 CA Hydraulic Excavator for Public Works (staff-PW)
14. Approval of Moratorium on New Short Term Rental Applications
15. Scheduling of BOC Work Session on Code of Ordinances-Appendix D on May 8, 2023 from 9am-12pm (Short Term Vacation Rental)

### Reports/Announcements

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

### Closing

19. 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. Request by Pat Walton, agent for Fred and Betty Corley, to rezone .53 acres on Avant Road from C-1 to R-2 [Map 057B, Parcel 058, District 4] (staff-P&D)

**Request by Pat Walton, agent for Fred and Betty Corley, to rezone .53 acres on Avant Road from C-1 to R-2 [Map 057B, Parcel 058, District 4].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

Ms. Walton is requesting to rezone the property on behalf of her parents, Fred and Betty Corley. If approved she would like to combine this parcel with the adjacent .49-acre parcel, creating a 1.02-acre R-2 parcel. They had the parcel listed as commercial for multiple months and finally received an offer to use the property as residential. Both parcels are located at the entrance of residential neighborhood consisting of over 100 homes. The proposed use is consistent with the uses of the R-2 zoning district and will not adversely affect the existing use, value or usability of nearby or adjacent properties. Additionally, the proposed zoning is consistent with the Future Land Comprehensive Plan that has projected this entire neighborhood as residential. Rezoning the parcel from C-1 to R-2 should cause little to no excessive or burdensome use of public facilities or services. With the property being located at a busy intersection, staff believes that a residential zoning would be more friendly and reflect a reasonable balance of public health and safety. If approved, staff recommends that the subject parcel and the adjacent parcel, identified as Map 057B, Parcel 059, must be combined to meet the lot size requirements as stated in Section 66-85(a) of the Putnam County Code of Ordinances.

**Staff recommendation is for approval to rezone .53 acres on Avant Road from C-1 to R-2. [Map 057B, Parcel 058, District 4].\* with the following conditions:**

- 1. This parcel must be combined with the adjacent parcel identified as Map 057B Parcel 059.**
- 2. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances**

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*The Planning & Zoning Commission’s recommendation is for approval to rezone .53 acres on Avant Road from C-1 to R-2. [Map 057B, Parcel 058, District 4].\* with the following conditions:*

- 1. This parcel must be combined with the adjacent parcel identified as Map 057B Parcel 059.*
- 2. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances*



**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel_Hooks			

**MGRC**  
Middle Georgia Regional Commission  
175 Emory Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6180  
Web: [www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

MAP 057B

MAP SCALE: 1" = 200'    SCALE RATIO: 1:2,400    DATE: MARCH 2023

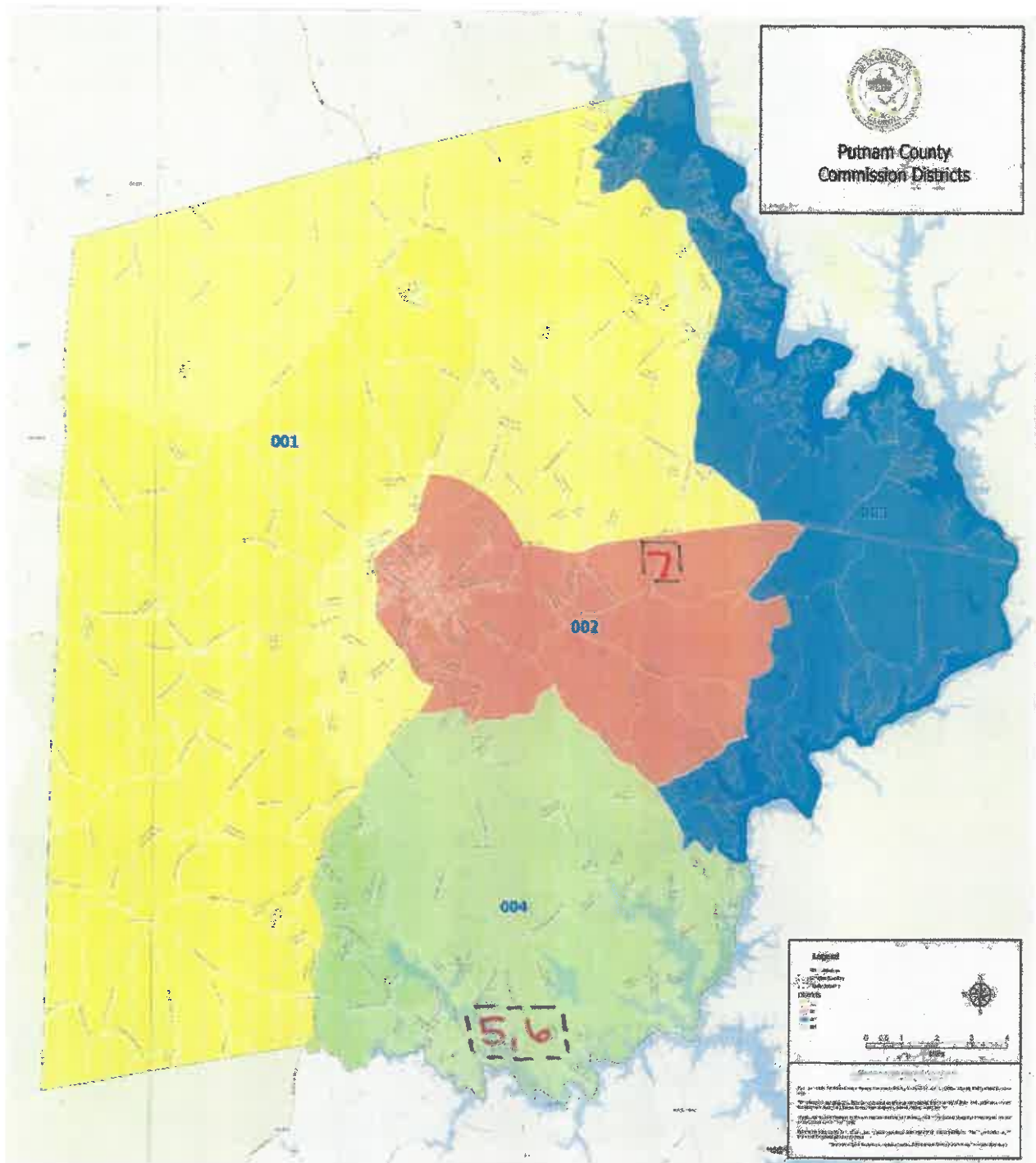




Applicant is requesting to rezone .49 acres (Map 057B Parcel 058) from C-1 to R-2 and combine it with the adjacent parcel identified as Map 057B Parcel 059.

Adjacent R-2 residential neighborhood with over 100 residential homes

Nearby R-2 parcels.



5. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .53 acres on Avant Road from C-1 to R-2. [Map 057B, Parcel 058, District 4].\*
6. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .49 acres at 590 Twin Bridges Road from C-1 to R-2. [Map 057B, Parcel 059, District 4].\*
7. Request by **David and Sharylle Ballengee** to rezone 2.64 acres at 1043 Oconee Springs Road from AG- to R-2. [Map 107, Part of Parcel 004, District 2].\*





# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## APPLICATION FOR REZONING

REZONING

APPLICATION NO. 2023-PLAN-5

DATE: Feb 20, 2023

MAP 05713

PARCEL 057B058

ZONING DISTRICT C1

1. Owner Name: Fred S Corley & Betty H Corley

2. Applicant Name (if different from above): Pat Walton

3. Mailing Address: 118 Theresa Dr, Eatonton GA 31024

4. Email Address: [REDACTED]

5. Phone: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (cell) [REDACTED]

6. The location of the subject property, including street number, if any: 590 Twin Bridges Road Eatonton GA 31024

7. The area of land proposed to be rezoned (stated in square feet if less than one acre): 057B059 = .49 acre + 057B058 = .53 acre = 1.02 Acre total

8. The proposed zoning district desired: H70/2 R2

9. The purpose of this rezoning is (Attach Letter of Intent) convert to 2 bed, 2.5 bath residence

10. Present use of property: vacant Desired use of property: residential

11. Existing zoning district classification of the property and adjacent properties:  
Existing: R2 pw  
North: R2 pw South: Lake Sinclair East: Lake Sinclair West: R2 Lake Sinclair pw

12. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned.

13. Legal description and recorded plat of the property to be rezoned.

14. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): Residential

15. A detailed description of existing land uses: property was used as a real estate office. It has been renovated into a 2 bed 2 bath home

16. Source of domestic water supply: well , community water \_\_\_\_\_, or private provider \_\_\_\_\_. If source is not an existing system, please provide a letter from provider.



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- 17. Provision for sanitary sewage disposal: septic system  or sewer \_\_\_\_\_. If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.
- 18. Complete attachment of Disclosure of Campaign Contributions Form by the applicant and/or the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. 36-67A).
- 19. The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property. (Please attach on separate sheet.)
- 20. Proof that property taxes for the parcel(s) in question have been paid.
- 21. Concept plan.
  - If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. (See attachment.)
  - A concept plan may be required for commercial development at director's discretion
- 22. Impact analysis.
  - If the application is for less than 25 single-family residential lots, an impact analysis need not be submitted. (See attachment.)
  - An Impact analysis (including a traffic study) is required when rezoning from residential zoned or used property to commercial or industrial districts.

THE ABOVE STATEMENTS AND ACCOMPANYING MATERIALS ARE COMPLETE AND ACCURATE. APPLICANT HEREBY GRANTS PERMISSION FOR PLANNING AND DEVELOPMENT PERSONNEL OR ANY LEGAL REPRESENTATIVE OF PUTNAM COUNTY TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE PUTNAM COUNTY CODE OF ORDINANCES.

*Signature by Pat Walker*  
 Signature (Property Owner) \_\_\_\_\_ (Date) \_\_\_\_\_  
 Notary Public  
 My Commission Expires June 12, 2026  
 PUTNAM COUNTY, GEORGIA

*Bel's # Codes by Pat Walker*  
*Pat Walton 2/20/23*  
 Signature (Applicant) \_\_\_\_\_ (Date) \_\_\_\_\_  
 Notary Public  
 My Commission Expires June 12, 2026  
 PUTNAM COUNTY, GEORGIA

Office Use	
Paid: \$ _____ (cash) _____ (check) _____ (credit card) _____	
Receipt No. _____	Date Paid: _____
Date Application Received: _____	
Reviewed for completeness by: _____	
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____

**LETTER OF INTENT**

This is Pat Walton and Pam Honeycutt. This is a letter of intent to convert the property currently known as 590 Twin Bridges Road and adjoining lot to a residential property. This used to be a real estate office. It is currently zoned commercial.

Regards,

Pat Walton & Pam Honeycutt

We would like to rezone from  
Commercial to R2 in order to  
sell  
P Walton

IN RE: )  
FRED S. CORLEY, )  
WARD )  
JUNE 2, 1930, )  
DATE OF BIRTH )

ESTATE NO. 21GU0001

LETTERS OF GUARDIANSHIP OF ADULT WARD

FROM: the Judge of the Probate Court of said County  
TO: Pat Cook Walton, Guardian(s) and Conservator(s)

The above-named adult ward was found by this Court to be in need of a guardian, and this Court entered an order designating you as such guardian(s). You have assented to this appointment by taking your oath. In general, your duties as guardian are to protect and maintain the person of the ward.

Special Instructions:

1. It is your duty to see that the ward is adequately fed, clothed, sheltered, and cared for and that the ward receives all necessary medical attention.
2. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
3. Within sixty (60) days after appointment and within sixty (60) days after each anniversary date of appointment, you must file with the Probate Court a personal status report concerning your ward which shall include:
  - (a) A description of the ward's general condition, changes since the last report, and needs;
  - (b) Your recommendations for any alteration in the guardianship order;
  - (c) All addresses of the ward during the reporting period and the living arrangements of the ward for all addresses; and
  - (d) A description of the amount of any funds received and expended by the guardian for the support of the ward.
4. Please consult your attorney if you have any questions.
5. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the 5<sup>th</sup> day of March, 2021

Brendys U. Williams  
Judge of the Probate Court

[NOTE: The following must be signed if the judge does not sign the original of this document:]

Issued by Kate D. Schubert  
Clerk of the Probate Court

(Seal)



IN THE PROBATE COURT OF PUTNAM COUNTY  
STATE OF GEORGIA

IN RE:

FRED S. CORLEY,  
WARD  
JUNE 2, 2001,  
DATE OF BIRTH

)  
)  
)  
)  
)  
)

ESTATE NO. 21GU0001

LETTERS OF CONSERVATORSHIP OF ADULT WARD

FROM: the Judge of the Probate Court of said County

TO: Pat Cook Walton , Guardian(s) and Conservator(s)

The above-named adult ward has been found by this Court to be in need of a conservator, and this Court has entered an order designating you as such conservator(s). You have assented to this appointment by taking your oath and posting a bond. In general, your duties as conservator are to protect and maintain the property of the ward.

Special Instructions:

1. You must keep your ward's funds separate from your own. You should put your ward's funds in a separate checking or savings account, as appropriate, and make all payments by check.
2. You may not sell, mortgage, give away, or otherwise dispose of any of your ward's property without a court order.
3. Without a court order, you may not spend any of your ward's funds for any purpose except as set forth in the court approved budget.
4. You must file within two months of your appointment an inventory showing the ward's property and a plan for managing, expending, and distributing the property. Further, you must file, within sixty (60) days of each anniversary date of these Letters, an annual return showing all receipts and disbursements, accompanied by an affidavit certifying that the original vouchers (checks) have been compared with the items listed on the return, and that the return is correct, together with an updated inventory and plan for managing the property. A copy of said return shall be sent by first class mail to the surety, the ward, and the guardian, if any
5. The regular commissions allowed a conservator are 2.5% on all sums of money received, and 2.5% on all sums paid out, as shown by the annual or final return. There are special rules concerning commissions for property delivered in kind, interest earned, extraordinary services, and market value of property held as of the last day of your reporting period.

- 6. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
- 7. You should inform the Court of any change of location of your ward.
- 8. Please consult your attorney if you have any questions.
- 9. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the 5<sup>th</sup> day of March, 2021.

Brandey H. Huskins  
 Judge of the Probate Court

**[NOTE: The following must be signed if the judge does not sign the original of this document:]**

Issued by:

Katie D. Schubert  
 Clerk of the Probate Court

(Seal)

**DURABLE POWER OF ATTORNEY FOR FINANCIAL MANAGEMENT**

**WARNING TO PERSON EXECUTING THIS DOCUMENT - THE POWERS YOU GRANT BELOW CONTINUE TO BE EFFECTIVE SHOULD YOU BECOME DISABLED OR INCOMPETENT**

**CAUTION:** This is an important legal document and upon proper execution will create a Durable Power of Attorney. This gives the person whom you designate as your attorney-in-fact broad powers to handle your property during your lifetime, which may include powers to mortgage, sell, or otherwise dispose of any real or personal property without advance notice to you or approval by you.

These powers will continue to exist even if you become disabled or incompetent. You do have the right to terminate or revoke the Power of Attorney and any or all powers granted within at any time up to the point of your incapacity.

This document does not authorize anyone to make medical or other health care decisions. You may execute a health care proxy (also known as a health care or medical power of attorney) to do this.

If there is anything about this document that you do not understand, you should ask a lawyer to explain it to you.

**THIS DURABLE POWER OF ATTORNEY** for financial management is given by me, Betty Hayes Corley (the "Principal"), presently of 208 Sinclair Road, Eatonton, in the State of Georgia, on this 6th day of March, 2015.

Nature of Power

1. THIS IS A DURABLE POWER OF ATTORNEY and the authority of my Attorney-in-fact shall not terminate if I become disabled or incapacitated.

Previous Power of Attorney

2. I REVOKE any previous durable power of attorney granted by me.

Attorney-in-fact

*bhc*

- 3. I APPOINT Fred Stewart Corley, of 208 Sinclair Road, Eatonton, Georgia, to act as my Attorney-in-fact.

Successor Attorney-in-fact

- 4. On the death, refusal or inability of Fred Stewart Corley to act or continue to act, I APPOINT Pamela Corley Honeycutt, of 117 Tabor Drive, Eatonton, Georgia to act in place of Fred Stewart Corley as my successor Attorney-in-fact.

Second Successor Attorney-in-fact

- 5. On the death, refusal or inability of Pamela Corley Honeycutt to act or continue to act, I APPOINT Patricia Cook Walton, of 118 Theresa Drive, Eatonton, Georgia to act in place of Pamela Corley Honeycutt as the alternate to my successor Attorney-in-fact.

My "Attorney-in-fact"

- 6. I will refer to my Attorneys-in-fact and my successor Attorneys-in-fact as my "Attorney-in-fact".

Governing Law

- 7. This document will be governed by the laws of the State of Georgia. Further, my Attorney-in-fact is directed to act in accordance with the laws of the State of Georgia at any time he or she may be acting on my behalf.

Liability of Attorney-in-fact

- 8. My Attorney-in-fact will not be liable to me, my estate, my heirs, successors or assigns for any action taken or not taken under this document, except for willful misconduct or gross negligence. A successor Attorney-in-fact will not be liable for acts of a prior Attorney-in-fact.

Effective Date

*bhc*

9. Power of Attorney will start immediately and will continue notwithstanding my mental incapacity or mental infirmity which may occur after my execution of this Power of Attorney.

Powers of Attorney-in-fact

10. My Attorney-in-fact will have the following power(s):

Initials

a. X the Real Estate Transactions

To deal with any interest I may have in real property and sign all documents on my behalf concerning my interest, including, but not limited to, real property I may subsequently acquire or receive. These powers include, but are not limited to, the ability to:

- i. Purchase, sell, exchange, accept as gift, place as security on loans, convey with or without covenants, rent, collect rent, sue for and receive rents, eject and remove tenants or other persons, to pay or contest taxes or assessments, control any legal claim in favor of or against me, partition or consent to partitioning, mortgage, charge, lease, surrender, manage or otherwise deal with real estate and any interest therein; and
- ii. Execute and deliver deeds, transfers, mortgages, charges, leases, assignments, surrenders, releases and other instruments required for any such purpose.

b. X the Maintain Property and Make Investments

To retain any assets owned by me at the date this Durable Power of Attorney becomes effective, and the power to reinvest those assets in similar investments. In addition, my Attorney-in-fact may invest my assets in any new investments, of his or her choosing, regardless of whether or not they are authorized by any applicable legislation.

c. X the Banking Transactions

To do any act that I can do through an attorney-in-fact with a bank or other financial institution. This power includes, but is not limited to, the power to:

- i. Open, maintain or close bank accounts (including, but not limited to, checking accounts, savings accounts, and certificates of deposit), brokerage accounts, retirement plan accounts, and other similar accounts with financial institutions;
- ii. Conduct any business with any banking or financial institution with respect to any of my accounts, including, but not limited to, making deposits and withdrawals, negotiating or endorsing any checks or other instruments with respect to any such accounts, obtaining bank statements, passbooks, drafts, money orders, warrants, and certificates or vouchers payable to me by any person, firm, corporation or political entity;
- iii. Borrow money from any banking or financial institution if deemed necessary by my Attorney-in-fact, and to manage all aspects of the loan process, including the placement of security and the negotiation of terms;
- iv. Perform any act necessary to deposit, negotiate, sell or transfer any note, security, or draft of the United States of America, including U.S. Treasury Securities;
- v. Have access to any safe deposit box that I might own, including its contents; and
- vi. Create and deliver any financial statements necessary to or from any bank or financial institution.

d.  Business Operating Transactions

To take any action my Attorney-in-fact deems necessary with any business that I may own or have an interest in by doing any act which can be done through an attorney-in-fact. This power includes, but is not limited to, the power to execute, seal and deliver any instrument; participate in any legal business of any kind; execute partnership agreements and amendments; to incorporate, reorganize, consolidate, merge, sell, or dissolve any business; to elect or employ officers, directors and agents; and to exercise voting rights with respect to any stock I may own, either in person or by proxy.



e. X the **Insurance Transactions**

To do any act that I can do through an attorney-in-fact with any insurance policy. This power includes, but is not limited to, the power to pay premiums, start, modify or terminate policies, manage all cash payouts, borrow from insurers and third parties using insurance policies as collateral, and to change the beneficiaries on any insurance policies on my life. Unless my Attorney-in-fact was already a beneficiary of any policy before the signing of this document, my Attorney-in-fact cannot name himself or herself as a beneficiary of such policy.

f. X the **Claims and Litigation Matters**

To institute, maintain, defend, compromise, arbitrate or otherwise dispose of, any and all actions, suits, attachments or other legal proceedings for or against me. This power includes, but is not limited to, the power to: appear on my behalf or retain an attorney and any other professional personnel necessary to defend or assert any claim before any court, board, or tribunal, and the power to settle any claim against me in whichever forum or manner my Attorney-in-fact deems prudent, and to receive or pay any resulting settlement.

g. X the **Tax Matters**

To act for me in all matters that affect my local, state and federal taxes and to prepare, sign, and file documents with any governmental body or agency, including, but not limited to, authority to:

- i. Prepare, sign and file income and other tax returns with federal, state, local and other governmental bodies, and to receive any refund checks; and
- ii. Obtain information or documents from any government or its agencies, and represent me in all tax matters, including the authority to negotiate, compromise, or settle any matter with such government or agency.

h. X the **Government Benefits**

To act on my behalf in all matters that affect my right to allowances, compensation and reimbursements properly payable to me by the Government of the United States or any agency or department thereof. This power includes, but is not limited to, the power to prepare, file, claim, defend or settle any claim on my behalf and to receive and manage, as my Attorney-in-fact sees fit, any proceeds of any claim.

i. X bhc Retirement Benefit Transactions

To act for me and represent my interests in all matters affecting any retirement savings or pension plans I may have. This power includes, but is not limited to, the power to continue contributions, change contribution amounts, change investment strategies and options, move assets to other plans, receive and manage payouts, and add or change existing beneficiaries. My Attorney-in-fact cannot add himself or herself as a beneficiary unless he or she is already a designated beneficiary as of the signing of this document.

j. X bhc Family Care

To make whatever expenditures are required for the maintenance, education, benefit, medical care and general advancement of me, my spouse and dependent children, and other persons that I have chosen or which I am legally required to support, any of which may include my Attorney-in-fact. This power includes, but is not limited to, the power to pay for housing, clothing, food, travel and other living costs.

k. X bhc Chattel and Goods Transactions

To purchase, sell or otherwise deal with any type of personal property I may currently or in the future have an interest in. This includes, but is not limited to, the power to purchase, sell, exchange, accept as gift, place as security on loans, rent, lease, to pay or contest taxes or assessments, mortgage or pledge.

l. X bhc Estate Transactions

To do any act that I can do through an attorney-in-fact with regard to all matters that affect any trust, probate estate, conservatorship, or other fund from which I may receive payment as a beneficiary. This power includes the power to disclaim any interest which might otherwise be transferred or distributed to me from any other person, estate, trust, or other entity, as may be appropriate. However, my Attorney-in-fact cannot disclaim assets to which I would be entitled, if the result is that the disclaimed assets pass directly or indirectly to my Attorney-in-fact or my Attorney-in-fact's estate.

m. X bhc Living Trust Transactions

To transfer any of my assets to the trustee of any revocable trust created by me, if such trust is in existence at the time of such transfer. This property can include real property, stocks, bonds, accounts, insurance policies or other property.

n. X bhc Gift Transactions

To make gifts to my spouse, children, grandchildren, great grandchildren, and other family members on special occasions, including birthdays and seasonal holidays, including cash gifts, and to such other persons with whom I have an established pattern of giving (or if it is appropriate to make such gifts for estate planning and/or tax purposes), in such amounts as my Attorney-in-fact may decide in his or her absolute discretion, having regard to all of the circumstances, including the gifts I made while I was capable of managing my own estate, the size of my estate and my income requirements.

o. X bhc Charity Transactions

To continue to make gifts to charitable organizations with whom I have an established pattern of giving (or if it is appropriate to make such gifts for estate planning and/or tax purposes), in such amounts as my Attorney-in-fact may decide in his or her absolute discretion, having regard to all of the circumstances, including the gifts I made while I was

capable of managing my own estate, the size of my estate and my income requirements.

p. X the **Employ Required Professionals**

To appoint and employ any agents, servants, companions, or other persons, including nurses and other health care professionals for my care and the care of my spouse and dependent children, and accountants, attorneys, clerks, workers and others for the management, preservation and protection of my property and estate, at such compensation and for such length of time as my Attorney-in-fact considers advisable.

q. X the **General Authority**

To do any act or thing that I could do in my own proper person if personally present, including managing or selling tangible assets, disclaiming a probate or non-probate inheritance and providing support for a minor child or dependent adult. Other specifically enumerated powers are not intended as a limitation on this broad general power.

**Attorney-in-fact Compensation**

11. My Attorney-in-fact will receive no compensation except for the reimbursement of all out of pocket expenses associated with the carrying out of my wishes.

**Co-owning of Assets and Mixing of Funds**

12. My Attorney-in-fact may continue to co-own assets and have any funds owned by him or her mixed with my funds to the same extent that the co-owning of assets and mixing of funds existed before operation of this Power of Attorney.

**Personal Gain from Managing My Affairs**

13. My Attorney-in-fact is allowed to personally gain from any transaction he or she may complete on my behalf if the transaction is completed in good faith and with my Attorney-in-fact believing it is in my best interest.

**Delegation of Authority**

- 14. My Attorney-in-fact may delegate any authority granted under this document to a person of his or her choosing. Any delegation must be in writing and state the extent of the power delegated and the period of time in which the delegation will be effective.

**Nomination of Guardian or Conservator**

- 15. In the event that a court decides that it is necessary to appoint a guardian or conservator for me, I hereby nominate my Attorney-in-fact to be considered by the court for appointment to serve as my guardian or conservator, or in any similar representative capacity.

**Attorney-in-fact Restrictions**

- 16. This Power of Attorney is not subject to any conditions or restrictions other than those noted above.

**Notice to Third Parties**

- 17. Any third party who receives a valid copy of this Power of Attorney can rely on and act under it. A third party who relies on the reasonable representations of my Attorney-in-fact as to a matter relating to a power granted by this Power of Attorney will not incur any liability to the Principal or to the Principal's heirs, assigns, or estate as a result of permitting the Attorney-in-fact to exercise the authority granted by this Power of Attorney up to the point of revocation of this Power of Attorney. Revocation of this Power of Attorney will not be effective as to a third party until the third party receives notice and has actual knowledge of the revocation.

**Severability**

- 18. If any part of any provision of this document is ruled invalid or unenforceable under applicable law, such part will be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of such provisions or the remaining provisions of this document.

**Acknowledgment**

*bhc*

19. I, **Betty Hayes Corley**, being the Principal named in this Durable Power of Attorney hereby acknowledge:

- a. I have read and understand the nature and effect of this Durable Power of Attorney;
- b. I recognize that this document gives my Attorney-in-fact broad powers over my assets, and that these powers will continue past the point of my incapacity;
- c. I am of legal age in the State of Georgia to grant a Durable Power of Attorney; and
- d. I am voluntarily giving this Durable Power of Attorney and recognize that the powers given in this document will become effective as of the date of my incapacity or as specified within.

IN WITNESS WHEREOF I hereunto set my hand and seal at the City of Eatonton in the State of Georgia, this 6th day of March, 2015.

**SIGNED, SEALED, AND DELIVERED**

in the presence of:

Witness: *Nancy Ewing* (Sign)  
 Witness Name: NANCY EWING  
 Address: 219A N. STEEL BRIDGE RD  
EATONTON, GA. 31024

*Betty Hayes Corley*  
 Betty Hayes Corley (Principal)

Witness: *John Yankas* (Sign)  
 Witness Name: JOHN YANKAS  
 Address: 1091 CEDAR CREEK RD  
EATONTON, GA 31024

**NOTARY ACKNOWLEDGMENT**

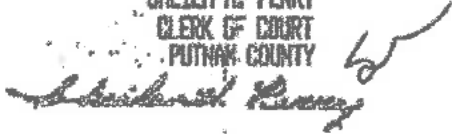
*Jimmy Z. Lankford*





Prepared By:  
Pat Cook Walton

DOCN 000004  
FILED IN OFFICE  
1/2/2020 02:55 PM  
BK:973 PG:1-3  
SHEILA H. PERRY  
CLERK OF COURT  
PUTNAM COUNTY



After Recording Return To:  
208 Sinclair Road  
Eatonton, Georgia 31024

REAL ESTATE TRANSFER  
TAX PAID: \$0.00

PT-61 117-2020-000001

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### QUITCLAIM DEED

On January 01, 2020 THE GRANTOR(S),

- Pat C Walton and Joe D Walton, a married couple

for and in consideration of: One Dollar (\$1.00) and/or other good and valuable consideration conveys, releases and quitclaims to the GRANTEE(S):

- Fred S Corley and Betty H Corley, a married couple, residing at 208 Sinclair Road, Eatonton, Putnam County, Georgia 31024

the following described real estate, situated in Eatonton, in the County of Ge, State of Georgia

Legal Description: See attached *Exhibit A*

Grantor does hereby convey, release and quitclaim all of the Grantor's rights, title, and interest in and to the above described property and premises to the Grantee(s), and to the Grantee(s) heirs and assigns forever, so that neither Grantor(s) nor Grantor's heirs, legal representatives or assigns shall have, claim or demand any right or title to the property, premises, or appurtenances, or any part thereof.

Tax Parcel Number: 057B059, 057B058

This space for use of Clerk of Court:

DOC# 001888  
FILED IN OFFICE  
04/20/2009 01:40 PM  
BK:667 PG:586-587  
SHEILA H. PERRY  
CLERK OF SUPERIOR  
COURT  
Putnam Co Clerk of Court  
*Sheila H. Perry Jr*

After filing, please return to:  
Law Offices of **TRENTON BROWN III, P.C.**, Attorney at Law  
107 South Jefferson Avenue, Eatonton, Georgia 31024

REAL ESTATE TRANSFER TAX  
PAID: \$0.00  
*PT-61 17-2009-000436*

STATE OF GEORGIA  
COUNTY OF PUTNAM COUNTY

**WARRANTY DEED**  
(Prepared Without Benefit of Title Opinion)

THIS INDENTURE, made the 16<sup>th</sup> day of April, 2009, between Pat C. Walton, f/k/a Pat C. Cook, as party or parties of the first part, hereinafter called Grantor, and Pat C. Walton and Joe D. Walton as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors, and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of ten dollars and 00/100 (\$10.00) and other valuable consideration in hand paid at or before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, by these presents does hereby grant, bargain, sell, alien, convey and confirm unto said Grantee, AS JOINT TENANTS WITH FULL RIGHT OF SURVIVORSHIP AND NOT MERELY AS TENANTS IN COMMON,

See Exhibit "A"

TO HAVE AND TO HOLD the said tract or parcel of land AS JOINT TENANTS WITH FULL RIGHT OF SURVIVORSHIP AND NOT MERELY AS TENANTS IN COMMON, with all and singular the rights, members and appurtenances thereof, to same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantees against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed, the day and year first above written.

*Pat C Walton* [seal]  
Pat C. Walton, f/k/a/ Pat C. Cook

Signed, sealed and delivered in the presence of:

Witness  
*Jeanette M. Doyle*  
Notary Public  
My Commission expires: 11/7/2011



Exhibit "A"

All of Lots 1 and 2 of Tract 18 of the Owens-Illinois Development Corporation lands in the 312<sup>th</sup> GMD, Second Land District of Putnam County, Georgia, described by reference to that certain plat of said Tract 18 made by Walker McKnight Surveyors, Inc. dated February 1976, of record in Plat Book 9, pages 40-45, records of Putnam County. Said property is shown on Sheet 1 of the five-sheet plan.

Prior Deed Reference: Described property is the same property as conveyed in a Warranty Deed from Jerome Martin to Fred S. Corley by deed dated December 7, 1988, records of Clerk of Superior Court of Putnam, Georgia.

**Exhibit "A"**

All of Lots 1 and 2 of Tract 18 of the Owens-Illinois Development Corporation lands in the 312<sup>th</sup> GMD, Second Land District of Putnam County, Georgia, described by reference to that certain plat of said Tract 18 made by Walker McKnight Surveyors, Inc. dated February 1978, of record in Plat Book 9, pages 40-45, records of Putnam County. Said property is shown on Sheet 1 of the five-sheet plan.

Prior Deed Reference: Described property is the same property as conveyed in a Warranty Deed from Jerome Martin to Fred S. Corley by deed dated December 7, 1989, records of Clerk of Superior Court of Putnam, Georgia.



TREVOR J. ADDISON  
 CLERK OF SUPERIOR COURT  
 100 S. JEFFERSON AVE., STE 236  
 EATONTON, GEORGIA 31024

MM 6 2/17/2023

CURVE NO.	ANGLE	TANGENT	RADIUS
1	88° 43' 20"	311.8561	447.3950
2	29° 24' 28"	152.5716	581.4190
3	33° 22' 03"	408.9608	1364.5459
4	140° 12' 55"	492.1542	178.0830
5	40° 18' 53"	99.8428	272.2340
6	89° 07' 38"	178.8403	838.4988

# Pro Flow Rooter and Septic

321 High Falls Rd  
Jackson, GA. 30233  
Proflowsepticga.com  
www.proflowsepticga.com  
678-525-4015



## Invoice

Invoice No: 2999  
Date: 02/19/2023  
Terms: NET 0  
Due Date: 03/18/2023

BILL To: Pat Walker  
pat.cook@hotmail.com  
590 Twin Bridges Rd  
Eatonton, GA. 31024

DESCRIPTION	QUANTITY	UNIT	PRICE
-------------	----------	------	-------

Septic Tank Inspection Letter	1		\$0.00
-------------------------------	---	--	--------

Septic tank bumped and cleaned

Raffle fees good condition

Main line draining at the time

This Septic tank and field system are considered to be in good working condition at this time

Josh Johnson  
Pro Flow Rooter

Subtotal:	\$0.00
TAX 0%	\$0.00
Total:	\$0.00
Paid	\$0.00

**Paid**

Balance Due	\$0.00
-------------	--------

Pro Flow Rooter and Septic

Client's signature:





# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The *Putnam County Code of Ordinances*, Section 66-167(c) states as follows:

“When any applicant or his attorney for a rezoning action has made, within two years immediately preceding the filing of that applicant’s application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:

a. The name and official position of the local government official to whom the campaign contribution was made; and

b. The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed.”

1. Name: Pat Walton

2. Address: 118 Theresa Dr  
Eatonton, GA 31024

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application?  Yes  No If yes, who did you make the contributions to? \_\_\_\_\_

Signature of Applicant: Pat Walton  
Date: Feb 1 20 23



DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The *Putnam County Code of Ordinances*, Section 66-167(c) states as follows:

"When any applicant or his attorney for a rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:

a. The name and official position of the local government official to whom the campaign contribution was made; and

b. The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed."

1. Name: Pam Honeycutt

2. Address: 109 White Lane West Suite 330  
Millersville Ga 31061

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application?        Yes   X   No      If yes, who did you make the contributions to? : \_\_\_\_\_

Signature of Applicant: Pam Honeycutt  
Date: 2/20/23

2022 004790 ACCT # 6441R LT 2 MARTIN WELL LOT EASEMENT  
CORLEY FRED S & BETTY H 057B 058

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	TOTAL TAX DUE
FAIR MARKET VALUE	94,500	GROSS ASSESSMENT	37,800	758.99
COUNTY EXEMPTION		NET COUNTY ASSESSMENT	37,800	INTEREST
SCHOOL EXEMPTION		NET SCHOOL ASSESSMENT	37,800	
COUNTY	256.25			COLLECTION COST
SCHOOL	487.62			FIFA CHARGE
SPEC SERV	15.12			PENALTY
DUE 12/01/22	758.99	PAID IN FULL	11/28/2022	TOTAL
				758.99

00000 01 T CORLEY FRED S & BETTY H  
O

209 SINCLAIR RD  
EATONTON GA 31024

FROM PAMELA K. LANCASTER  
PUTNAM COUNTY TAX COMM  
100 S JEFFERSON ST # 207  
EATONTON GA 31024

DUE IN FULL BY 12/01/2022

2022 004790 ACCT # 6441R LT 2 MARTIN WELL LOT EASEMENT  
CORLEY FRED S & BETTY H 057B 058

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209 SINCLAIR RD  
EATONTON GA 31024

FROM PAMELA K. LANCASTER  
PUTNAM COUNTY TAX COMM  
100 S JEFFERSON ST # 207  
EATONTON GA 31024

DUE IN FULL BY 12/01/2022

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CORLEY FRED S & BETTY H 057B 058

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				758.99

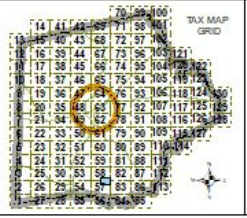
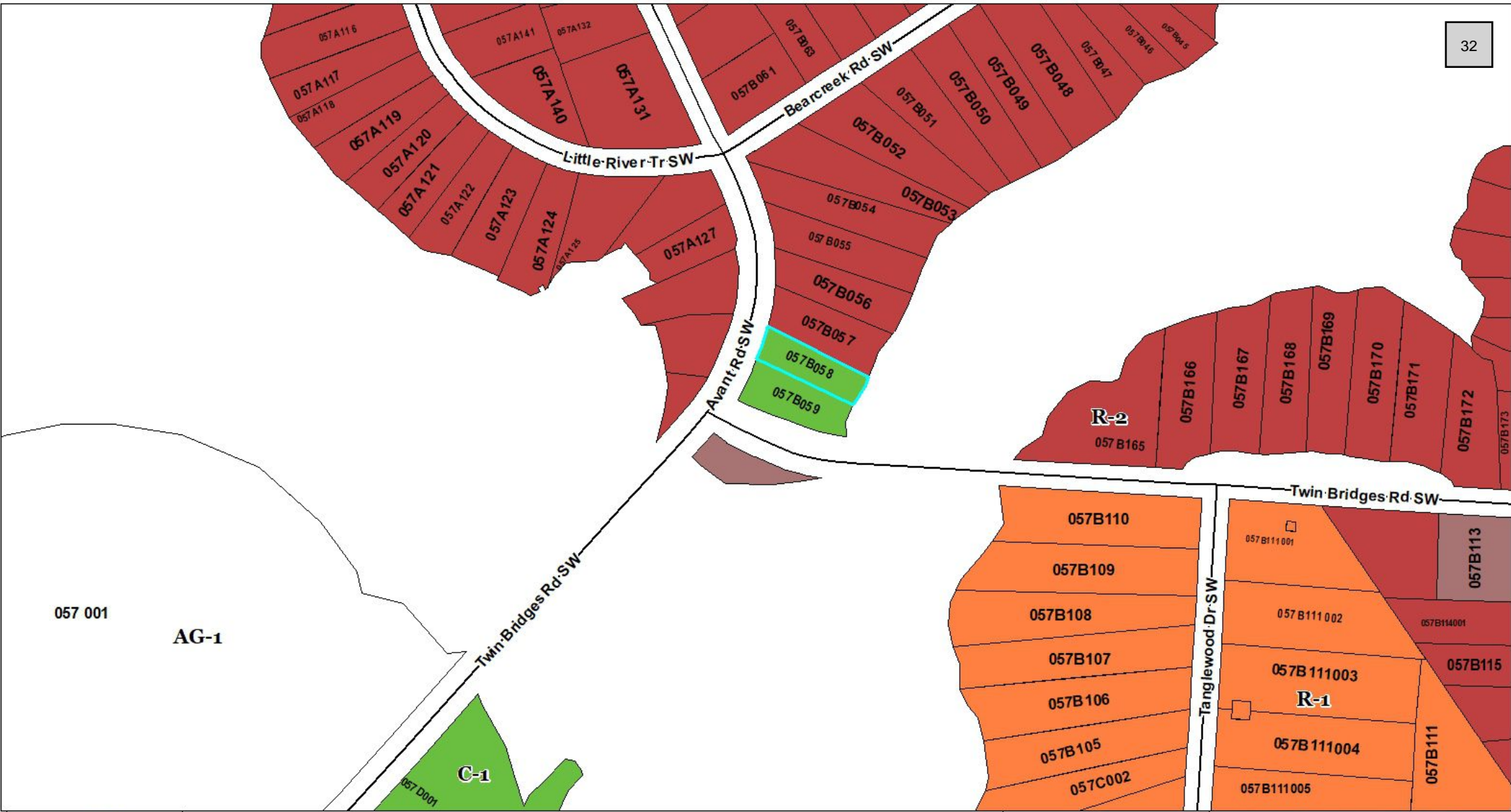
00000 01 T CORLEY FRED S & BETTY H  
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209 SINCLAIR RD  
EATONTON GA 31024

FROM PAMELA K. LANCASTER  
PUTNAM COUNTY TAX COMM  
100 S JEFFERSON ST # 207  
EATONTON GA 31024

DUE IN FULL BY 12/01/2022





**GEOGRAPHIC FEATURE LEGEND**

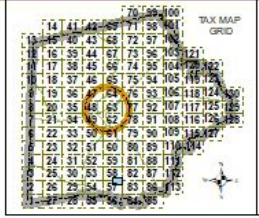
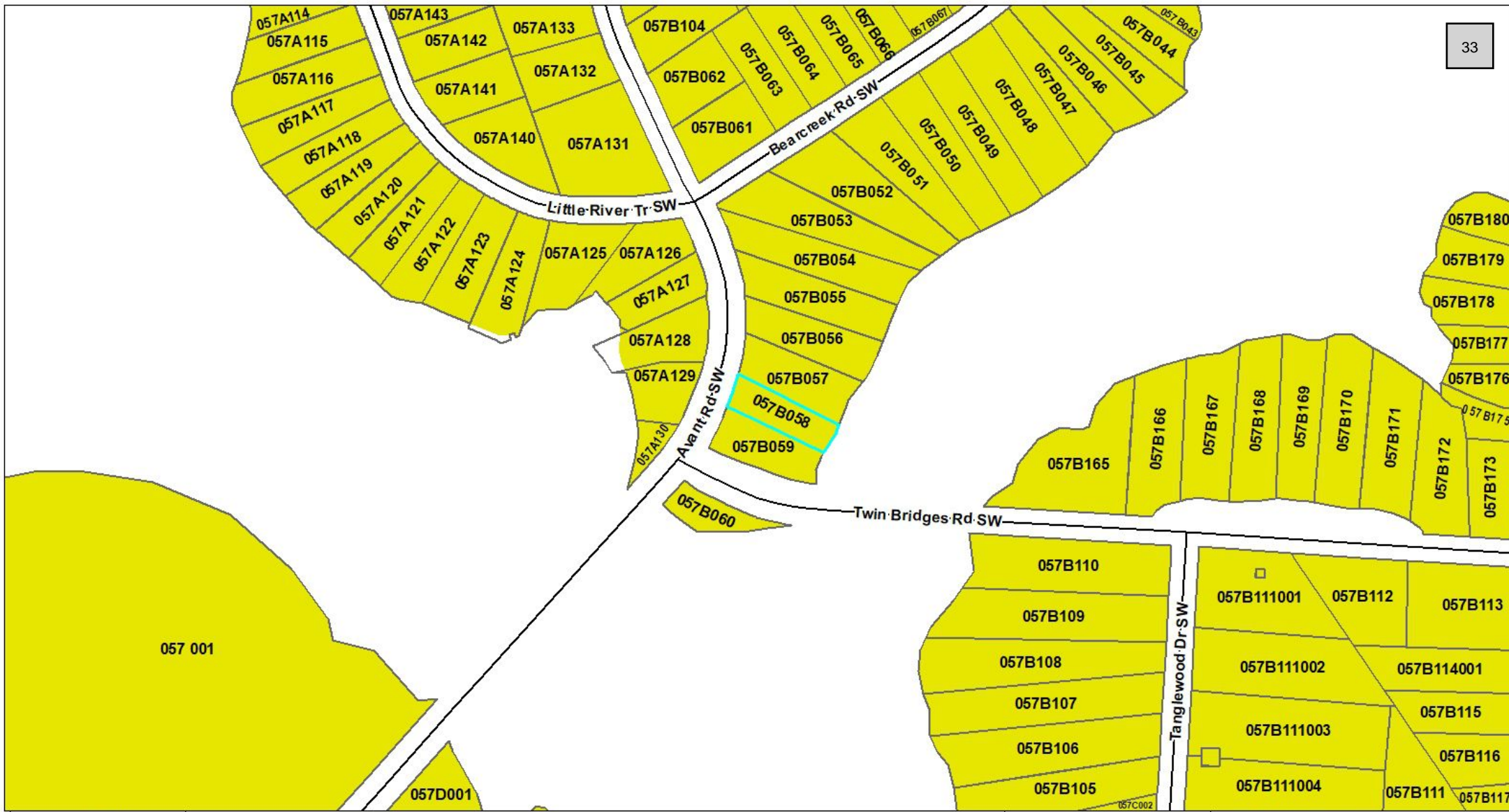
Eatonton Limits	Overlay District	AG-2	C-2 CITY	IND-2 CITY	R - 1 CITY	R-1	RM-2
County Boundary	No Code	C-1	I-M	MHP	R - 2 CITY	R-1R	RM-3
Roads	AG-1	C-1 CITY	IND-1 CITY	PUBLIC	R - 3 CITY	R-2	VILLAGE
Parcels	AG-1 CITY	C-2	IND-2	PUBLIC CITY	R - 4 CITY	RM-1	
Parcel Hooks							

**LMGRC**  
 Middle Georgia Regional Commission  
 175 Emery Hwy  
 Suite C  
 Macon, Georgia 31217  
 (478) 751-6160  
 Web:  
[www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
 ZONING MAPS

**MAP 057B**

MAP SCALE: 1" = 200'  
 SCALE RATIO: 1:2,400  
 DATE: FEBRUARY 2023



**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel Hooks			

**MGRC**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web:  
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PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

**MAP 057B**

MAP SCALE: 1" = 200'  
SCALE RATIO: 1:2,400  
DATE: FEBRUARY 2023

**File Attachments for Item:**

6. Request by Pat Walton, agent for Fred and Betty Corley, to rezone .49 acres at 590 Twin Bridges Road from C-1 to R-2 [Map 057B, Parcel 059, District 4] (staff-P&D)



**Request by Pat Walton, agent for Fred and Betty Corley, to rezone .49 acres on Twin Bridges Road from C-1 to R-2 [Map 057B, Parcel 059, District 4].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

Ms. Walton is requesting to rezone the property on behalf of her parents, Fred and Betty Corley. If approved she would like to combine this parcel with the adjacent .53-acre parcel, creating a 1.02-acre R-2 parcel. They had the parcel listed as commercial for multiple months and finally received an offer to use the property as residential. Both parcels are located at the entrance of residential neighborhood consisting of over 100 homes. The proposed use is consistent with the uses of the R-2 zoning district and will not adversely affect the existing use, value or usability of nearby or adjacent properties. Additionally, the proposed zoning is consistent with the Future Land Comprehensive Plan that has projected this entire neighborhood as residential. Rezoning the parcel from C-1 to R-2 should cause little to no excessive or burdensome use of public facilities or services. With the property being located at a busy intersection, staff believes that a residential zoning would be more friendly and reflect a reasonable balance of public health and safety. If approved, staff recommends that the subject parcel and the adjacent parcel, identified as Map 057B, Parcel 058, must be combined to meet the lot size requirements as stated in Section 66-85(a) of the Putnam County Code of Ordinances.

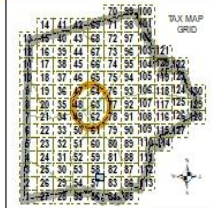
**Staff recommendation is for approval to rezone .53 acres at 590 Twin Bridges Road from C-1 to R-2. [Map 057B, Parcel 059, District 4].\* with the following conditions:**

- 1. This parcel must be combined with the adjacent parcel identified as Map 057B Parcel 058.**
- 2. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances**

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*The Planning & Zoning Commission's recommendation is for approval to rezone .53 acres at 590 Twin Bridges Road from C-1 to R-2. [Map 057B, Parcel 059, District 4].\* with the following conditions:*

- 1. This parcel must be combined with the adjacent parcel identified as Map 057B Parcel 058.*
- 2. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances*



**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel_Hooks			

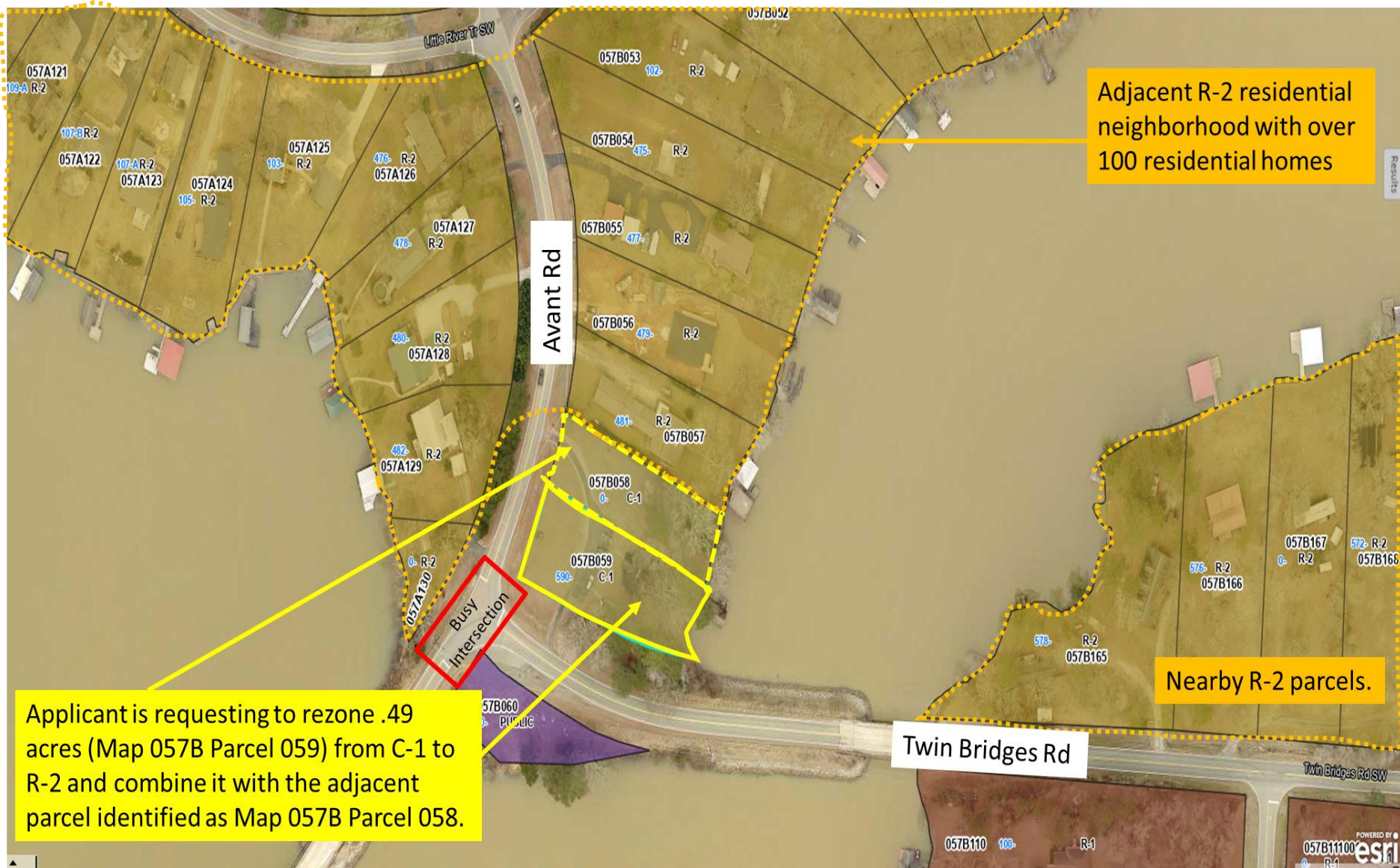
**MGRC**  
T.GIS Services  
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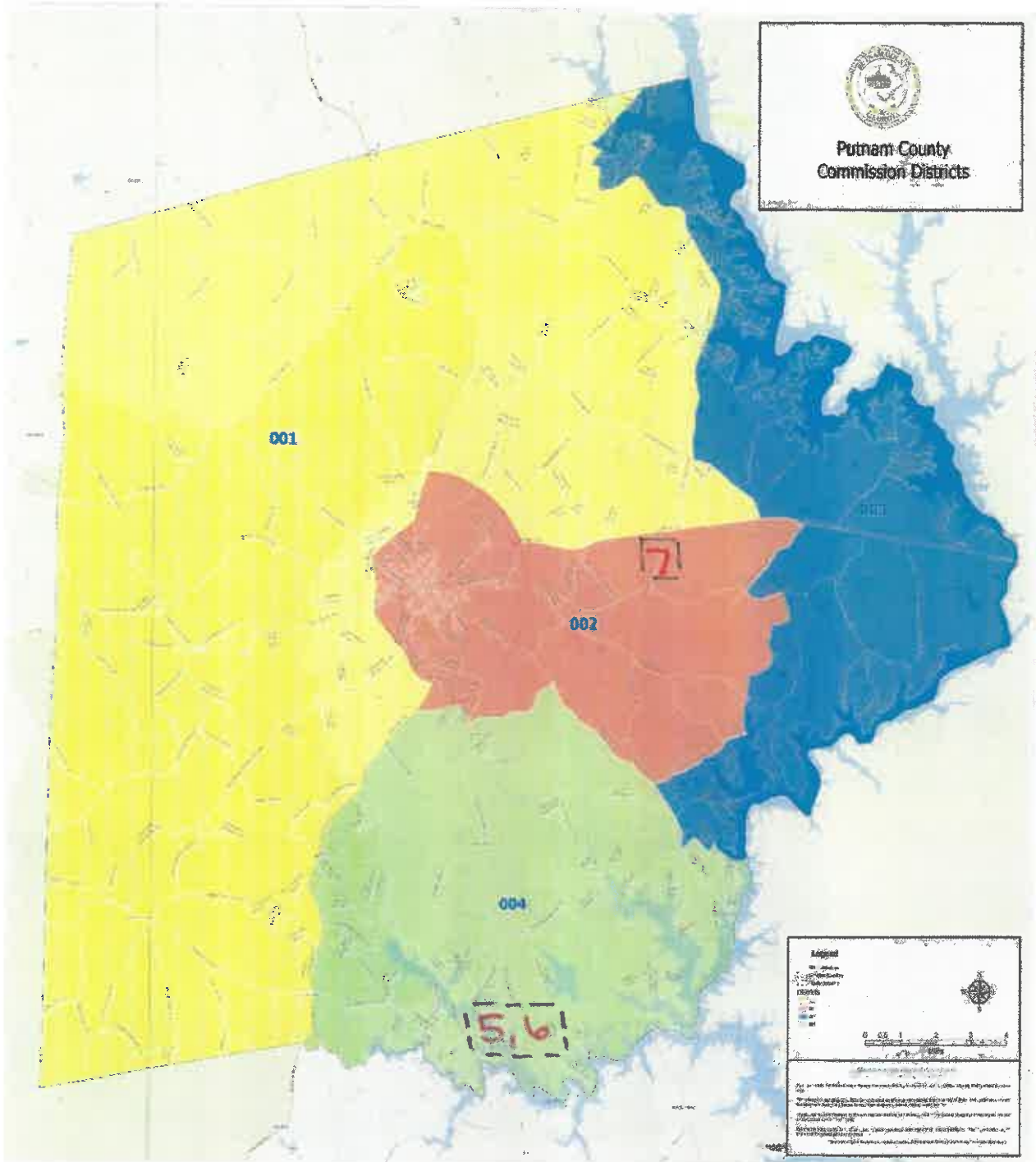
PUTNAM COUNTY, GEORGIA  
 FUTURE LAND USE MAPS

MAP 057B

MAP SCALE: 1" = 200'    SCALE RATIO: 1:2,400    DATE: MARCH 2023







- 5. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .53 acres on Avant Road from C-1 to R-2. [Map 057B, Parcel 058, District 4].\*
- 6. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .49 acres at 590 Twin Bridges Road from C-1 to R-2. [Map 057B, Parcel 059, District 4].\*
- 7. Request by **David and Sharylle Ballengee** to rezone 2.64 acres at 1043 Oconee Springs Road from AG- to R-2. [Map 107, Part of Parcel 004, District 2].\*





# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## APPLICATION FOR REZONING

REZONING

PERMIT# 2023-PLAN-4

APPLICATION NO. \_\_\_\_\_

DATE: \_\_\_\_\_

MAP 057B PARCEL 059 ZONING DISTRICT C1

1. Owner Name: Fred Scarley & Betty H Corley

2. Applicant Name (If different from above): Pat Wooten

3. Mailing Address: 118 Theresa Dr Eatonton, GA 31024

4. Email Address: [REDACTED]

5. Phone: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (cell) [REDACTED]

6. The location of the subject property, including street number, if any: 590 Twin Bridges Rd Eatonton GA 31024

7. The area of land proposed to be rezoned (stated in square feet if less than one acre): .53 Acre

8. The proposed zoning district desired: R2

9. The purpose of this rezoning is (Attach Letter of Intent) Convert to 2 bed, 2.5 bath residing

10. Present use of property: Vacant Desired use of property: residential

11. Existing zoning district classification of the property and adjacent properties:  
Existing: C1 PW  
North: R2 South: C3 East: Lake Sinclair R-2 PW West: Lake Sinclair R2 PW

12. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned.

13. Legal description and recorded plat of the property to be rezoned.

14. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): Residential

15. A detailed description of existing land uses: Property was used as a real estate office. It has been renovated into a 2 bed 2.5 bath home

16. Source of domestic water supply: well , community water \_\_\_\_\_, or private provider \_\_\_\_\_  
If source is not an existing system, please provide a letter from provider.



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

- 17. Provision for sanitary sewage disposal: septic system \_\_\_\_, or sewer \_\_\_\_. If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.
- 18. Complete attachment of Disclosure of Campaign Contributions Form by the applicant and/or the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. 36-67A).
- 19. The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property. (Please attach on separate sheet.)
- 20. Proof that property taxes for the parcel(s) in question have been paid.
- 21. Concept plan.
  - If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. (See attachment.)
  - A concept plan may be required for commercial development at director's discretion
- 22. Impact analysis.
  - If the application is for less than 25 single-family residential lots, an impact analysis need not be submitted. (See attachment.)
  - An Impact analysis (including a traffic study) is required when rezoning from residential zoned or used property to commercial or industrial districts.

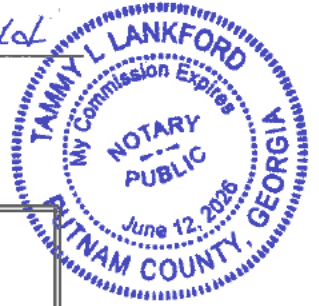
THE ABOVE STATEMENTS AND ACCOMPANYING MATERIALS ARE COMPLETE AND ACCURATE. APPLICANT HEREBY GRANTS PERMISSION FOR PLANNING AND DEVELOPMENT PERSONNEL OR ANY LEGAL REPRESENTATIVE OF PUTNAM COUNTY TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE PUTNAM COUNTY CODE OF ORDINANCES.

Fred Corley by Pat Walter  
Signature (Property Owner) (Date) 2/20/23

Pat Walter  
Signature (Applicant) (Date) 2/20/23

Tammy Lankford  
Notary Public

Tammy Lankford  
Notary Public



Office Use	
Paid: \$ _____ (cash) _____ (check) _____ (credit card) _____	
Receipt No. _____	Date Paid: _____
Date Application Received: _____	
Reviewed for completeness by: _____	
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____

IN RE:

FRED S. CORLEY,  
WARD  
JUNE 2, 2001,  
DATE OF BIRTH

)  
)  
)  
)  
)  
)

ESTATE NO. 21GU0001

**LETTERS OF CONSERVATORSHIP OF ADULT WARD**

FROM: the Judge of the Probate Court of said County

TO: Pat Cook Walton , Guardian(s) and Conservator(s)

The above-named adult ward has been found by this Court to be in need of a conservator, and this Court has entered an order designating you as such conservator(s). You have assented to this appointment by taking your oath and posting a bond. In general, your duties as conservator are to protect and maintain the property of the ward.

Special Instructions:

1. You must keep your ward's funds separate from your own. You should put your ward's funds in a separate checking or savings account, as appropriate, and make all payments by check.
2. You may not sell, mortgage, give away, or otherwise dispose of any of your ward's property without a court order.
3. Without a court order, you may not spend any of your ward's funds for any purpose except as set forth in the court approved budget.
4. You must file within two months of your appointment an inventory showing the ward's property and a plan for managing, expending, and distributing the property. Further, you must file, within sixty (60) days of each anniversary date of these Letters, an annual return showing all receipts and disbursements, accompanied by an affidavit certifying that the original vouchers (checks) have been compared with the items listed on the return, and that the return is correct, together with an updated inventory and plan for managing the property. A copy of said return shall be sent by first class mail to the surety, the ward, and the guardian, if any
5. The regular commissions allowed a conservator are 2.5% on all sums of money received, and 2.5% on all sums paid out, as shown by the annual or final return. There are special rules concerning commissions for property delivered in kind, interest earned, extraordinary services, and market value of property held as of the last day of your reporting period.

- 6. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
- 7. You should inform the Court of any change of location of your ward.
- 8. Please consult your attorney if you have any questions.
- 9. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the 5<sup>th</sup> day of MARCH, 2021.

Brandey H. Huskins  
 Judge of the Probate Court

**[NOTE: The following must be signed if the judge does not sign the original of this document:]**

Issued by:

Katie D. Schubert  
 Clerk of the Probate Court

(Seal)

IN RE:  
FRED S. CORLEY,  
WARD  
JUNE 2, 1930,  
DATE OF BIRTH

ESTATE NO. 21GU0001

LETTERS OF GUARDIANSHIP OF ADULT WARD

FROM: the Judge of the Probate Court of said County  
TO: Pat Cook Walton, Guardian(s) and Conservator(s)

The above-named adult ward was found by this Court to be in need of a guardian, and this Court entered an order designating you as such guardian(s). You have assented to this appointment by taking your oath. In general, your duties as guardian are to protect and maintain the person of the ward.

Special Instructions:

1. It is your duty to see that the ward is adequately fed, clothed, sheltered, and cared for and that the ward receives all necessary medical attention.
2. You must keep the Court informed of any change in your name or address and promptly notify the Court of any conflict of interest arising between you and your ward.
3. Within sixty (60) days after appointment and within sixty (60) days after each anniversary date of appointment, you must file with the Probate Court a personal status report concerning your ward which shall include:
  - (a) A description of the ward's general condition, changes since the last report, and needs;
  - (b) Your recommendations for any alteration in the guardianship order;
  - (c) All addresses of the ward during the reporting period and the living arrangements of the ward for all addresses; and
  - (d) A description of the amount of any funds received and expended by the guardian for the support of the ward.
4. Please consult your attorney if you have any questions.
5. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Given under my hand and official seal, the 5<sup>th</sup> day of March, 2021

Brenden Winston  
Judge of the Probate Court

[NOTE: The following must be signed if the judge does not sign the original of this document:]

Issued by Kate D. Schubert  
Clerk of the Probate Court

(Seal)

**DURABLE POWER OF ATTORNEY FOR FINANCIAL MANAGEMENT**

**WARNING TO PERSON EXECUTING THIS DOCUMENT - THE POWERS YOU GRANT BELOW CONTINUE TO BE EFFECTIVE SHOULD YOU BECOME DISABLED OR INCOMPETENT**

**CAUTION: This is an important legal document and upon proper execution will create a Durable Power of Attorney. This gives the person whom you designate as your attorney-in-fact broad powers to handle your property during your lifetime, which may include powers to mortgage, sell, or otherwise dispose of any real or personal property without advance notice to you or approval by you.**

**These powers will continue to exist even if you become disabled or incompetent. You do have the right to terminate or revoke the Power of Attorney and any or all powers granted within at any time up to the point of your incapacity.**

**This document does not authorize anyone to make medical or other health care decisions. You may execute a health care proxy (also known as a health care or medical power of attorney) to do this.**

**If there is anything about this document that you do not understand, you should ask a lawyer to explain it to you.**

**THIS DURABLE POWER OF ATTORNEY for financial management is given by me, Betty Hayes Corley (the "Principal"), presently of 208 Sinclair Road, Eatonton, in the State of Georgia, on this 6th day of March, 2015.**

**Nature of Power**

- 1. **THIS IS A DURABLE POWER OF ATTORNEY and the authority of my Attorney-in-fact shall not terminate if I become disabled or incapacitated.**

**Previous Power of Attorney**

- 2. **I REVOKE any previous durable power of attorney granted by me.**

**Attorney-in-fact**

*bhc*



- 3. I APPOINT Fred Stewart Corley, of 208 Sinclair Road, Eatonton, Georgia, to act as my Attorney-in-fact.

**Successor Attorney-in-fact**

- 4. On the death, refusal or inability of Fred Stewart Corley to act or continue to act, I APPOINT Pamela Corley Honeycutt, of 117 Tabor Drive, Eatonton, Georgia to act in place of Fred Stewart Corley as my successor Attorney-in-fact.

**Second Successor Attorney-in-fact**

- 5. On the death, refusal or inability of Pamela Corley Honeycutt to act or continue to act, I APPOINT Patricia Cook Walton, of 118 Theresa Drive, Eatonton, Georgia to act in place of Pamela Corley Honeycutt as the alternate to my successor Attorney-in-fact.

**My "Attorney-in-fact"**

- 6. I will refer to my Attorneys-in-fact and my successor Attorneys-in-fact as my "Attorney-in-fact".

**Governing Law**

- 7. This document will be governed by the laws of the State of Georgia. Further, my Attorney-in-fact is directed to act in accordance with the laws of the State of Georgia at any time he or she may be acting on my behalf.

**Liability of Attorney-in-fact**

- 8. My Attorney-in-fact will not be liable to me, my estate, my heirs, successors or assigns for any action taken or not taken under this document, except for willful misconduct or gross negligence. A successor Attorney-in-fact will not be liable for acts of a prior Attorney-in-fact.

**Effective Date**

*bhc*

9. Power of Attorney will start immediately and will continue notwithstanding my mental incapacity or mental infirmity which may occur after my execution of this Power of Attorney.

**Powers of Attorney-in-fact**

10. My Attorney-in-fact will have the following power(s):

**Initials**

- a. X the **Real Estate Transactions**

To deal with any interest I may have in real property and sign all documents on my behalf concerning my interest, including, but not limited to, real property I may subsequently acquire or receive. These powers include, but are not limited to, the ability to:

- i. Purchase, sell, exchange, accept as gift, place as security on loans, convey with or without covenants, rent, collect rent, sue for and receive rents, eject and remove tenants or other persons, to pay or contest taxes or assessments, control any legal claim in favor of or against me, partition or consent to partitioning, mortgage, charge, lease, surrender, manage or otherwise deal with real estate and any interest therein; and
- ii. Execute and deliver deeds, transfers, mortgages, charges, leases, assignments, surrenders, releases and other instruments required for any such purpose.

- b. X the **Maintain Property and Make Investments**

To retain any assets owned by me at the date this Durable Power of Attorney becomes effective, and the power to reinvest those assets in similar investments. In addition, my Attorney-in-fact may invest my assets in any new investments, of his or her choosing, regardless of whether or not they are authorized by any applicable legislation.

- c. X the **Banking Transactions**

To do any act that I can do through an attorney-in-fact with a bank or other financial institution. This power includes, but is not limited to, the power to:

- i. Open, maintain or close bank accounts (including, but not limited to, checking accounts, savings accounts, and certificates of deposit), brokerage accounts, retirement plan accounts, and other similar accounts with financial institutions;
- ii. Conduct any business with any banking or financial institution with respect to any of my accounts, including, but not limited to, making deposits and withdrawals, negotiating or endorsing any checks or other instruments with respect to any such accounts, obtaining bank statements, passbooks, drafts, money orders, warrants, and certificates or vouchers payable to me by any person, firm, corporation or political entity;
- iii. Borrow money from any banking or financial institution if deemed necessary by my Attorney-in-fact, and to manage all aspects of the loan process, including the placement of security and the negotiation of terms;
- iv. Perform any act necessary to deposit, negotiate, sell or transfer any note, security, or draft of the United States of America, including U.S. Treasury Securities;
- v. Have access to any safe deposit box that I might own, including its contents; and
- vi. Create and deliver any financial statements necessary to or from any bank or financial institution.

d.  Business Operating Transactions

To take any action my Attorney-in-fact deems necessary with any business that I may own or have an interest in by doing any act which can be done through an attorney-in-fact. This power includes, but is not limited to, the power to execute, seal and deliver any instrument; participate in any legal business of any kind; execute partnership agreements and amendments; to incorporate, reorganize, consolidate, merge, sell, or dissolve any business; to elect or employ officers, directors and agents; and to exercise voting rights with respect to any stock I may own, either in person or by proxy.

e. X the **Insurance Transactions**

To do any act that I can do through an attorney-in-fact with any insurance policy. This power includes, but is not limited to, the power to pay premiums, start, modify or terminate policies, manage all cash payouts, borrow from insurers and third parties using insurance policies as collateral, and to change the beneficiaries on any insurance policies on my life. Unless my Attorney-in-fact was already a beneficiary of any policy before the signing of this document, my Attorney-in-fact cannot name himself or herself as a beneficiary of such policy.

f. X the **Claims and Litigation Matters**

To institute, maintain, defend, compromise, arbitrate or otherwise dispose of, any and all actions, suits, attachments or other legal proceedings for or against me. This power includes, but is not limited to, the power to: appear on my behalf or retain an attorney and any other professional personnel necessary to defend or assert any claim before any court, board, or tribunal, and the power to settle any claim against me in whichever forum or manner my Attorney-in-fact deems prudent, and to receive or pay any resulting settlement.

g. X the **Tax Matters**

To act for me in all matters that affect my local, state and federal taxes and to prepare, sign, and file documents with any governmental body or agency, including, but not limited to, authority to:

- i. Prepare, sign and file income and other tax returns with federal, state, local and other governmental bodies, and to receive any refund checks; and
- ii. Obtain information or documents from any government or its agencies, and represent me in all tax matters, including the authority to negotiate, compromise, or settle any matter with such government or agency.

h. X the **Government Benefits**

To act on my behalf in all matters that affect my right to allowances, compensation and reimbursements properly payable to me by the Government of the United States or any agency or department thereof. This power includes, but is not limited to, the power to prepare, file, claim, defend or settle any claim on my behalf and to receive and manage, as my Attorney-in-fact sees fit, any proceeds of any claim.

i. X bhc Retirement Benefit Transactions

To act for me and represent my interests in all matters affecting any retirement savings or pension plans I may have. This power includes, but is not limited to, the power to continue contributions, change contribution amounts, change investment strategies and options, move assets to other plans, receive and manage payouts, and add or change existing beneficiaries. My Attorney-in-fact cannot add himself or herself as a beneficiary unless he or she is already a designated beneficiary as of the signing of this document.

j. X bhc Family Care

To make whatever expenditures are required for the maintenance, education, benefit, medical care and general advancement of me, my spouse and dependent children, and other persons that I have chosen or which I am legally required to support, any of which may include my Attorney-in-fact. This power includes, but is not limited to, the power to pay for housing, clothing, food, travel and other living costs.

k. X bhc Chattel and Goods Transactions

To purchase, sell or otherwise deal with any type of personal property I may currently or in the future have an interest in. This includes, but is not limited to, the power to purchase, sell, exchange, accept as gift, place as security on loans, rent, lease, to pay or contest taxes or assessments, mortgage or pledge.

l. X bhc Estate Transactions

To do any act that I can do through an attorney-in-fact with regard to all matters that affect any trust, probate estate, conservatorship, or other fund from which I may receive payment as a beneficiary. This power includes the power to disclaim any interest which might otherwise be transferred or distributed to me from any other person, estate, trust, or other entity, as may be appropriate. However, my Attorney-in-fact cannot disclaim assets to which I would be entitled, if the result is that the disclaimed assets pass directly or indirectly to my Attorney-in-fact or my Attorney-in-fact's estate.

m. X bhc **Living Trust Transactions**

To transfer any of my assets to the trustee of any revocable trust created by me, if such trust is in existence at the time of such transfer. This property can include real property, stocks, bonds, accounts, insurance policies or other property.

n. X bhc **Gift Transactions**

To make gifts to my spouse, children, grandchildren, great grandchildren, and other family members on special occasions, including birthdays and seasonal holidays, including cash gifts, and to such other persons with whom I have an established pattern of giving (or if it is appropriate to make such gifts for estate planning and/or tax purposes), in such amounts as my Attorney-in-fact may decide in his or her absolute discretion, having regard to all of the circumstances, including the gifts I made while I was capable of managing my own estate, the size of my estate and my income requirements.

o. X bhc **Charity Transactions**

To continue to make gifts to charitable organizations with whom I have an established pattern of giving (or if it is appropriate to make such gifts for estate planning and/or tax purposes), in such amounts as my Attorney-in-fact may decide in his or her absolute discretion, having regard to all of the circumstances, including the gifts I made while I was

capable of managing my own estate, the size of my estate and my income requirements.

p. X the **Employ Required Professionals**

To appoint and employ any agents, servants, companions, or other persons, including nurses and other health care professionals for my care and the care of my spouse and dependent children, and accountants, attorneys, clerks, workers and others for the management, preservation and protection of my property and estate, at such compensation and for such length of time as my Attorney-in-fact considers advisable.

q. X the **General Authority**

To do any act or thing that I could do in my own proper person if personally present, including managing or selling tangible assets, disclaiming a probate or non-probate inheritance and providing support for a minor child or dependent adult. Other specifically enumerated powers are not intended as a limitation on this broad general power.

**Attorney-in-fact Compensation**

11. My Attorney-in-fact will receive no compensation except for the reimbursement of all out of pocket expenses associated with the carrying out of my wishes.

**Co-owning of Assets and Mixing of Funds**

12. My Attorney-in-fact may continue to co-own assets and have any funds owned by him or her mixed with my funds to the same extent that the co-owning of assets and mixing of funds existed before operation of this Power of Attorney.

**Personal Gain from Managing My Affairs**

13. My Attorney-in-fact is allowed to personally gain from any transaction he or she may complete on my behalf if the transaction is completed in good faith and with my Attorney-in-fact believing it is in my best interest.

**Delegation of Authority**

- 14. My Attorney-in-fact may delegate any authority granted under this document to a person of his or her choosing. Any delegation must be in writing and state the extent of the power delegated and the period of time in which the delegation will be effective.

**Nomination of Guardian or Conservator**

- 15. In the event that a court decides that it is necessary to appoint a guardian or conservator for me, I hereby nominate my Attorney-in-fact to be considered by the court for appointment to serve as my guardian or conservator, or in any similar representative capacity.

**Attorney-in-fact Restrictions**

- 16. This Power of Attorney is not subject to any conditions or restrictions other than those noted above.

**Notice to Third Parties**

- 17. Any third party who receives a valid copy of this Power of Attorney can rely on and act under it. A third party who relies on the reasonable representations of my Attorney-in-fact as to a matter relating to a power granted by this Power of Attorney will not incur any liability to the Principal or to the Principal's heirs, assigns, or estate as a result of permitting the Attorney-in-fact to exercise the authority granted by this Power of Attorney up to the point of revocation of this Power of Attorney. Revocation of this Power of Attorney will not be effective as to a third party until the third party receives notice and has actual knowledge of the revocation.

**Severability**

- 18. If any part of any provision of this document is ruled invalid or unenforceable under applicable law, such part will be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of such provisions or the remaining provisions of this document.

**Acknowledgment**

*bhe*



19. I, **Betty Hayes Corley**, being the Principal named in this Durable Power of Attorney hereby acknowledge:

- a. I have read and understand the nature and effect of this Durable Power of Attorney;
- b. I recognize that this document gives my Attorney-in-fact broad powers over my assets, and that these powers will continue past the point of my incapacity;
- c. I am of legal age in the State of Georgia to grant a Durable Power of Attorney; and
- d. I am voluntarily giving this Durable Power of Attorney and recognize that the powers given in this document will become effective as of the date of my incapacity or as specified within.

**IN WITNESS WHEREOF** I hereunto set my hand and seal at the City of Eatonton in the State of Georgia, this 6th day of March, 2015.

**SIGNED, SEALED, AND DELIVERED**  
in the presence of:

Witness: *Nancy Ewing* (Sign)  
 Witness Name: Nancy Ewing  
 Address: 219A N. STEEL BRIDGE RD  
EATONTON, GA. 31024

*Betty Hayes Corley*  
 Betty Hayes Corley (Principal)

Witness: *Jenny Lankford* (Sign)  
 Witness Name: Jenny Lankford  
 Address: 1011 Crooked Creek Rd  
EATONTON, GA 31024

**NOTARY ACKNOWLEDGMENT**

*Jenny Lankford*





# Pro Flow Rooter and Septic

321 High Falls Rd  
Jackson, GA 30223  
ProFlowRooter.com  
www.proflowseptic.com  
678-625-4418



## Invoice

Invoice No: 2099  
Date: 02/18/2022  
Terms: NET 30  
Due Date: 03/18/2022

Bill To: Pat Walker  
pat.walker@hotmail.com  
290 Fair Bridges Rd  
Kitterton, GA 30124

DESCRIPTION	QUANTITY	RATE	AMOUNT
Septic Tank Inspection/Looker	1	\$0.00	\$0.00
Septic tank pumped and cleaned			
Guille tank good condition			
Main line draining at this time			
This septic tank and field system are considered to be in good working condition at this time			
Jack Screens			
Pro Flow Rooter			
		Subtotal	\$0.00
		TAX 0%	\$0.00
		Total	\$0.00
		PAID	\$0.00
		Balance Due	\$0.00

**Paid**

Pro Flow Rooter and  
Septic

Client's signature

LETTER OF INTENT

This is Pat Walton and Pam Honeycutt. This is a letter of intent to convert the property currently known as 590 Twin Bridges Road and adjoining lot to a residential property. This used to be a real estate office. It is currently zoned commercial.

Regards,

Pat Walton & Pam Honeycutt

We would like to rezone from  
Commercial to R2 in order to  
sell  
P Walton

Prepared By:  
Pat Cook Walton

DOCR 000004  
FILED IN OFFICE  
1/2/2020 02:55 PM  
BK:973 PG:1-3  
SHEILA H. PERRY  
CLERK OF COURT  
PUTNAM COUNTY

*Sheila H. Perry*

After Recording Return To:  
208 Sinclair Road  
Eatonton, Georgia 31024

REAL ESTATE TRANSFER  
TAX PAID \$0.00

PT-61 117-2020-000001

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### QUITCLAIM DEED

On January 01, 2020 THE GRANTOR(S),

- Pat C Walton and Joe D Walton, a married couple

for and in consideration of: One Dollar (\$1.00) and/or other good and valuable consideration conveys, releases and quitclaims to the GRANTEE(S):

- Fred S Corley and Betty H Corley, a married couple, residing at 208 Sinclair Road, Eatonton, Putnam County, Georgia 31024

the following described real estate, situated in Eatonton, in the County of Ge, State of Georgia

Legal Description: See attached *Exhibit A*

Grantor does hereby convey, release and quitclaim all of the Grantor's rights, title, and interest in and to the above described property and premises to the Grantee(s), and to the Grantee(s) heirs and assigns forever, so that neither Grantor(s) nor Grantor's heirs, legal representatives or assigns shall have, claim or demand any right or title to the property, premises, or appurtenances, or any part thereof.

Tax Parcel Number: 057B059, 057B058

This space for use of Clerk of Court:

DOC# 001888  
FILED IN OFFICE  
04/20/2009 01:40 PM  
BK:667 PG:586-587  
SHEILA H. PERRY  
CLERK OF SUPERIOR  
COURT  
Putnam Co Clerk of Court

*Sheila H. Perry Jr*

After filing, please return to:  
Law Offices of **TRENTON BROWN III, P.C., Attorney at Law**  
107 South Jefferson Avenue, Eatonton, Georgia 31024

REAL ESTATE TRANSFER TAX  
PAID: \$0.00

*PT 61 17-2009-000436*

STATE OF GEORGIA  
COUNTY OF PUTNAM COUNTY

**WARRANTY DEED**  
(Prepared Without Benefit of Title Opinion)

**THIS INDENTURE**, made the 16<sup>th</sup> day of April, 2009, between **Pat C. Walton, f/k/a Pat C. Cook**, as party or parties of the first part, hereinafter called Grantor, and **Pat C. Walton and Joe D. Walton** as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors, and assigns where the context requires or permits).

**WITNESSETH that:** Grantor, for and in consideration of the sum of ten dollars and 00/100 (\$10.00) and other valuable consideration in hand paid at or before the sealing and delivery of these presents, the receipt and sufficiency whereof is hereby acknowledged, by these presents does hereby grant, bargain, sell, alien, convey and confirm unto said Grantee, **AS JOINT TENANTS WITH FULL RIGHT OF SURVIVORSHIP AND NOT MERELY AS TENANTS IN COMMON,**

See Exhibit "A"

**TO HAVE AND TO HOLD** the said tract or parcel of land **AS JOINT TENANTS WITH FULL RIGHT OF SURVIVORSHIP AND NOT MERELY AS TENANTS IN COMMON**, with all and singular the rights, members and appurtenances thereof, to same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

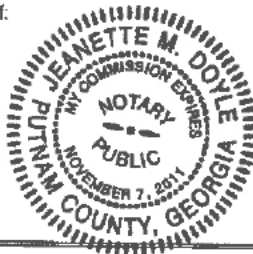
**AND THE SAID Grantor will warrant and forever defend** the right and title to the above described property unto the said Grantees against the claims of all persons whomsoever.

**IN WITNESS WHEREOF**, Grantor has signed and sealed this deed, the day and year first above written.

*Pat C. Walton* [seal]  
Pat C. Walton, f/k/a/ Pat C. Cook

Signed, sealed and delivered in the presence of:

Witness  
*Janet M. Doyle*  
Notary Public  
My Commission expires: *11/7/2011*





---

Exhibit "A"

All of Lots 1 and 2 of Tract 18 of the Owens-Illinois Development Corporation lands in the 312<sup>th</sup> GMD, Second Land District of Putnam County, Georgia, described by reference to that certain plat of said Tract 18 made by Walker McKnight Surveyors, Inc. dated February 1978, of record in Plat Book 9, pages 40-45, records of Putnam County. Said property is shown on Sheet 1 of the five-sheet plan.

Prior Deed Reference: Described property is the same property as conveyed in a Warranty Deed from Jerome Martin to Fred S. Corley by deed dated December 7, 1989, records of Clerk of Superior Court of Putnam, Georgia.





DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The Putnam County Code of Ordinances, Section 66-167(c) states as follows:

"When any applicant or his attorney for a rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:

a. The name and official position of the local government official to whom the campaign contribution was made; and

b. The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed."

1. Name: Pat Walton

2. Address: 118 Theresa Dr  
Easton GA 31024

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application?  Yes  No If yes, who did you make the contributions to? \_\_\_\_\_

Signature of Applicant: Pat Walton  
Date: 2/20/23



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The Putnam County Code of Ordinances, Section 66-167(c) states as follows:

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a. The name and official position of the local government official to whom the campaign contribution was made; and

b. The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed.”

1. Name: Pam Hornequest

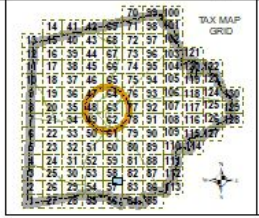
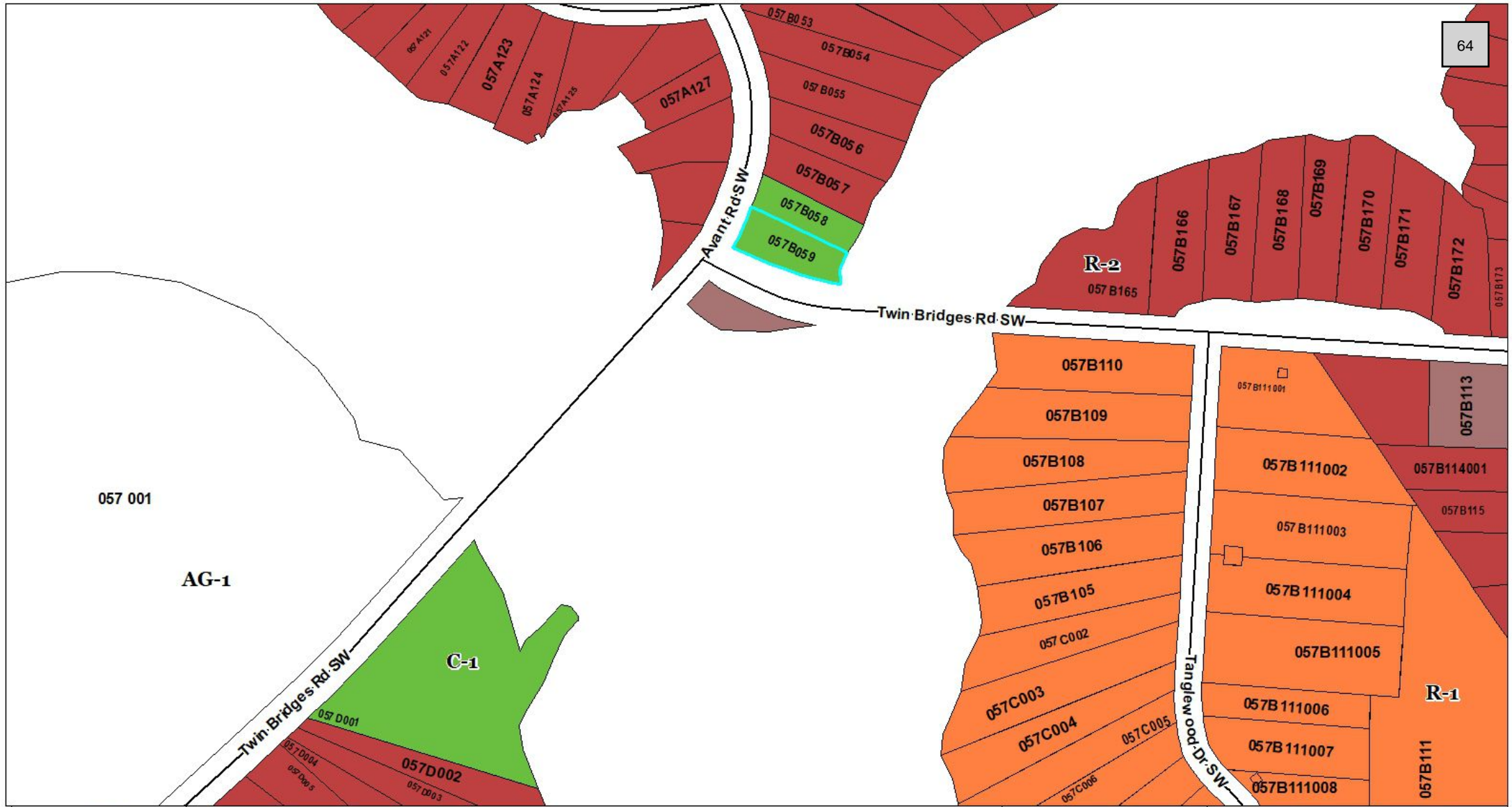
2. Address: 109 Misty Lane NW, Suite 332  
Milledgeville, Ga. 31061

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application? Yes  No  If yes, who did you make the contributions to? \_\_\_\_\_

Signature of Applicant: Pam Hornequest  
Date: 2 / 20 / 23







**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Overlay District	AG-2	C-2 CITY	IND-2 CITY	R - 1 CITY	R-1	RM-2
County Boundary	No Code	C-1	I-M	MHP	R - 2 CITY	R-1R	RM-3
Roads	AG-1	C-1 CITY	IND-1 CITY	PUBLIC	R - 3 CITY	R-2	VILLAGE
Parcels	AG-1 CITY	C-2	IND-2	PUBLIC CITY	R - 4 CITY	RM-1	
Parcel Hooks							

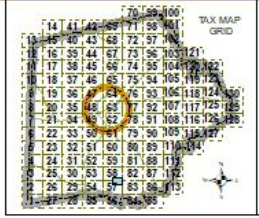
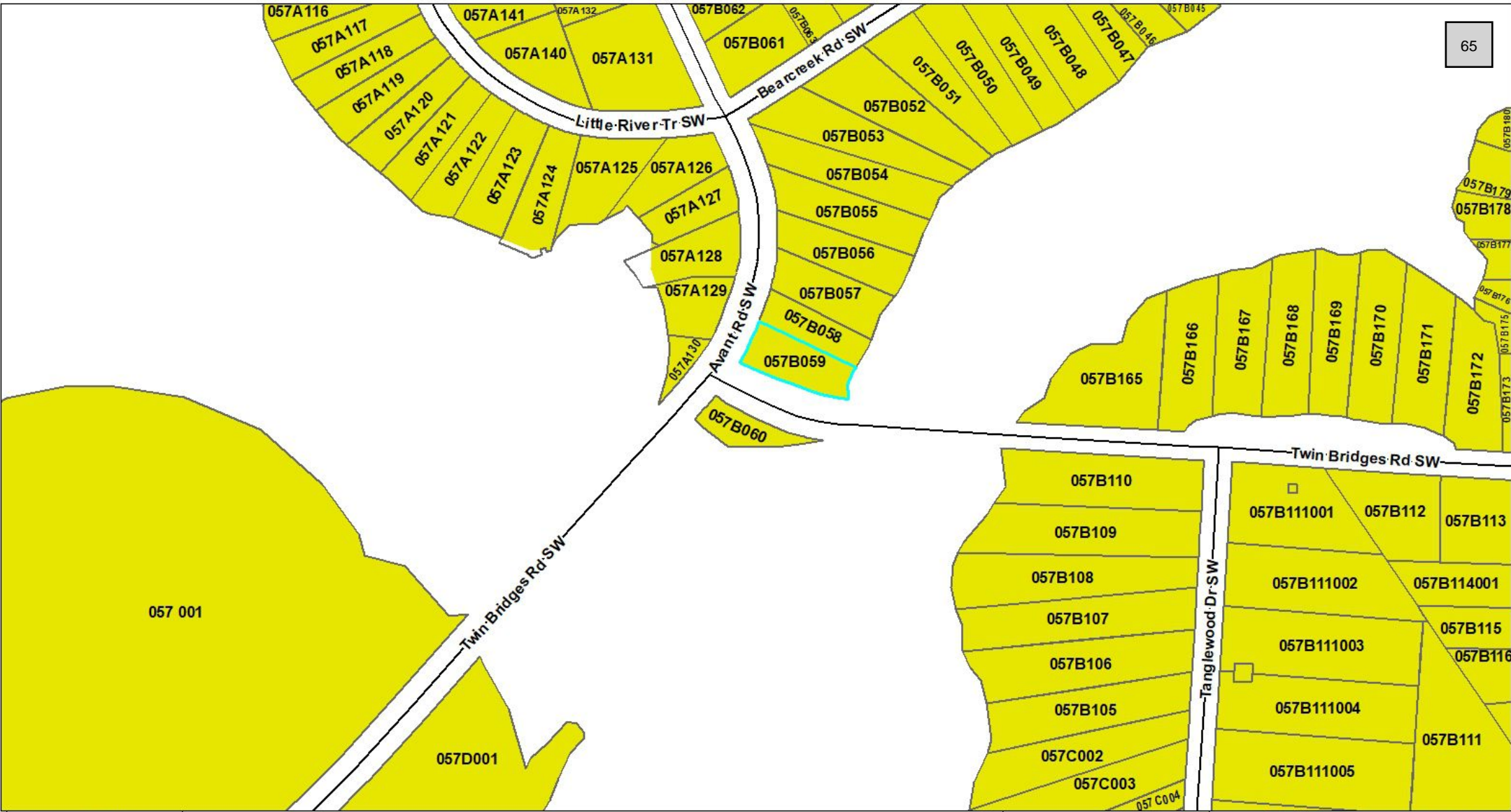
**LMGRC**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web:  
[www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
ZONING MAPS

W  
N  
E  
S

# MAP 057B

MAP SCALE: 1" = 200'    SCALE RATIO: 1:2,400    DATE: MARCH 2023



GEOGRAPHIC FEATURE LEGEND			
Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel_Hooks			

**MGRC**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web:  
[www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

**MAP 057B**

MAP SCALE: 1" = 200'    SCALE RATIO: 1:2,400    DATE: MARCH 2023



**File Attachments for Item:**

7. Request by David & Sharylle Ballengee to rezone 2.64 acres at 1043 Oconee Springs Road from AG to R-2 [Map 107, Part of Parcel 004, District 2] (staff-P&D)

**Request by David and Sharylle Ballengee to rezone 2.64 acres at 1043 Oconee Springs Road from AG to R-2 [Map 107, Part of Parcel 004, District 2].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

Mr. and Mrs. Ballengee are requesting to rezone 2.64 acres of their 12.40-acre tract from AG to R-2. They plan to divide the lot and sell the remaining 9.76 acres of land. They plan to keep their existing single-family home on the smaller proposed 2.64-acre tract. This rezoning is necessary in order to establish a lot that is smaller than the 5-acre requirement of the AG zoning district as stated in **Section 66-73(a) of the Putnam County Code of Ordinances**. The proposed use is consistent with the allowed uses, as listed in section Sec. 66-84. - Uses allowed of the R-2 zoning district. Although the Future Land Use Comprehensive Plan shows this property as agriculture/forestry, there are multiple residential use parcels in the area. Additionally, the property is not located in an established subdivision, therefore this rezoning does not constitute spot zoning. Moreover, rezoning to residential will not affect the existing use, value, or usability of nearby or adjacent properties. Therefore, staff recommends approval.

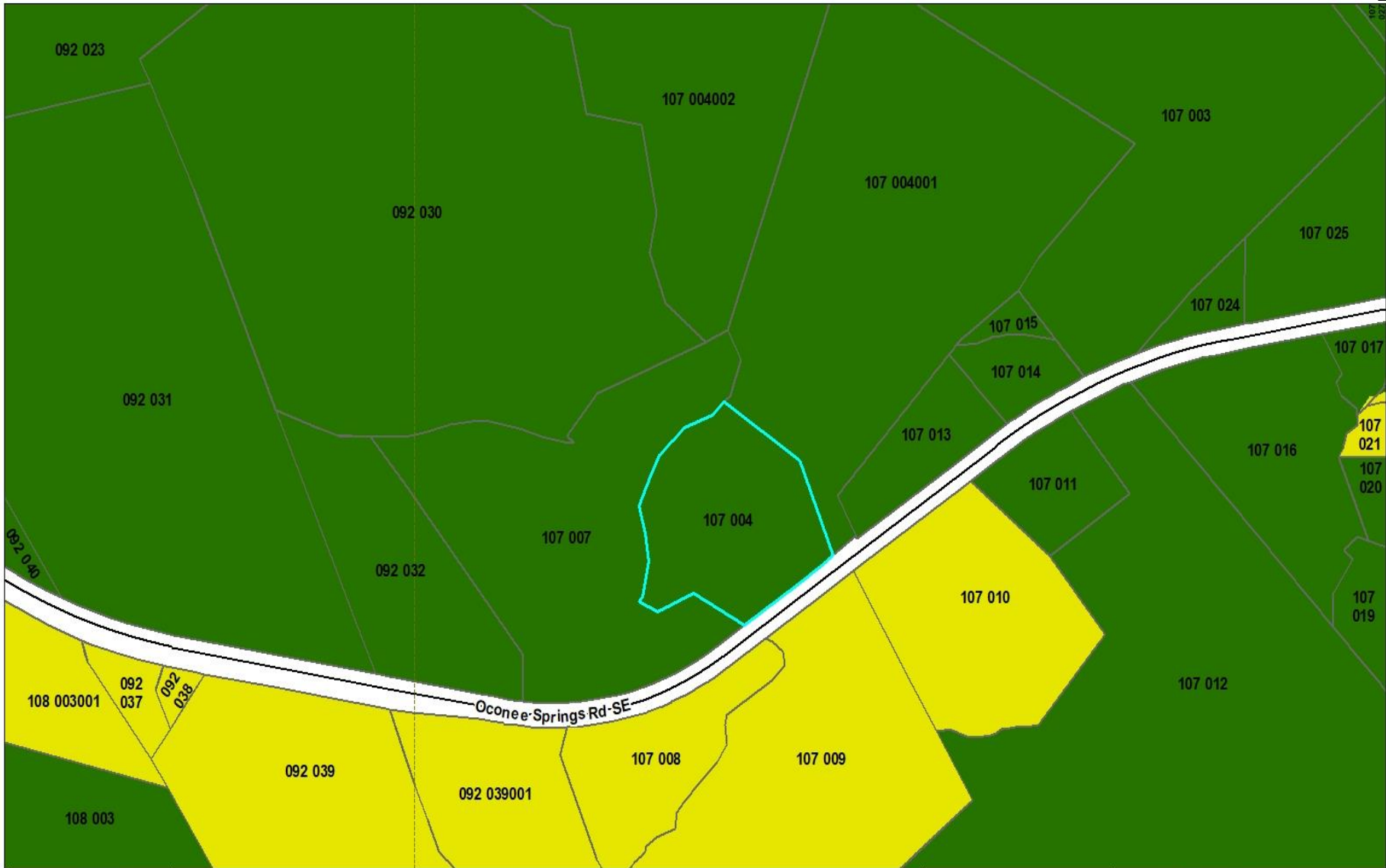
**Staff recommendation is for approval to rezone 2.64 acres at 1043 Oconee Springs Road from AG to R-2. [Map 107, Part of Parcel 004, District 2].\* with the following condition:**

- 1. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances**

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*The Planning & Zoning Commission's recommendation is for approval to rezone 2.64 acres at 1043 Oconee Springs Road from AG to R-2. [Map 107, Part of Parcel 004, District 2].\* with the following condition:*

- 1. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances*



**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel_Hooks			

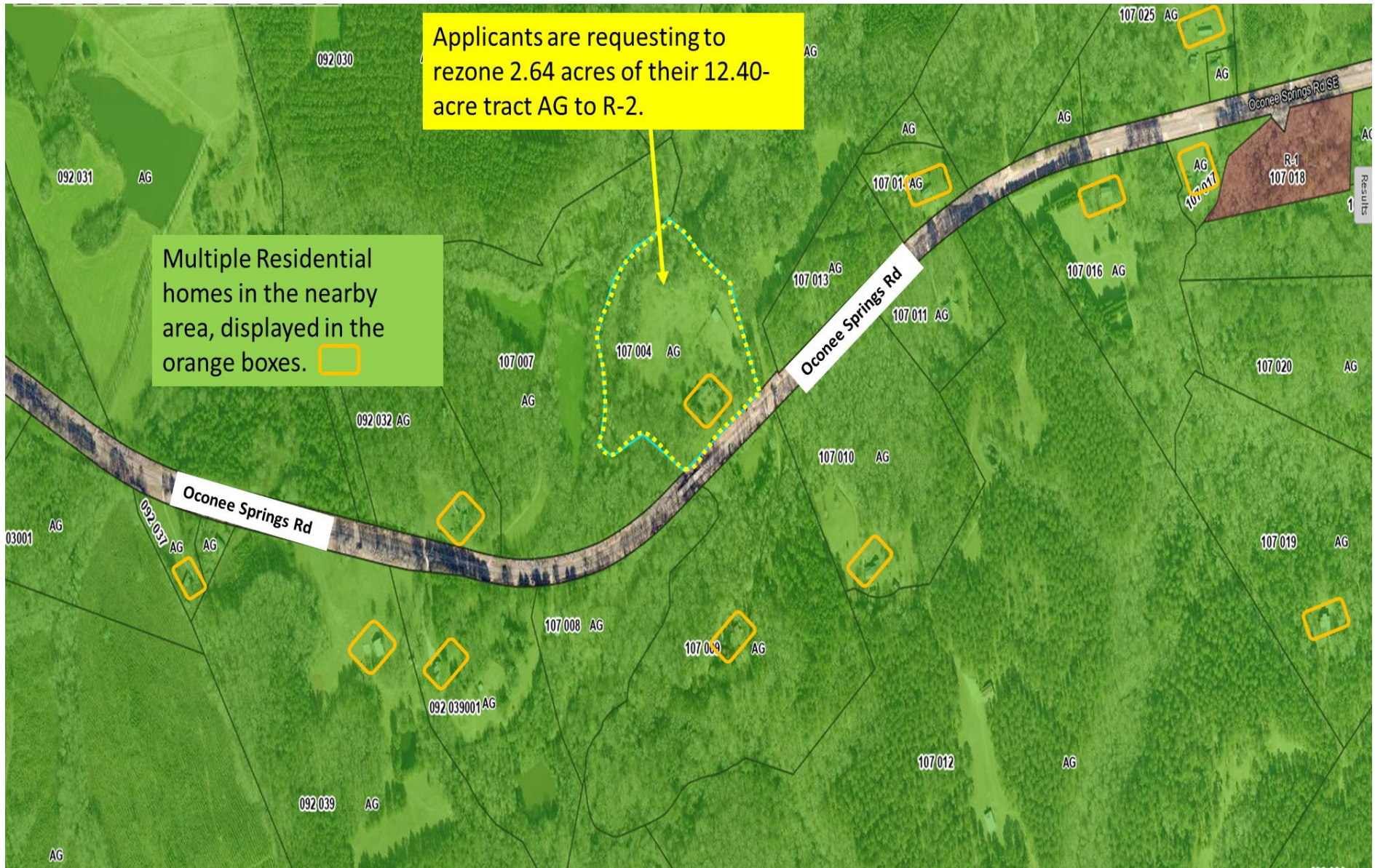
**MGRC**  
Middle Georgia Regional Commission  
175 Emory Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6100  
Web:  
[www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

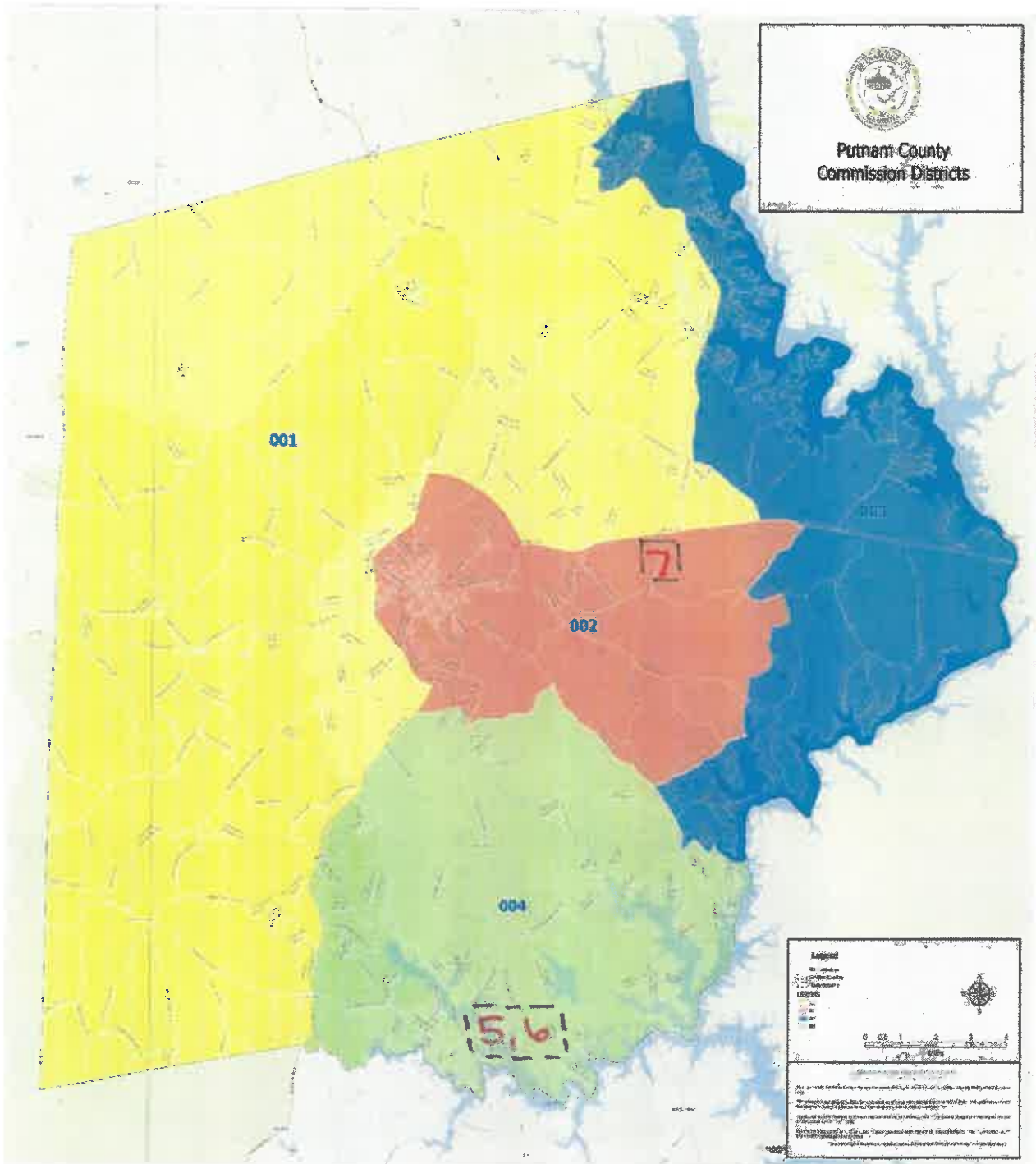
# MAP 107

MFP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: MARCH 2023

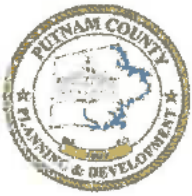








- 5. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .53 acres on Avant Road from C-1 to R-2. [Map 057B, Parcel 058, District 4].\*
- 6. Request by **Pat Walton, agent for Fred and Betty Corley** to rezone .49 acres at 590 Twin Bridges Road from C-1 to R-2. [Map 057B, Parcel 059, District 4].\*
- 7. Request by **David and Sharylle Ballengee** to rezone 2.64 acres at 1043 Oconee Springs Road from AG- to R-2. [Map 107, Part of Parcel 004, District 2].\*



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## APPLICATION FOR REZONING

REZONING

PERMIT# 2023-Plan-6

APPLICATION NO. \_\_\_\_\_

DATE: 1 MAR 2023

MAP 107 PARCEL 004 ZONING DISTRICT AG

1. Owner Name: DAVID & SHARYLLE BALLENGEE

2. Applicant Name (If different from above): \_\_\_\_\_

3. Mailing Address: 1043 OCONEE SPRINGS RD, EATONTON, GA 31024

4. Email Address: [REDACTED]

5. Phone: (home) 706-485-6613 (office) 706-485-1853 (cell) [REDACTED]

6. The location of the subject property, including street number, if any: 1043 OCONEE SPRINGS RD, EATONTON, GA 31024

7. The area of land proposed to be rezoned (stated in square feet if less than one acre): 2.64 ACRES

8. The proposed zoning district desired: R-2

9. The purpose of this rezoning is (Attach Letter of Intent)  
 Downsizing from 12.4 acres to 2.64 acres and sale to 3rd party. The smaller parcel to be used for private residence

10. Present use of property: SMALL FARM Desired use of property: RESIDENTIAL

11. Existing zoning district classification of the property and adjacent properties:  
Existing: AG  
North: AG South: AG East: AG West: AG

12. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned.

13. Legal description and recorded plat of the property to be rezoned.

14. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): \_\_\_\_\_

15. A detailed description of existing land uses: RESIDENCE AND PASTURES

16. Source of domestic water supply: well X, community water \_\_\_\_\_, or private provider \_\_\_\_\_.  
If source is not an existing system, please provide a letter from provider.



# PUTNAM COUNTY PLANNING & DEVELOPMENT

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- 17. Provision for sanitary sewage disposal: septic system X, or sewer \_\_\_\_\_. If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.
- 18. Complete attachment of Disclosure of Campaign Contributions Form by the applicant and/or the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. 36-67A). NONE
- 19. The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property. (Please attach on separate sheet.) NONE
- 20. Proof that property taxes for the parcel(s) in question have been paid.
- 21. Concept plan.
  - If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. (See attachment.)
  - A concept plan may be required for commercial development at director's discretion
- 22. Impact analysis.
  - If the application is for less than 25 single-family residential lots, an impact analysis need not be submitted. (See attachment.)
  - An Impact analysis (including a traffic study) is required when rezoning from residential zoned or used property to commercial or industrial districts.

THE ABOVE STATEMENTS AND ACCOMPANYING MATERIALS ARE COMPLETE AND ACCURATE. APPLICANT HEREBY GRANTS PERMISSION FOR PLANNING AND DEVELOPMENT PERSONNEL OR ANY LEGAL REPRESENTATIVE OF PUTNAM COUNTY TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE PUTNAM COUNTY CODE OF ORDINANCES.

[Signature] 3/1/23  
 Signature (Property Owner) (Date)

[Signature] 3/1/23  
 Signature (Applicant) (Date)

[Signature]  
 Notary Public

[Signature]  
 Notary Public

**NOTARY PUBLIC**  
**PAULA J. SPIVEY**  
 EXPIRES GEORGIA August 3, 2025  
 PUTNAM COUNTY

Office Use	
Paid: \$ <u>275.00</u> (cash) _____ (check) <u>3852</u> (credit card) _____	
Receipt No. _____	Date Paid: <u>3/1/2023</u>
Date Application Received: <u>3/1/2023</u>	
Reviewed for completeness by <u>Katherine Williams</u>	
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____

MARCH 1, 2013

DAVID BALLENGEE  
1043 O'CONNOR SPRINGS RD  
PARCEL 107 004

WE ARE REQUESTING REZONING BECAUSE WE ARE SELLING  
ALL BUT 2.64 ACRES OF OUR PROPERTY, SINCE THE  
REMAINDER IS LESS THAN 5AC WE MUST REZONE  
WE ARE RETAINING OUR RESIDENCE AND YARD.





DOC# 003170  
FILED IN OFFICE  
09/27/2011 02:47 PM  
BK#731 PG#147-147 RB  
SHEILA H. PERRY  
CLERK OF COURT  
PUTNAM COUNTY

*Sheila H. Perry*

REAL ESTATE TRANSFER T  
AX  
PAID: \$0.00

PT 61 117-2011-001025

Return Recorded Document to:  
Origin Title and Escrow  
160 Clairmont Ave.  
Suite 490  
Decatur, GA 30030

**JOINT TENANCY WITH SURVIVORSHIP  
WARRANTY DEED**

STATE OF GEORGIA,

COUNTY OF PUTNAM

File #: 11-3161

This Indenture made this 15th day of September, 2011 between David C. Ballengee and Sharylle L. Ballengee, of the County of Putnam, State of Georgia, as party or parties of the first part, hereinafter called Grantor, and David C. Ballengee and Sharylle L. Ballengee, as joint tenants with survivorship and not as tenants in common as parties of the second part, hereinafter called Grantees (the words "Grantor" and "Grantees" to include their respective heirs, successors and assigns where the context requires or permits).

**WITNESSETH that:** Grantor, for and in consideration of the sum of **TEN AND 00/100'S (\$10.00)** Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipts whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them, in fee simple, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor, the following described property:

All that tract or parcel of land, lying and being in the 308th GMD, Putnam County, Georgia, containing 12.40 acres, more or less, designated as Tract A-3 on that plat prepared by Byron L. Farmer, RLS No. 1679, dated May 14, 2011 and recorded in Plat Book 33, page 53, Clerks Office, Putnam County Superior Court and incorporated herein. Being a portion of the same property conveyed in Deed Book 508, pages 794-795, said Clerk's Office.

**THIS CONVEYANCE is made subject to all zoning ordinances, easements and restrictions of record affecting said bargained premises.**

**TO HAVE AND TO HOLD** the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoove of the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them in **FEE SIMPLE**, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor.

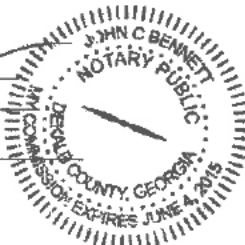
**THIS CONVEYANCE is made pursuant to Official Code of Georgia Section 44-6-190, and it is the intention of the parties hereto to hereby create in Grantees a joint tenancy estate with right of survivorship and not as tenants in common.**

**AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.**

**IN WITNESS WHEREOF,** the Grantor has hereunto set grantor's hand and seal this day and year first above written.

Signed, sealed and delivered in the presence of:

*John P. Kumbly*  
Witness  
*[Signature]*  
Notary Public



*[Signature]* (Seal)  
David C. Ballengee  
*[Signature]* (Seal)  
Sharylle L. Ballengee

BEARINGS AND DISTANCES AROUND PERIMETER

COURSE	BEARING	DISTANCE
1-2	N 85°00'35"W	178.27
2-3	N 89°42'25"W	65.71
3-4	S 73°02'34"W	203.02
4-5	N 48°33'11"W	87.37
5-6	N 11°50'05"E	128.91
6-7	N 02°24'45"E	111.10
7-8	N 08°17'57"W	131.62
8-9	N 10°25'05"E	116.28
9-10	N 08°05'05"E	109.14
10-11	N 48°02'48"E	188.79
11-12	N 08°42'00"E	138.80
12-13	N 08°42'00"E	68.95
13-14	N 88°18'00"E	63.87
14-15	N 88°18'00"E	134.19
15-16	N 14°42'48"W	138.20
16-17	S 07°28'54"W	137.84
17-18	N 01°42'00"W	111.09
18-19	N 01°54'01"W	123.12
19-20	N 00°48'00"W	107.77
20-21	N 01°48'00"E	175.29
21-22	N 39°18'03"W	262.61
22-23	N 03°18'00"W	284.78
23-24	S 14°54'18"W	583.44
24-25	N 88°32'48"W	61.92
25-26	N 02°18'00"W	87.73
26-27	N 08°41'20"W	441.21
27-28	N 30°02'00"E	84.84
28-29	N 30°02'00"E	81.36
29-30	N 12°18'30"W	30.16
30-31	N 08°42'00"E	27.28
31-32	N 08°18'00"E	46.79
32-33	N 11°42'00"E	83.47
33-34	N 08°05'05"E	81.23
34-35	N 03°02'00"E	81.92
35-36	N 02°02'00"E	83.17
36-37	S 70°22'18"E	204.77
37-38	S 37°38'00"E	48.61
38-39	N 08°42'00"E	88.72
39-40	S 4°00'00"E	163.00
40-41	N 02°42'00"E	122.61
41-42	N 49°02'00"E	18.54
42-43	S 49°02'00"E	187.01
43-44	S 49°02'00"E	874.19
44-45	S 07°42'00"E	244.88
45-46	S 09°00'00"E	153.86
46-47	S 08°00'00"E	174.20
47-48	S 08°00'00"E	136.20
48-49	S 08°00'00"E	438.16
49-50	S 08°17'00"E	118.20
50-51	S 42°33'31"W	848.89
51-52	S 34°28'48"W	127.12
52-53	S 42°33'31"W	81.80
53-54	S 40°38'00"W	438.18
54-55	S 44°59'27"W	448.89
55-56	S 38°48'00"E	158.61
56-57	S 07°42'00"E	138.94
57-1	S 01°42'12"W	477.41

TABLE OF CORNER DESCRIPTIONS

- | CORNER | DESCRIPTION   |
|--------|---|
| 1      | COMPUTED CORNER AT INTERSECTION OF RW AND CR CROOKED CREEK. |
| 16     | CENTER OF CROOKED CREEK IS PROPERTY LINE                    |
| 17     | 1/2" IRON PIPE FOUND  |
| 18     | 1/2" RE-BAR FOUND   |
| 19     | 1/2" RE-BAR FOUND   |
| 20     | 1/2" RE-BAR FOUND   |
| 21     | 1/2" RE-BAR FOUND   |
| 22     | 1/2" RE-BAR FOUND   |
| 23     | 1/2" RE-BAR FOUND   |
| 24     | 1/2" RE-BAR FOUND   |
| 25     | 1/2" RE-BAR FOUND   |
| 26     | 1/2" RE-BAR FOUND   |
| 27     | 1/2" IRON PIPE FOUND IN FENCE                               |
| 37     | WIRE FENCE FOUND ALONG OR NEAR PROPERTY LINE                |
| 40     | CENTER OF CROOKED CREEK IS THE PROPERTY LINE                |
| 41     | CENTER OF BRANCH IS PROPERTY LINE                           |
| 41     | COMPUTED CORNER IN CENTER OF BRANCH                         |
| 42     | 1" IRON PIPE FOUND  |
| 43     | 4" CONCRETE MARKER FOUND                                    |
| 44     | 47 1/2" RE-BARS FOUND                                       |
| 46     | 8 1/2" RE-BAR SET   |
| 48     | 1/2" RE-BAR FOUND   |
| 60     | 4" CONCRETE MARKER FOUND                                    |
| 60     | 68 WIRE FENCE FOUND ALONG OR NEAR PROPERTY LINE             |
| 68     | STEEL MOTOR GRADER BLADE FOUND                              |
| 67     | 68" RE-BAR SET ON RW  |

SURVEYOR'S CERTIFICATION

THE FIELD DATA UPON WHICH THIS MAP OR PLAN IS BASED HAS A CLOSURE PRECISION OF ONE PART IN 11,588 AND AN ANGULAR ERROR OF 08" PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE. THIS MAP OR PLAN HAS BEEN CALCULATED FOR CLOSURE, AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 315,911 FEET.

SURVEYOR: BYRON L. FARMER  
286 COUNTY LINE CHURCH ROAD, SW  
MILLEDGEVILLE, GEORGIA 31061  
PHONE: 478-632-6786  
GEORGIA REGISTRATION NUMBER 1878

NOTE: THE CENTER OF CROOKED CREEK IS THE PROPERTY LINE FROM POINT NUMBER 1 THRU POINT NUMBER 16 AND FROM POINT NUMBER 37 THRU POINT NUMBER 40.

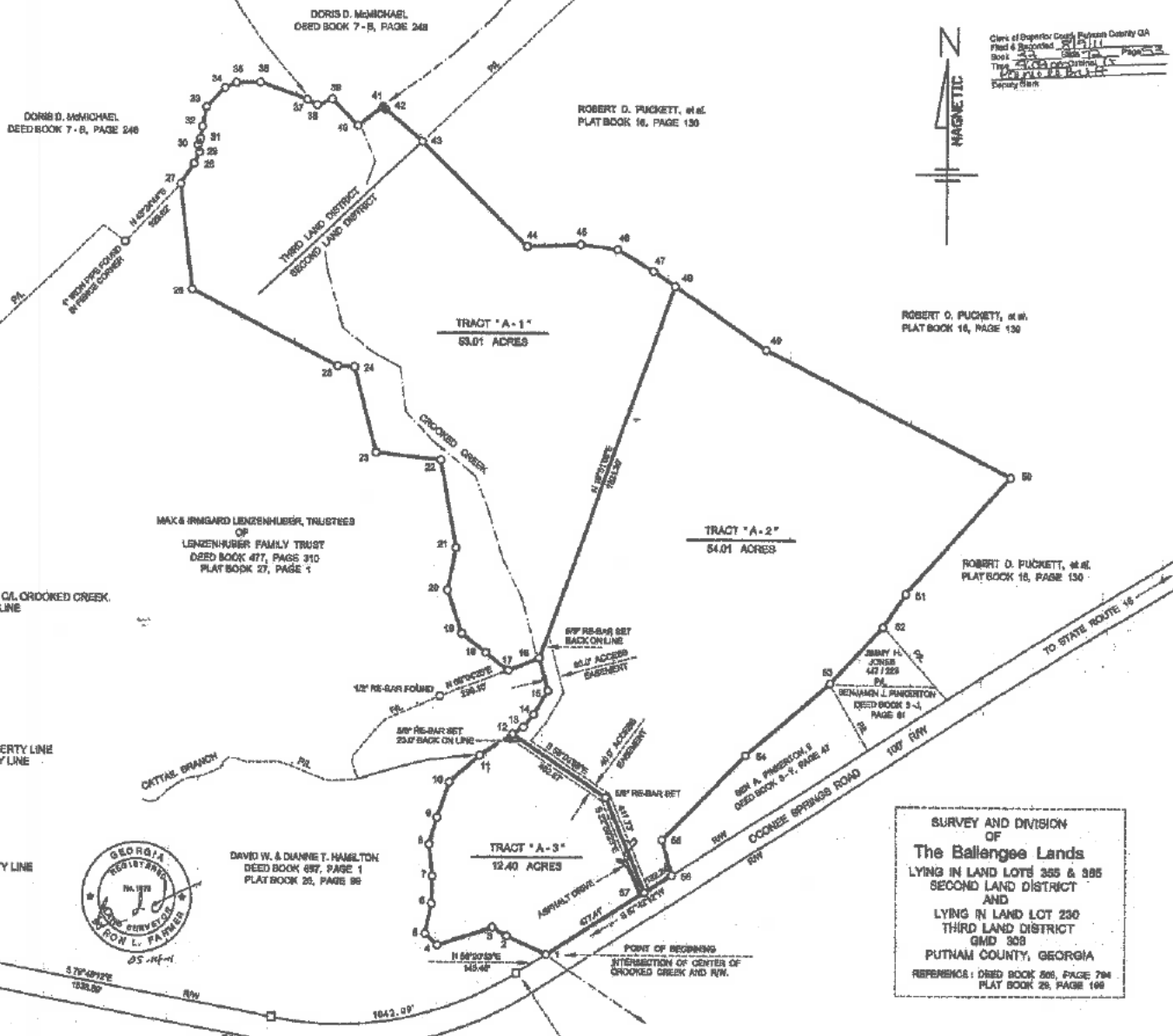
CONCRETE RW MARKER FOUND AT THIS PT OF CURVE. THIS IS LOCATED AT STATION NUMBER 335 + 81.8, AND IS SHOWN ON THE CONSTRUCTION PLANS FOR THIS PROJECT. THESE PLANS ARE ON FILE AT THE TENNESSEE, GEORGIA DEPARTMENT OF TRANSPORTATION OFFICE IN TENNESSEE, GEORGIA.

NOTE: THIS PROPERTY IS SUBJECT TO UTILITY AND OTHER EASEMENTS BOTH VISIBLE AND NOT VISIBLE AT THE TIME OF THE SURVEY. THESE EASEMENTS MAY OR MAY NOT BE OF RECORD.

900 0 500 1000 900  
GRAPHIC SCALE - FEET SCALE: 1" = 300'



SURVEY AND DIVISION OF  
OF  
**The Ballagee Lands**  
LYING IN LAND LOTS 355 & 385  
SECOND LAND DISTRICT  
AND  
LYING IN LAND LOT 230  
THIRD LAND DISTRICT  
GMD 308  
PUTNAM COUNTY, GEORGIA  
REFERENCES: DEED BOOK 286, PAGE 794  
PLAT BOOK 28, PAGE 148



Clerk of Superior Court, Putnam County, GA  
Filed & Recorded: 5/11/11  
Book: 286, Page: 794  
Tract: 230, Plat: 28, Page: 148  
Deed: 286, Page: 794  
Survey: Farm



SURVEYED IN: JUNE AND JULY, 2008 AND DIVISION LINES IN MAY, 2011

PLAT REVISED: MAY 14, 2011

EQUIPMENT USED: TOPCON OPT 3003

JOB NUMBER: 11061P (BOLAND)

PARENT PARCEL: MAP 107 PARCEL 004

DIVISION SURVEY PREPARED FOR  
**David C. and Sharylle L. Ballengee**

LYING IN LAND LOT 355  
2nd LAND DISTRICT  
GMD 308  
PUTNAM COUNTY, GEORGIA

REFERENCES:

DEED BOOK 731, PAGE 147  
PLAT BOOK 33, PAGE 58

GENERAL NOTES:

GEORGIA SURVEYOR CERTIFICATION

As required by subsection (f) of O.C.G.A. Section 25-6-67, this plot has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plot as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plot complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 25-6-67.

JOSEPH D. TYSON - PLS NO. 3490 DATE



SURVEYOR

JOSEPH D. TYSON, PLS NO. 3490  
302 GARY DRIVE NE  
MILLEDGEVILLE, GA 31061  
PHONE: 478-414-8149

LEGEND

○	COMPUTED POINT	R/W	RIGHT-OF-WAY
●	R/SF (UNLESS OTHERWISE NOTED)	RF	NAIL FOUND
⊙	R/S (UNLESS OTHERWISE NOTED)	RP	COVER NAIL
CMF	CONCRETE MCHNMENT	EP	EDGE OF PAVEMENT
OTF	OPEN TOP PIPE FOUND	FH	FIRE HYDRANT
RF	REBAR FOUND	P/L	PROPERTY LINE
R/S	REBAR SET	LL	LAND LOT LINE
BSL	BUILDING SET BACK LINE	POB	POINT OF BEGINNING
CA	CENTERLINE	POB	POINT OF BEGINNING
FENCE LINE			
OVERHEAD POWER LINE			
REFERENCE LINE			
CONTOUR LINE			

GEORGIA SURVEY DATA:

- A. SURVEY DATE: DECEMBER 28, 2022
- B. PLAT DATE: JANUARY 5, 2023
- C. EQUIPMENT USED: CARLSON BRK7 GNSS RECEIVER B  
CARLSON BRK7 BASE, DUAL FREQUENCY & RTK

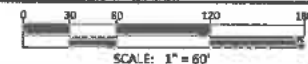
SURVEY CLOSURE INFORMATION:

THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A POSITIONAL TOLERANCE OF 0.08 FEET. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS BOUND TO BE ACCURATE WITHIN ONE FOOT IN 165,021 FEET.

DISCLOSURE & NOTICE:

THERE HAS BEEN NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OR RECORDS, ENCUMBRANCES, OR OWNERSHIP TITLE EVIDENCE THAT MAY BE DISCLOSED BY A CURRENT AND ACCURATE TITLE SEARCH. THIS PROPERTY IS SUBJECT TO ANY AND ALL EXISTING DRAINAGE AND/OR UTILITY EASEMENTS THAT MAY NOT BE SHOWN ON THIS PLAT. WORK DOES THE SURVEYOR ASSUME ANY RESPONSIBILITY FOR ANY SUCH EASEMENTS THAT MAY AFFECT THIS PROPERTY.

REVISIONS:  
DATE:  
COMMENT:



JOB NUMBER: 22732WA

APPROVAL

APPROVED FOR RECORDING ONLY

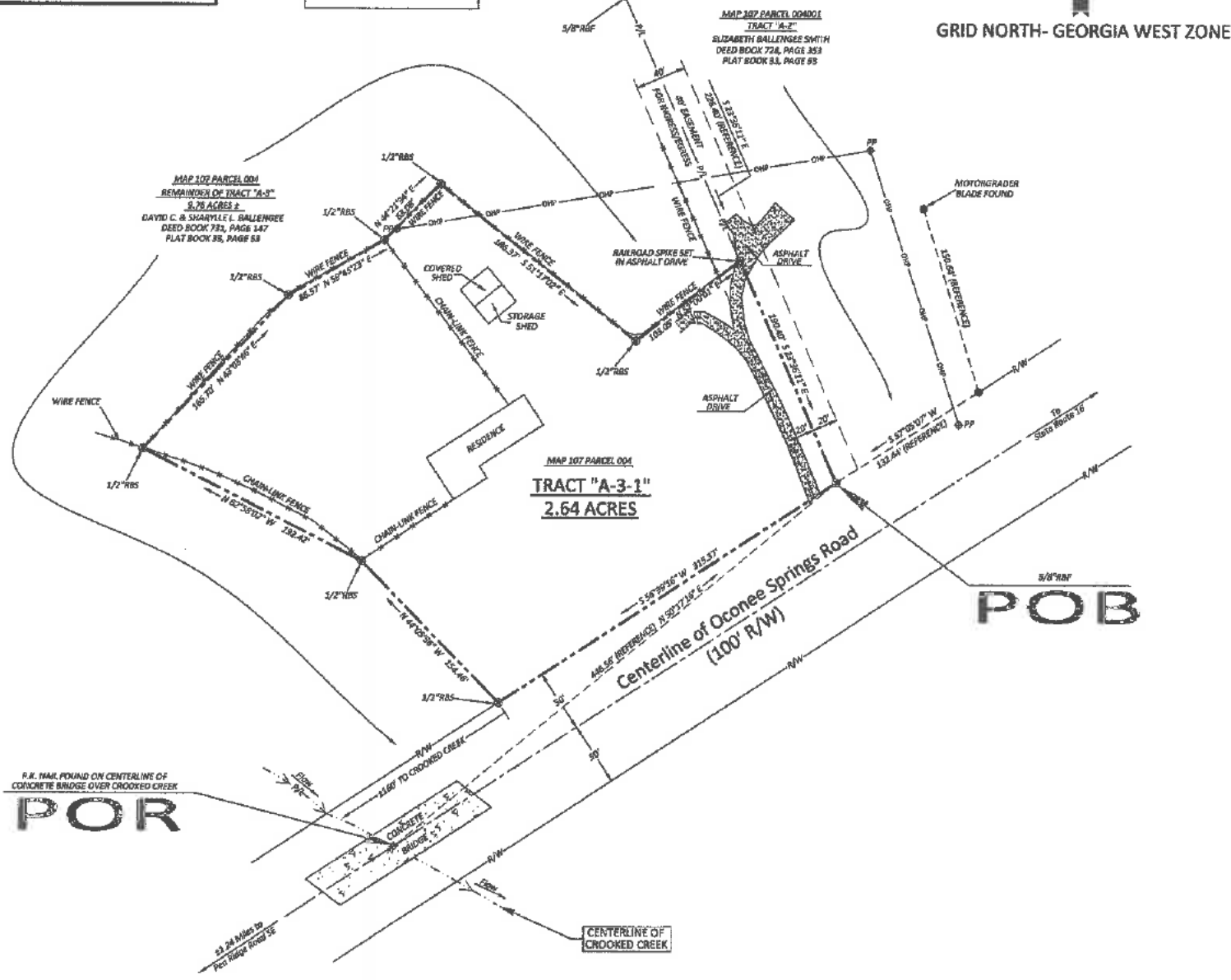
PUTNAM COUNTY

PLANNING & DEVELOPMENT

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

GRID NORTH- GEORGIA WEST ZONE



P.O.R.

P.O.B.



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ◊ Eatonton, GA 31024

Tel: 706-485-2776 ◊ 706-485-6552 fax ◊ www.putnamcountyga.us

## DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The *Putnam County Code of Ordinances*, Section 66-167(c) states as follows:

“When any applicant or his attorney for a rezoning action has made, within two years immediately preceding the filing of that applicant’s application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:

a. The name and official position of the local government official to whom the campaign contribution was made; and

b. The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed.”

1. Name: DAVID BALLENGEE

2. Address: 1043 OCONEE SPRINGS ROAD, EATONTON, GA 31024

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application? Yes  No  If yes, who did you make the contributions to? : \_\_\_\_\_

Signature of Applicant: 

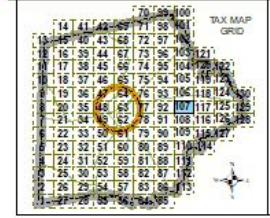
Date: 3 / 1 / 2023











**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Mixed Use	Residential
County Boundary	Commercial	Park/Recreation/Conservation	Transportation/Communication/Utilities
Roads	Industrial	Public/Institutional	Undeveloped/Vacant
Parcels			
Parcel_Hooks			

**LMGR**  
IT GIS Services

Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web:  
[www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

**MAP 107**

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: MARCH 2023

**File Attachments for Item:**

8. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 66 (Zoning)

**ORDINANCE**

AN ORDINANCE TO AMEND CHAPTER 66 – ZONING  
OF THE CODE OF PUTNAM COUNTY, GEORGIA

WHEREAS, the Putnam County Board of Commissioner’s (“Board”) desires to amend the considerations and criteria for granting variances within Putnam County;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PUTNAM COUNTY, GEORGIA, HEREBY ORDAINS as follows:

**SECTION 1:** That Chapter 66, **Section 66-157 – Planning and zoning commission, scope of authority.** shall be amended to read as follows:

- (a) *Initiation.* All planning and zoning issues, including those relative to the official zoning maps, shall be reviewed by the planning and zoning commission. Amendments to the official zoning maps may only be made by the board of commissioners.
- (b) *Conditional use permits.* If a use is not permitted in any zoning district, the planning and zoning commission may hear and recommend a conditional use permit approval application as submitted according to the rezoning process. In granting such a conditional use permit, the planning and zoning commission may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. Conditional use permits shall be issued to the applicant solely, are not transferrable, and shall extinguish upon cessation of such activity for a period of 12 months. Conditional uses permits may be renewed by application by successive owners or operators.
- (c) *Variances.* The planning and zoning commission shall hear applications for variances from the development standards and performance standards of this chapter. All variance approval shall be contiguous with the property. ~~Such variances may be granted only:~~
  - (1) Variances may be granted by the planning and zoning commission only upon making all of the following factual findings:
    - a. ~~Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, which at the time of adoption of this chapter, was a lot or plat of record; or~~ There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;

- b. ~~Where by reason of exceptional topographic conditions to include floodplains or other extraordinary or exceptional conditions of a piece of property, strict application of the development requirements of this chapter would result in practical difficulties to, and undue hardship upon the owner of this property, which difficulty or hardship is not the result of acts of the applicant; and further provided that this relief may be granted without substantially impairing the intent and purpose of this chapter and is not contrary to the public welfare. The application of this Chapter to this particular piece of property would create an unnecessary hardship;~~
- c. The identified extraordinary and exceptional conditions and unnecessary hardship in application identified in subsections (a) and (b) were not caused by or the result of acts or omissions of the applicant;
- d. The variance proposed is the minimum variance, which makes possible the reasonable use of the property;
- e. Such conditions are peculiar to the particular piece of property involved; and
- f. Relief, if granted would not cause substantial detriment to the public good or impair the purposes and intent of this Chapter.

(2) In granting a variance, the planning and zoning commission may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. However, the planning and zoning commission shall not be authorized to grant a density variance or a use variance to permit a density or use in a district in which the density or use is otherwise prohibited. The planning and zoning commission shall not be authorized to grant a variance to development standards set forth in a statement of zoning conditions accompanying a conditional zoning.

(3) No variance may be granted for a reduction in minimum lot size.

(d) *Appeals of administrative decision.*

(1) *Who may seek an appeal.* Any person, firm or officer, department, board or agency directly affected by the decision of the planning and development department director may bring an appeal before the planning and zoning commissioners. Such request shall be made within ten days following notification of the decision from which an appeal is taken by filing with the director a notice of appeal and specifying the grounds thereof. The director

shall forthwith transmit to the planning and zoning commission all papers constituting the record upon which the action appealed from was taken.

- (2) *Extent of commission power.* The planning and zoning commission may, in conformity with this chapter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed.
- (3) *Effect of appeal.* An appeal waiting for a hearing shall not stay the effectiveness of the permit or decision being challenged. However, if the owner of property who has received the permit, variance or favorable interpretation proceeds with development at the property owner's own risk that such development may be halted if the appeal is successful.

**SECTION 2:** That Chapter 66, **Section 66-158 – Planning and zoning commission, scope of authority.** shall be amended to read as follows:

- (a) *Initiation.* This chapter, including the official zoning maps, may be amended by the board of commissioners on its own motion or by private petition or on recommendation of the planning and zoning commission.
- (b) *Variances.* The board of commissioners shall hear and decide on applications for variances from the development standards or performance standards of this chapter only on appeal of the decision of the planning and zoning commission. ~~Such variances may be granted only:~~
  - (1) In considering an appeal from the decision of the planning and zoning commission, the board of commissioners may grant a variance only upon making the factual findings identified in Sec 66-157(c)(1) through (f).
  - ~~(1) Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, which at the time of adoption of this chapter, was a lot or plat of record; or~~
  - ~~(2) Where, by reason of exceptional topographic conditions or other extraordinary or exceptional conditions of a piece of property, the strict application of the development requirements of this chapter would result in practical difficulties to, and undue hardship upon, the owner of this property, which difficulty or hardship is not the result of acts of the applicant; and further provided that this relief may be granted without substantially impairing the intent and purpose of this chapter and is not contrary to the public welfare.~~
  - (2) In granting a variance, the board of commissioners may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured,



and substantial justice done. The board of commissioners is authorized to grant a density variance or a use variance to permit a density or use in a district where otherwise prohibited.

(3) No variance may be granted for a reduction in minimum lot size.

*(c) Appeals of administrative decision.*

(2) *Who may seek an appeal.* Any person, firm or officer, department, board or agency directly affected by the decision of the planning and zoning commission may bring an appeal before the board of commissioners. Such request shall be made within ten days following notification of the decision from which an appeal is taken by filing with the director a notice of appeal and specifying the grounds thereof. The director shall forthwith transmit to the board of commissioners all papers constituting the record upon which the action appealed from was taken.

(3) *Decisions subject to appeal.* Actions of the planning and zoning commission subject to appeal are limited to the following administrative decisions:

- a. Grant or denial of variance requests; and/or
- b. Interpretation of the provisions of [chapter 66](#) as appealed to the planning and zoning commission pursuant to [section 66-157\(d\)](#).

(4) *Extent of commission power.* The board of commissioners may, in conformity with this chapter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed.

(5) *Effect of appeal.* An appeal waiting for a hearing shall not stay the effectiveness of the permit or decision being challenged. However, if the owner of property who has received the permit, variance or favorable interpretation proceeds with development at the property owner's own risk that such development may be halted if the appeal is successful.

**SECTION 3:** That any ordinances or resolutions as adopted by this Board which are in conflict with these ordinances are hereby repealed and rendered ineffective.

IN WITNESS WHEREOF, this ordinance has been duly adopted by the governing authority of Putnam County, Georgia on the \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of an original ordinance adopted by the Putnam County Board of Commissioners on the \_\_\_\_ day of \_\_\_\_\_, 2023.

In witness whereof, I hereunto set my hand and affix the seal of Putnam County, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
County Clerk

[Affix Seal]

**File Attachments for Item:**

10. Consent Agenda

- a. Approval of Minutes - March 21, 2023 Regular Meeting (staff-CC)
- b. Approval of Minutes - March 23, 2023 Called Meeting (staff-CC)
- c. Approval of Minutes - April 4, 2023 Called Meeting (staff-CC)
- d. Approval of 2023 Alcohol Licenses (staff-CC)

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

**Tuesday, March 21, 2023 ♦ 6:00 PM**

*Putnam County Administration Building – Room 203*

The Putnam County Board of Commissioners met on Tuesday, March 21, 2023 at approximately 6:00 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

### *PRESENT*

- Chairman Bill Sharp
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Alan Foster
- 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 Sharp called the meeting to order at approximately 6:00 p.m.  
(Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Approval of Agenda

#### **Motion to approve the Agenda.**

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

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

3. Invocation - Pastor Craig Williamson, First Baptist Eatonton  
Pastor Craig Williamson of First Baptist Eatonton gave the invocation.

4. Pledge of Allegiance (BS)  
Chairman Sharp led the Pledge of Allegiance.

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March 21, 2023		

5. Special Presentation - GMC Cadets - Operation Pick Up Putnam

The Georgia Military College cadets explained their program, Picking Up Putnam, whereby they will support Putnam County and Organizations on April 15, 2023 at eight locations in order to clean up and bless the community. The presentation was made by Cadet LTC Levi Bohannon (Regimental S-3, in charge of Operations) and with him were Cadet COL Grace Gooden (Regimental Commander), Cadet LTC Heidy Bettancourt (Regimental XO), and Cadet LTC Haidy Bettancourt (1<sup>st</sup> Battalion Commander).

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

**Zoning Public Hearing**

6. Request by Gerald West Jr., agent for Nell J. McDonald, to rezone 5.31 acres at 331 New Phoenix Road from AG to C-2 [Map 105, Parcel 016, District 1] (staff-P&D) **Applicant is requesting to withdraw without prejudice.**

Mr. Gary West spoke in support and advised that they want to withdraw without prejudice and may apply for C1 at a later date. No one signed in to speak against this item.

Planning and Development staff recommendation was for approval to withdraw without prejudice at 331 New Phoenix Road from AG to C-2.

**Motion to approve the request to withdraw without prejudice the request by Gerald West Jr., agent for Nell J. McDonald, to rezone 5.31 acres at 331 New Phoenix Road from AG to C-2 [Map 105, Parcel 016].**

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

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

**Regular Business Meeting**

7. Public Comments

Ms. Erin Olson commented that there are hundreds doing short term rentals that are not on the county list and this should be regulated by the Department of Health. She also submitted a handout.

Mr. Charles Trumbo commented that changes to the Short Term Rental ordinance need to be made.

Ms. Wanda Lawson commented that Jimmy Davis Park is a racial barrier that will never go away and that the county never sought the opinion of others and violated the Constitution. She also submitted a handout.

Ms. Karen McGinnis commented that Short Term Rentals shouldn't be allowed in residential areas, that the ordinances need beefing up, and don't protect just short term rental owners, but neighbors as well.

- 8. Consent Agenda
  - a. Approval of Minutes - March 3, 2023 Regular Meeting (staff-CC)
  - b. Approval of Minutes - March 3, 2023 Executive Session (staff-CC)
  - c. Approval of 2023 Alcohol Licenses (staff-CC)

**Motion to approve the Consent Agenda.**

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

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

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

- 9. Authorization for Chairman to sign Resolution for Hazard Mitigation Plan 2022-2027 (PCSO)

County Manager Van Haute explained that this plan is updated every five years and allows the county to get reimbursed for emergencies from state and federal agencies.

**Motion to authorize the Chairman to sign the Resolution for Hazard Mitigation Plan 2022-2027.**

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

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

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

- 10. Rescheduling or Cancellation of April 7, 2023 BOC Meeting due to Good Friday Holiday (staff-CC)

**Motion to cancel the April 7, 2023 BOC meeting.**

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

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

- 11. Request from Kevin Price/Liberty Marts LLC for Final Plat Subdivision Approval (staff-P&D)

Planning and Development staff recommendation was for approval of the final subdivision plat for Kevin Price/Liberty Marts LLC for Meadowcrest Phase II.

**Motion to approve the request from Kevin Price/Liberty Marts LLC for Final Plat Subdivision Approval for Meadowcrest Phase II.**

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

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

**Voting Abstaining: Commissioner Foster. Commissioner Foster abstained because his wife is involved with the development.**

(Copy of plat made a part of the minutes on minute book page \_\_\_\_\_.)



12. Request by Tri-County EMC for a Right-of-Way Permit for work on Dennis Station Road (staff-PW)

Mr. Justin Strickland of Tri-County EMC explained the proposed Right-of-Way work. Public Works Director Anthony Frazier advised that he has no issues, there will be minimal intrusion, and they have already discussed a cleanup plan.

**Motion to approve the request by Tri-County EMC for a Right-of-Way Permit for work on Dennis Station Road.**

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

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

(Copy of permit made a part of the minutes on minute book page \_\_\_\_\_.)

13. Authorization for staff to schedule a Public Hearing on proposed changes to the Putnam County Code of Ordinances (Chapter 66 - Zoning) (staff-CA)

**Motion to authorize staff to schedule a Public Hearing on proposed changes to the Putnam County Code of Ordinances (Chapter 66 - Zoning)**

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

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

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

14. Termination of Agreement with Corporate Health Partners (staff-CM)

County Manager Van Haute explained that the performance by Corporate Health Partners has only been average and since the county is looking at a \$170K increase on medical insurance, cancelling this agreement will save \$80k. He also plans to eliminate Brella in the future for another \$40K savings. The program had success early on but has since plateaued.

**Motion to terminate the agreement with Corporate Health Partners.**

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

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

15. Approval of 2023 LMIG Projects (staff-CM)

County Manager Van Haute explained that the total LMIG projects need to be in the \$950K range and that by eliminating Sammons Parkway from the list we can get there. The new total would be \$939,277.50.

**Motion to approve the 2023 LMIG Projects as outlined by the County Manager.**

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

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

(Copy of project list made a part of the minutes on minute book page \_\_\_\_\_.)

16. Approval to transfer the Lower Harmony/Bethel Church waterline to EPWSA and authorization for County Attorney to draft agreement (staff-CM)

County Manager Van Haute reviewed the history of this waterline and advised that the original recommendation was to give it to EPWSA. The waterline was put in to help business at Rock Eagle Technology Park and the school system. When GDOT gave notice about the widening of Highway 441, the county had to pay the costs to move the line, however we do expect to be reimbursed about 90% of those costs. He further commented that the county is not in the water business, and it should belong to the entity that knows what they are doing. The county isn't allowed to have any customers on it, therefore it is of no benefit to the county.

**Motion to transfer the Lower Harmony/Bethel Church waterline to the Eatonton-Putnam Water and Sewer Authority and to authorize the County Attorney to draft an agreement.**

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

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

**Reports/Announcements**

17. County Manager Report

County Manager Van Haute reported the following:

- The new traffic light pole and mast arm have been installed at the Scott Road intersection and are operational
- The new audio/visual system for the Public Hearing room is in the works and coming soon
- A new truck for Public Works that was ordered in 2022 will be here in May 2023
- Congressman Scott will be visiting Putnam County on April 6, 2023 at 10:00 a.m. here in our meeting room
  - (\*This was later corrected to U.S. Representative Mike Collins, not Congressman Scott)
- The second annual Government Fun Day is scheduled for April 6, 2023 beginning at 9:30 a.m.
- The Chairman and County Manager met with GDOT to review the Statewide Transportation Improvement Program (STIP) and the Highway 44 widening also came up; there are now five roundabouts planned in nearby Putnam and Greene counties; the two in Putnam will be at Scott Road and at the Farmers and Merchants Bank entrance
- Public Information Officer Stephanie McMullen has finished her Masters in Communications and will be graduating May 3, 2023
- Planning and Development Assistant Director Courtney Andrews will finish her Masters in Public Administration next week. She will also be graduating May 3, 2023

18. County Attorney Report

No report.

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19. Commissioner Announcements  
Commissioner McElhenney: none

Commissioner Brown: none

Commissioner Foster: none

Commissioner Wooten: none

Chairman Sharp: thanked all the commissioners for their hard work

**Closing**

20. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 7:10 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. "Bill" Sharp  
Chairman

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Special Called Meeting

### Minutes

Thursday, March 23, 2023 ♦ 6:00 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Thursday, March 23, 2023 at approximately 6:00 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

#### *PRESENT*

- Chairman Bill Sharp
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Alan Foster
- 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 Sharp called the meeting to order at approximately 6:01 p.m.  
(Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Pledge of Allegiance

Commissioner Brown led the Pledge of Allegiance.

3. Reading of the Rules

County Attorney Nelson read the rules of the meeting.

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**Called Meeting**

4. Discussion on Short Term Vacation Rental Ordinance (Appendix D)

Sheriff Howard Sills advised that he was not here as an advocate of short term rentals or against them; he was here for enforcement issues and problems that have been experienced. Problems such as: STRs that turn into house parties, gangs renting STRs, parking in the road, etc. He provided some suggestions for a revised ordinance: require the homeowner to provide the guest with a copy of the rental contract which they must be able to present to Sheriff’s deputies; the rental contract must specify the maximum number of people on the premises for the term of the contract (violation if they don’t have it); if more people are present than the maximum (violation) and people can be ordered to leave down to the maximum number; if people refuse to leave they could be charged with disorderly conduct or an act of criminal trespass; make a provision where renters cannot charge admission of any kind.

The following individuals spoke in support of short term rentals:

Steve Kollross (submitted handout), John Foster, Jo Jones, Kerri Smith, Greg Pierce, Laura York, Kiersten Tuel, Jordan Stewart, Vince Maiello (submitted handout), Morgan Willett, Garrett Willett, Maggie Milner, Mark Willett, Bonnie Hopkins, Jan Elliott.

The following individuals spoke against short term rentals:

John Sprague Williams, Dee Swymer, Pamela Brummond, Tommy Jefferson, Brian Morris, Michael Buhler, Mike Sleeth (submitted handout), Joshua Shannon, Steve Reeder, Marilyn Smolinski, Stephen Mallinson, Deb Mallinson, Judy Carman, Gary Clayton, Patty Turpin, Erin Olson, Pete Wardlaw, Jim Langendorfer, Claude Morris, Susan Stead, Camille Lowe, Jon Feltham.

Chairman Sharp thanked everyone for attending.

**Closing**

5. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 7:49 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. “Bill” Sharp  
Chairman

Draft STR Called Meeting Minutes	Page 2 of 2	
March 23, 2023		

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Special Called Meeting

### Minutes

Tuesday, April 4, 2023 ♦ 10:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, April 4, 2023 at approximately 10:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

#### *PRESENT*

- Chairman Bill Sharp
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Alan Foster
- Commissioner Jeff Wooten

#### *STAFF PRESENT*

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

#### **Opening**

1. Welcome - Call to Order

Chairman Sharp called the meeting to order at approximately 10:00 a.m. (Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Pledge of Allegiance (GM)

Commissioner McElhenney led the Pledge of Allegiance.

3. Reading of the Rules

County Manager Van Haute read rules of the meeting.

#### **Regular Business Meeting**

4. Discussion on Short Term Vacation Rental Ordinance (Appendix D)

Sheriff Howard Sills commented that there have been gangs that attempted to rent houses in Putnam County. He provided some suggestions for a revised ordinance: require the homeowner to provide the guest with a copy of the rental contract which they must be able to present to Sheriff's deputies; the rental contract must specify the maximum number of people on the premises for the term of the contract (violation if they don't have it); if more people are present

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April 4, 2023		



than the maximum (violation) and people can be ordered to leave down to the maximum number; if people refuse to leave they could be charged with disorderly conduct or an act of criminal trespass; make a provision where renters cannot charge admission of any kind.

The following individuals spoke in support of short term rentals:  
Steve Kollross (submitted handout), Randy Rich, George Kelecheck (submitted handout), Patrick Stewart, Mark Willett, Morgan Willett, Kim Rudolph, Jim Walsh, Sarah Maslayak, Keith Palmer, Debbie Miller, Nick Montgomery.

The following individuals spoke against short term rentals:  
Rick Brantley, Chip Reid, Jim Prance, Carol Langendorfer, Jim Tygart, Steve Reeder, David McGanity, Hill Thompson, Dee Swymer, Loraine Piro, Mike Sleeth (submitted handout), Sylbie Yon (submitted handout), Terry Kinnamon, Jim Berardicurti, John Bond, Mary Frost, Harley Wood, William Jones.

Chairman Sharp thanked everyone for attending and invited all to Holy Week services at the First Baptist Church.

**Closing**

5. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 11:36 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. "Bill" Sharp  
Chairman

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April 4, 2023		



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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 2023 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>
Alnoor Somani	Milledgeville Food Mart	101 Mays Road	Retail Beer/Wine

**File Attachments for Item:**

11. Submission of Names for Appointment to Hospital Authority Board - Post 1 (staff-CC)

NAME	ADDRESS	POST	OCCUPATION	EDUCATION	GOV'T EXPERIENCE	APPLICATION DATE
Billy Webster	116 N. Little River Court	1	Retired	B.S. in Chemistry; B.S. in Mechanical Engineering; M.S. in Astronautics	County Commissioner-16 years; Board of Elections-2 years; Board of Equalization-3 years; Volunteer at Sheriff's Office-3 years	2/27/2023
Georgia Smith	403 Willie Baily Street	1	Retired	High school graduate; 2 years college	Currently serving on Hospital Authority	2/14/2023
Rebecca C. Rocker	301 Carriage Way	1	Retired	High school graduate; College graduate from North Georgia; Bachelor of Business Admission	None	2/27/2023
Marilyn Simon	202 Alexander Lakes Drive	1	Director	Masters degree Special Education; Bachelors Degree Biology	None	4/13/2023
There are four vacancies, but only enough applicants to fill one						
Glenda Ridley	Term Expired 2-28-22	Post 1				
Need three names to submit to Hospital Authority						



**RECEIVED**  
By Lynn Butterworth at 10:44 am, Jan 27, 2023

January 27, 2023

Lynn Butterworth  
Putnam County

To Whom it May Concern:

Putnam General Hospital Authority has four board members whose term expires the end of February 2023. They are:

- Glenda Ridley
- Jerry Gregory
- Tony Franklin
- Georgia Smith

Please submit a list of eligible people who agree to serve so their names can be presented to the board.

Let me know if you have any questions.

Sincerely,

Rhonda Cabe, SHRM-CP  
 HR Director  
 Putnam General Hospital  
 706-923-2008  
[rcabe@putnangeneral.com](mailto:rcabe@putnangeneral.com)



# PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826  
[www.putnamcountyga.us](http://www.putnamcountyga.us)

## NOTICE

The Putnam County Board of Commissioners is seeking Putnam County residents interested in serving on the **Hospital Authority of Putnam County**. There are four vacant positions, Post 1, Post 2, Post 5, and Post 6.

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](http://www.putnamcountyga.us) (in the "How Do I") section or by calling the above number.

02/02/2023 & 02/09/2023

# PUTNAM COUNTY BOARD OF COMMISSIONERS



*llb*  
FEB 27 2023 PM 4:17

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

### APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Billy Webster Home Phone: N/A  
Address: 116 N. Little River CT Work Phone: N/A  
Eatonton, GA 31024 Cell Phone: [REDACTED]  
Occupation: Retired E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:  
Putnam General Hospital Authority, Post 1

Which district do you live in?  1  2  3  4  
Briefly explain your educational background B.S. in Chemistry, B.S. in Mechanical Engineering  
M.S. in Astronautics

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: \_\_\_\_\_  
N/A

Please explain any previous experience with State or Local Government: County Commissioner-16 years  
Board of Elections -2 years, Board of Equalization-3 years. Volunteer work at the Sheriff's Office-3 years

Briefly explain why you seek this appointment: To help ensure the hospital continues to operate as efficiency  
and cost effective as possible. To be an advocate for the many benefits the hospital has to offer and to help  
in its modernization efforts.

If appointed, I agree to serve.  
Billy Webster 02/24/2023  
Signature Application Date

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

# 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: Rebecca C. Rocker Home Phone: \_\_\_\_\_  
Address: 301 Carriage Work Phone: \_\_\_\_\_  
Way, Eatonton, Ga 31024 Cell Phone: [REDACTED]  
Occupation: retired E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:  
Hospital Authority to replace Tony Franklin

Which district do you live in?  1  2  3  4

Briefly explain your educational background High school graduate, college graduate from North Georgia  
Bachelor of Business Admission

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: Secretary of Rocker Construction,  
Corp.

Please explain any previous experience with State or Local Government: None

Briefly explain why you seek this appointment: It's very important to me that our hospital continues to be  
healthy and able to continue to serve our community. I love Eatonton and Putnam County and want to  
contribute to our community. Hopefully, this is a way for me to make a positive impact.

If appointed, I agree to serve.  
Rebecca C. Rocker  
Signature

2/24/23  
Application Date

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

# 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: Georgia Smith Home Phone: 706-485-5332  
Address: 403 Willie Bailey St Work Phone: \_\_\_\_\_  
Eatonton, GA Cell Phone: [REDACTED]  
Occupation: Retired E-mail: [REDACTED]

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

Which district do you live in?  1  2  3  4

Briefly explain your educational background \_\_\_\_\_  
High school graduate and 2 years college

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: \_\_\_\_\_  
Currently serving on the Hospital Board and wish to reapply

Briefly explain why you seek this appointment: \_\_\_\_\_  
I was an employee of Putnam General Hospital for 27+ years and seek to promote the Hospital throughout the community.

If appointed, I agree to serve.  
*Georgia Smith*  
Signature

2/6/23  
Application Date

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

# 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: Marilyn Simon  
Address: 202 Alexander Lakes Dr  
Eatonton Ga 31024  
Occupation: Director

Home Phone: [REDACTED]  
Work Phone: [REDACTED]  
Cell Phone: [REDACTED]  
E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:  
Hospital Authority

Which district do you live in?  1  2  3  4

Briefly explain your educational background Masters degree Special Education, Bachelors Degree  
Biology

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: Child Development Inc  
Early Intervention Services

Please explain any previous experience with State or Local Government: none

Briefly explain why you seek this appointment: I live in the community and  
Public health is a grave concern of mine. It is paramount that we ensure that the needs of the community  
are addressed.

If appointed, I agree to serve.  
[Signature] 4/12/23  
Signature Application Date

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

HOSPITAL AUTHORITY

<u>MEMBER</u>		<u>TERM EXPIRES</u>
Mrs. Glenda Ridley 428 Milledgeville Road Eatonton, GA 31024	Post 1	2/28/2022
Jerry Gregory, Jr. - Chairman P. O. Box 3355 Eatonton, GA 31024	Post 2	2/28/2022
Jeff Hodge 282 W. River Bend Drive Eatonton, GA 31024	Post 3	2/28/2024
Tom Thompson 103 Greensboro Road Eatonton, GA 31024	Post 4	2/28/2024
Tony Franklin 187 Lower Harmony Road Eatonton, GA 31024	Post 5	2/28/2023
Georgia Benjamin-Smith* 403 Willie Bailey Street Eatonton, GA 31024	Post 6	2/28/2023
Robert D. Betzel, D.D.S. 408 N. Madison Avenue Eatonton, GA 31024	Post 7	2/28/2025
Daniel Brown	BOC Liaison	12/31/2024

\*filling the unexpired term of Judy Fain



**File Attachments for Item:**

12. Approval of Revised Financial Policy and P-Card Policy (staff-Finance)

# Putnam County Georgia

## Financial Policy



117 Putnam Drive  
Eatonton, GA 31024

[www.putnamcountyga.us](http://www.putnamcountyga.us)

**Email:** [putnamboc@putnamcountyga.us](mailto:putnamboc@putnamcountyga.us)

**Phone:** (706) 485-5826

**Fax:** (706) 923-2345

# Putnam County Financial Policy

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This policy was Originally adopted November 16, 2010.  
~~Revised December 17, 2013~~  
~~Revised March 7, 2014~~  
~~Revised May 20, 2014~~  
~~Revised August 28, 2020; Effective October 1, 2020~~  
~~Revised October 19, 2021~~  
~~Revised March 4, 2022~~  
~~Revised July 1, 2022~~  
**Latest Revision May 16, 2023** (Just list last revision date)

**Putnam County Financial Policy  
Chapter 1 - Purpose and Objective**

The Putnam County Board of Commissioners has a responsibility and a duty to carefully account for public funds, to manage County’s finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently.

The Putnam County Board of Commissioners’ financial policies set forth below, are the basic framework for its overall financial management. These policies incorporate long-standing principles and traditions that have served the County well in maintaining a sound and stable financial condition.

The broad purpose of the following financial policies is to enable the Putnam County Board of Commissioners to achieve and maintain a long-term positive financial condition. The key values of the County’s financial management include fiscal accountability, integrity, prudence, planning, honesty, and transparency. Specifically, the purpose is to provide guidelines for maintaining, directing, and planning day-to-day financial affairs.

## **Putnam County Financial Policy Chapter 2 – Fiscal Planning and Budget**

Fiscal planning is intended to assist in preparing the Budget and helping communicate to residents and the general public how the Putnam County Board of Commissioner’s goals are being addressed and their policies are implemented.

The Putnam County Board of Commissioners sets financial policy which governs the way the County develops and maintains a budget and financial forecast. Services are implemented through an annual budget. The budget provides the basis for the control of County expenditures. Federal and State legislation provide the basic legal requirements and timelines for the budget process. The Putnam Board of Commissioners’ vision, mission, goals, policies, and procedures provide additional direction and respond to the needs of the community.

### **BUDGET**

#### **PRINCIPLES FOR BUDGET PLANNING**

The County provides a wide variety of services to the residents of the community. It is the responsibility of the Board of Commissioners to adopt a budget and manage the available resources to best meet the service needs for the overall good of the community. To aid in planning for the allocation of resources to meet the good of the whole community, the County has set forth the following budget planning principles:

- a) The County should maintain adequate reserve levels to ensure minimal loss of service to the community should there be unforeseen reductions in revenues or a catastrophic occurrence.
- b) The County should strive to attain the lowest possible interest rates on debt to minimize the cost to taxpayers and users of County services.
- c) Support services provide the management, guidelines, and operational assistance to carry out the provision of primary and secondary services. Resources should be allocated to support services to support the level and quality of primary and secondary services expected and desired by the community.
- d) Any adjustment to the existing budget shall consider the effect that such adjustment would have on current as well as future budget resources.
- e) By statute, the budget must be balanced. A balanced operating budget is defined as when total anticipated revenues plus appropriated fund balances equal the total estimated expenditures for each fund. Revenues must equal or exceed expenditures. As a general rule, current operating revenue needs to be sufficient to support current operating expenditures.
- f) Every effort will be made to maintain existing levels of services.
- g) Enterprise funds will be self-supporting, pay their own way and provide for their own improvement and expansion needs.
- h) The County should review estimated revenue and fee schedules as part of the budget process.

**BUDGET PREPARATION**

The County operates under a fiscal year that begins on October 1st and ends September 30th. The annual budget is formally adopted by County Board of Commissioners before October 1st. The Federal and State legislation provides the legal requirements and timelines for the budget process and public hearings.

No later than four months prior to the start of each fiscal year, the County Commission shall approve the subsequent fiscal year’s budget calendar. This calendar shall include specific dates for completion of each task necessary to prepare, review, and approve the County’s operating budget. The budget calendar shall establish the date to have a completed budget approved and adopted.

The County’s Department Heads and Elected Officials will develop expenditure requests for the next fiscal year. The budget shall include four basic segments for review and evaluation. These segments are:

- 1. Revenues
- 2. Personnel costs
- 3. Operations and maintenance cost
- 4. Capital costs

The County Manager (or designee) will review all departmental budget requests in order to propose a recommended balanced budget.

At least 45 days prior to the fiscal year commencing, the County Manager (or designee) will submit to the County Board of Commissioners a proposed operating budget for all funds except capital funds, project funds, trust funds, and agency funds. Analysis of past financial trends for the General Fund and Special Service District will also be provided. Project budgets are adopted for major capital projects and budgets are not adopted for trust funds since controls are achieved through the trust agreements. The proposed budget will include recommended expenditures and the means for financing them. The County will strive to avoid budgetary procedures that cover current expenditures at the expense of meeting future years’ expenditures, such as postponing expenditures or accruing future years’ revenues.

**PENSION PLAN FUNDING**

The Board of Commissioners shall fund the employee defined benefit pension plan, which is administered by the Association County Commissioners of Georgia, at least by the minimum contribution level. Annually the County shall budget and make such payments to the plan that will maintain the plan's actuarial soundness in accordance with the actuary's recommendations for a minimally funded plan.

**CHANGES TO ADOPTED BUDGET**

The annual budget shall be adopted at the legal level of budgetary control, which is at the fund/department level per Georgia Law, O.C.G.A. §36-81-3. The budget is a dynamic rather than static plan, which requires adjustments and formal budget amendments as circumstances change. Reallocation of appropriations in any fund within the various accounts within a department shall require the approval of the County Manager or Finance Director. Any increase or decrease to the total budget of a fund or department shall require the approval of the Board of Commissioners except for allocations from the General Administration Department to allocate such items as pension benefits, raises, budgeted funds for vacant positions, and workers compensation. Budget transfers between the Board of Commissioners per diem, travel, and



education accounts may be made for each Commissioner individually but may not be made between different Commissioner accounts without the approval of the Board of Commissioners.

**CAPITAL ASSET MAINTENANCE**

It shall be the policy of the Board of Commissioners to assure that the level of maintenance of its physical assets is adequate to protect the County's investment and minimize future unscheduled maintenance and/or replacement costs. The adopted operating budget shall provide sufficient resources for the routine maintenance and repair of capital assets, and these resources will not be deferred to future years in order to balance the current year's operating budget.

**LAPSED APPROPRIATIONS**

All appropriations not spent or unencumbered at the end of the fiscal year (September 30) lapse into the fund balance applicable to the specific fund, except for:

- a. **Capital Projects** - appropriations for capital projects which do not lapse until the project is completed and closed out; and
- b. **Grant Funds** - appropriations for federal or state grants which do not lapse until the expiration of the grant.

**BUDGET REPORTING**

See Chapter 4 of this policy for reporting requirements.

**BASIS OF BUDGETING**

The County shall adopt budgets in conformity with Generally Accepted Accounting Principles for all budgeted funds. All governmental funds shall use the modified accrual basis of accounting and proprietary funds shall use the accrual basis of accounting for budgeting purposes.

**Putnam County Financial Policy**  
**Chapter 3 – Long-Term Financial Planning**

The County recognizes that long-term financial planning is a key process to the County’s goal of being fiscally responsible. Primarily, the County uses a vision, mission, and goals approach to help guide the individual departments on a micro level. On a macro level, the County uses a comprehensive plan, strategic plan and trend analysis to help determine its financial position and plan of action.

~~Before June 1<sup>st</sup> of each year,~~ The Finance Department will provide revenue and expenditure forecasts for the General Fund and Special Service District for the current year and two additional years **with the proposed budget**. The forecasts will be updated at least annually. These forecasts will help the County plan where to allocate resources in current and future budgets.

During the budget process, each department head will submit three-year capital expenditure projections with their budget request. These capital projections will be reviewed to assist with the expenditure forecasts.

**REVENUES**

The County will strive to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations. The County will follow a policy of paying for services with user fees when possible to reduce the reliance on taxes and other general revenue sources. The County will aggressively seek public and private grants, contracts, and other outside sources of revenues for funding projects where appropriate.

Major revenue sources in the general fund are property tax, local option sales tax, state and federal revenues, charges for services, fines, and investment earnings. Conservative revenue projections will used for the proposed budget and long-term planning.

The County's major source of revenue for governmental activities and more specifically for programs within the General Fund is the Property Tax. The Finance Director will work with the Tax Assessor and Tax Commissioner to identify trends to provide estimates for the budget and financial projections.

Each year, the County will evaluate the full costs of activities supported by user fees to identify the impact of cost increases or decreases. The County will set fees and charges for each Enterprise Fund, at a level that fully supports cost of the related activity.

One time of non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and will not be used for budget balancing purposes. This does not preclude the County from using over collections of SPLOST funds for balancing the budget in lieu of raising the mill rate.

**Putnam County Financial Policy**  
**Chapter 4 – Accounting, Auditing, and Financial Reporting**

**Accounting, Auditing and Reporting Standards**

The County shall establish and maintain a high standard of accounting, auditing, and reporting practices. Those standards shall conform to state law and generally accepted accounting practices as prescribed by the Government Accounting Standards Board.

**Accounting Organization**

The Board of Commissioners shall establish and maintain a Finance Department and authorize a Finance Director to act as the County's chief accountant. The Finance Director shall accept all revenues, make disbursements, and prepare the financial statements of the County on behalf of the governing authority.

**Returned Checks**

Accounting for returned checks must be addressed quickly and directly. It shall be the policy of the Board of Commissioners that no returned checks will be "redeposited". Returned checks will be assessed a returned check fee of \$35 or the amount the County would incur from the financial institution (whichever is higher). Returned checks may only be redeemed for cash, money order or cashier's check.

**Debt Collection**

The County will follow an aggressive policy of collecting revenues by enacting consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans. All available legal means of debt collection shall be used in a timely manner in order to minimize the risk of lost revenues.

**Annual Audit**

An annual audit will be conducted by a properly licensed independent Certified Public Accounting (CPA) firm. All general purpose, combining and individual fund and account group statements and schedules shall be subject to a full scope audit.

Every three years the County may issue a request for proposal to choose the County's independent auditor. This request will normally be for three years with two one-year extension options. The request will require two separate proposals from qualified CPA firms. The first will contain the firm's technical qualifications and the second the costs. The second proposal will not be opened until at least two qualified firms have been identified. When awarding the contract for the independent audit, not less than 60% of the decision will be based upon technical qualifications rather than cost.

The County Manager and Finance Director will recommend the CPA firm to the Board of Commissioners and monitor the independent audit process.

The agreement between the County and the independent auditor shall be in the form of a written contract approved by the Board of Commissioners. The contract shall include the request for proposal as an appendix to the written contract and all issues addressed in the request for proposal shall be required as part of the contract.

**Internal Auditing**

The County will maintain a strong internal auditing function. Employee theft by any means is a serious offense, constitutes a breach of public trust, and shall be prosecuted to the fullest extent of the law. The Finance Director shall be designated the Internal Auditor. The Internal Auditor will use internal control procedures, reports, and internal reviews to identify weaknesses in financial practices and procedures and identify deficiencies and/or abnormalities. The Internal Auditor will report weaknesses in financial practices and procedures, and deficiencies and/or abnormalities to the County Manager and shall from time to time recommend changes in internal controls to strengthen the County's procedures. Any significant control deficiencies noted during external audits will be considered annually.

**Budgetary Reporting System**

The County will maintain a system to monitor adherence to the budget thresholds. The Finance Director shall prepare timely and accurate monthly financial reports for internal management purposes comparing actual revenues, and expenditures with the budgeted amounts. These reports will be distributed to the Constitutional Officers, Manager, and Department Heads prior to the second regular monthly meeting of the Board of Commissioners.

The Finance Director will distribute a summary of the financial report monthly to the Board of Commissioners. The Finance Director will conduct quarterly budget reviews with each budgetary department to justify differences in budgeted revenues and expenditures/encumbrances.

**Consolidated Finance Operations**

It shall be the goal of the Putnam County Board of Commissioners to establish a centralized Finance Department responsible for all aspects of the County's financial operations. As the role of local government grows with the inevitable implementation of new programs, increased administrative requirements and necessity of specialization, consolidation of similar functions creates opportunities for increased efficiency, short term cost avoidance and long-term cost savings. The envisioned centralization would transition a financial function such as payroll, billing, accounts receivable, accounts payable, or inventory control, to a more specialized area within the Finance Department, while retaining the more generalized administrative, control and management functions with more experienced employees more adaptable to a subjective operational environment than a functional specialist. The target organization should not be time, but event, workload or administratively driven to achieve operational goals.

## Putnam County Financial Policy Chapter 5 – Investments and Cash

It is the policy of Putnam County that the administration of its funds and the investment of those funds shall be handled as the highest public trust. Investments shall be made in a manner that will provide the maximum security of principal invested, employing limitations on maturities and diversification of the portfolio while meeting the daily cash flow needs of the government and conforming to all applicable federal, state, and local government statutes governing the investment of public funds. The receipt of a market rate of return will be secondary to safety and liquidity requirements. It is the intent of the County to be in complete compliance with all laws. The earnings from investment will be used in a manner that best serves the public trust and interests of the County.

**The Board of Commissioners will be notified prior to investing any funds.**

This policy applies to all the financial assets and funds held by Putnam County. The policy excludes pension fund assets held by a third-party custodian and/or money manager. Bond proceeds shall be invested in accordance with the requirements and restrictions outlined in bond documents. A majority of the non-restricted cash and investments will be maintained in a single cash and/or investment account allowing for the maximum use of available resources. Interest revenue will be recorded to the proper fund consistent with fund ownership in the cash and/or investment.

All funds shall be managed and invested with four primary objectives, listed in order of priority as follows:

### Safety of Principal

Safety of Principal is the foremost objective of Putnam County. Investments of the County shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Each transaction shall seek to ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value. To obtain this goal or objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The suitability of each investment decision will be made on the basis of these objectives.

### Liquidity

The County's investment portfolio will remain sufficiently liquid and structured to enable it to meet all operating requirements that might be reasonably anticipated to pay obligations as they become due.

### Diversification

Diversification of the portfolio will include diversification by maturity and market sector and will include competitive bidding in the selection and retention of investment advisors/managers.

### Yield

The County's investment portfolio shall be designed with the objective of attaining market rate of return throughout budgetary and economic cycles, taking into account the risk constraints and the cash flow of the portfolio.

Effective cash management is recognized as essential to good fiscal management. The County shall maintain a comprehensive cash management program that includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

**Legal Limitations, Responsibilities, and Authority**

Funds of the County will be invested in compliance with the provisions of O.C.G.A. Section 36-83-4 and in accordance with these policies and written administrative procedures. Certain funds may have outstanding bond issues that have specific investment policies contained within the bond ordinances and official statements. Those policies will be adhered to and are not in conflict with the terms of this policy.

**Delegation of Investment Authority**

The Finance Director shall establish procedures for the operation of the investment management decisions and program activities. The County Commissioners are responsible for considering the quality and capability of staff, investment advisors, and consultants involved in the investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Finance Director shall develop and maintain written administrative procedures for the operation of the investment program consistent with this investment policy. Procedures will include such references as safekeeping, collateralization, any wire transfer agreements, banking services contracts, and other investment related activities. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. No officer or designee may engage in an investment transaction except as provided under the terms of this policy.

**Limitation of Liability**

Finance Department personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for the speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**Internal Controls**

The Finance Director shall establish a system of written internal controls that will be reviewed annually with the County’s independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of Putnam County.

**Cash Flow Forecasting**

Cash flow forecasting is designed to protect and sustain the County’s cash-flow requirements. Supplemental to the financial and budgetary systems, the Finance Director will maintain a cash-flow forecasting process designed to monitor and forecast cash positions for investment purposes. Cash flow will include the historical researching and monitoring of specific cash-flow items, payables and receivables, as well as overall cash position and patterns.



**Authorized Investments**

Acceptable instruments under this policy shall be limited to the instruments listed below. The investments are to be chosen in a manner that promotes diversity or market sector and maturity. The choice of high-grade government investments and high grade, money market instruments is designed to ensure the marketability of those investments should liquidity needs arise.

- A. Obligations of the United States Government, its agencies, and government-sponsored enterprises, not to exceed two years to stated maturity. This specifically excludes collateralized mortgage obligations (CMOs).
- B. Certificates of Deposit. Fully insured or collateralized certificates of deposit under the terms of a written depository agreement with the bank, not to exceed one year to the stated maturity.
- C. Repurchase Agreements. Repurchase agreements not to exceed 180 days to stated maturity provided an executed Master Repurchase Agreement is on file with Putnam County and the counter party bank.
- D. Interest bearing bank accounts have no time limitation because of the high liquidity of such account.
- E. Georgia Fund 1. The County Commissioners may use the Georgia Fund 1 fund offered by the State of Georgia upon the adoption of a resolution for the initial use of the Fund.

If additional types of securities are approved by state statutes for investment by local governments of public funds, they will not be eligible for investment by the County until this policy has been amended and the amended version approved by the local governing board.

**Authorized Financial Dealers and Institutions**

The County shall maintain a list of qualified financial institutions from which to solicit investment bids. The County Manager will review the audited Financial Statements of any institution that wishes to be included on such list and make a bona fide, good faith effort to ensure that the County deals only with reputable banks and broker/dealers not in financial trouble. All financial institutions and broker /dealers for investment transactions must submit proof of National Association of Security Dealers certification and a letter certifying that the entity has read the investment policy and depository contract and agrees to abide by them. The County Manager may remove, at any time, with or without just cause and without notification, any financial institution or broker/dealer from the list of qualified financial institutions.

**Diversification and Maturity Limitations**

It is the goal of Putnam County to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. The Finance Director, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk.

**Safekeeping and Collateralization**

The laws of the State of Georgia and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by either Putnam County or the designated depository.

All safekeeping arrangements shall be designated by the Finance Director and an agreement of the terms executed in writing. Any third-party custodian shall be required to issue a report quarterly to the Finance Director which list specific security, rate, description, maturity, and CUSIP number. All securities pledged to the County for certificates of deposit or demand deposits shall

be held by an independent depository. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

In accordance with O.C.G.A. 45-8-12, collateralization shall be required on bank accounts and certificates of deposit over the FDIC insurance coverage and repurchase agreements.

**Petty Cash**

The purpose of the petty cash account is to provide a source of funds to purchase miscellaneous items on an emergency basis that are necessary to carry out the operations of the government. Petty cash accounts may have a maximum of \$200 except for Oconee Springs Park Fund which has a maximum of \$500.

Request to establish a petty cash account must be submitted in writing or email by the department head to the Finance Department and will be the sole responsibility of the department head. The department head must verify that the cash is on hand during the external audit. If any shortages are detected, the department head must reimburse the County for the funds.

Petty cash shall be replenished by submitting the original copies of the petty cash voucher receipt and supportive documentation to the Finance Department as needed or once a year within seven (7) business days of the County’s fiscal year end (September 30).

**Handling of Cash and Insurance Coverage**

~~The County Manager will, once a year, review the fidelity bond (i.e. insurance that covers theft of funds) for appropriateness. All persons who handle cash receipts and/or disbursements of greater than \$5,000 per year shall be covered by the fidelity bond. The coverage amounts will be commensurate with the amount of cash that the person works with; such coverage will be determined with the assistance of the County’s insurance consultant.~~

The Finance Director will ensure that bond coverage required by O.C.G.A. Section 45-4-11 for public officials and employees is included in the coverage agreement with the insurance company.

## Putnam County Financial Policy Chapter 6 – Purchasing

Purchasing policies help to ensure that tax dollars are spent in the most economical way. The County uses competitive means for the purchase of all products and services whenever possible and believes in open, fair competition. The purchasing levels in this policy are subject to periodic review and may be changed by the Board of Commissioners based on inflation and other factors.

The County Manager is designated as the Chief Purchasing Officer. The Purchasing Officer shall ensure that purchases are made within the thresholds listed below.

### **Ethics**

Putnam County officers, employees and public body members may not have an interest in a contract with the County, unless the interest is disclosed, and that person is recused from participating in the decision process. Further, Putnam County officers, employees or public body members with an interest in a contract may not attempt to influence any County employee or decision maker who has influence or decision-making power over the contract.

The purchase of equipment, material, or supplies for personal use is strictly prohibited. The use of County Credit Cards, purchase orders, or reimbursable cash for personal use is unlawful, and is considered tax evasion, fraud or misrepresenting the County in a business transaction. All such instances will be reported to the proper authorities.

### **Timely Submittal of Documents**

Invoices and supporting documentation such as purchase orders and quotes (as applicable) should be submitted to the Finance Department weekly so they can be paid in a timely manner. Usually, the Finance Department will issue checks every Thursday for all authorized invoices received by 11:00 a.m. the preceding Wednesday. If an invoice is submitted more than 30 days after the invoice date, the department head should provide a written explanation on the invoice.

In cases in which there isn't an invoice, an Expense Report (Attachment #1) should be completed explaining the expense, along with an itemized receipt, and it should be signed by the department head. For example, an employee may request reimbursement for using their personal cell phone for County business.

### **Purchase Orders**

Purchases must be approved prior to placing the order or making the purchase as evidenced by a purchase order except for the following:

- Purchases totaling ~~\$3,000~~ \$5,000 or less
- Utilities such as electricity, water, sewer, phone, cable
- Payments made pursuant to written contracts
- Postage
- Insurance payments
- Employee payroll, benefits and employee tax payments
- Roading paving materials for normal maintenance of county property
- Bulk fuel purchases

Under no circumstances should a purchase order request be split to avoid limits.

**Purchasing Approval**

Department Heads may approve purchases up to and including ~~\$3,000~~ **\$5,000**. The County Manager must sign all purchase orders for purchases over ~~\$3,000~~ **\$5,000**.

Purchases \$10,000 and under do not require quotes or a bid process, however, all due diligence should be taken to assure that the County gets the best value for each item it purchases regardless of the amount of the purchase. Purchases over \$10,000 to \$75,000 shall require a minimum of three quotations from prospective vendors. Quotes need not be sealed and may be submitted in hard copy, email, or via facsimile to the Department Head or County Manager.

Purchases greater than \$75,000 shall require a formal (advertised) competitive sealed bid. Advertisements for sealed bids will appear in the legal organ of the County for at least two weeks with seven (7) calendar days between advertisements and the bid date being at least seven (7) calendar days following the second advertisement. All formal competitive sealed bids will have a public bid opening at the date, time and place to appear in the advertisements and the bid will be recorded for the public record. Sealed bid shall not be opened without the specified witness. The witness and person opening the bid shall be documented as well as the date opened. All bids will be opened at the same time. The recorded bid sheet and bids shall be provided to the County Manager to provide to the Board of Commissioners at the next regular board meeting. The Board of Commissioners reserves the right to reject any and all bids and waive technicalities and informalities.

Under no circumstances should purchases be split to avoid bid limits. If there is any doubt as to which level of purchase authorization should be used, the next higher category should be used to avoid negating the bids.

Purchasing under State Contract is authorized in lieu of competitive bidding of local purchase when it is to the economic advantage of the County. The same purchasing thresholds as outlined in this policy apply to State contracts.

**Public Works Construction Projects**

Public works constructions projects estimated to exceed ~~\$100,000~~ **\$250,000** require a sealed bid process. The project must be advertised in the legal organ of the county a minimum of two times in accordance with O.C.G.A. 36-91-20. The first advertisement occurring at least four weeks prior to the opening of the sealed bids. The second advertisement shall follow no earlier than two weeks from the first advertisement. The request shall also be posted on the County's website and the Georgia Procurement Registry.

Road construction projects estimated to exceed ~~\$100,000~~ **\$250,000** must be awarded via sealed bid. The project must be advertised at least once a week for two weeks in the legal organ of the County per O.C.G.A. 32-4-65. The first advertisement shall be two weeks prior to the bid opening and the second to follow one week after the first. Projects will also be posted on the County's web page and the Georgia Procurement Registry.

A summary of the authorization levels is included with this policy as Attachment #2.

**Centralized Purchases and Price Agreements**

Whenever it is in the best interest of Putnam County, centralized purchasing will be utilized for common items used by multiple departments. When purchasing items approved for centralized purchasing, Department Heads and Elected Officials will submit their requests to the Purchasing Officer or designee. The Purchasing Officer or designee will place the order and notify Department Heads when items have been received.

Goods or services used by one or more departments on a regular and continuing basis may be purchased under a contract covering a specified extended period of time, at an established price for such goods or services which shall be valid for the duration of the contract period.

**Purchasing Cards**

The Putnam County Purchasing Card Policy was adopted on September 15, 2009 and amended December 15, 2015. The purchasing card policy is hereby incorporated by reference.

## Putnam County Financial Policy Chapter 7 – 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 Internal Revenue Service (IRS). 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. (*Attachment 1*)

### **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 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 (Attachment #1) 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~~ **\$65** 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. **Itemized receipts are not required. The employee can claim the daily allowance rate below for the meal(s) purchased.** These meal rates include ~~tips to wait staff for meal service or room service charges.~~ Tipping over the 20% limit even if you stay below the maximum daily allowance will not be allowed. For an 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:

Eligible Meals	Daily Allowance
Breakfast	<del>\$10.00</del> <b>\$15.00</b>
Lunch	<del>\$15.00</del> <b>\$20.00</b>
Dinner	<del>\$25.00</del> <b>\$30.00</b>

Alcoholic beverages are not reimbursable.

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

**Itemized receipts are not required. Overnight stays will receive the full \$65 daily allowance unless a meal is covered by the conference fee. For example, for an overnight stay Monday through Thursday night for a conference, in which no meals were included in the conference fee, the employee would be reimbursed five days so the total reimbursement would be \$325. If breakfast and lunch meals were covered by the conference, the employee would receive \$150.**

~~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.

## Putnam County Financial Policy Chapter 8 – Debt Management

The County will maintain a high credit rating in the financial community to: 1) assure the County's taxpayers that the County government is well managed and financially sound; and 2) obtain reduced borrowing costs. The County will consider long-term debt financing when appropriate.

1. The County will consider the project and its useful life and utilize the most appropriate method to finance the project. Financing may include debt financing, "pay as you go" and/or other financing sources.
2. Whenever the County finds it necessary to issue tax supported bonds, the following policy will be adhered to:
  - Tax supported bonds will be issued on a competitive basis whenever feasible unless market conditions favor negotiated sales
  - Long-term general obligation bond issues and annual appropriation debt will be structured to allow level debt service, with principal being reduced each year.
  - Excluding the advanced funding of SPLOST projects, annual tax supported debt service expenditures for all debt of the County shall not exceed 10% of annual revenues.
  - Total bonded debt will not exceed 10% of the total assessed valuation of taxable real and personal property in the County.
  - Bond financing will be confined to projects which would not otherwise be financed from current revenues.
  - The term of any bond note or lease obligation issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
3. The County shall comply with all U.S. Internal Revenue Service rules and regulations regarding issuance of tax exempt debt including arbitrage rebate requirements for bonded indebtedness, and with all Securities and Exchange Commission requirements for continuing disclosure of the County's financial condition, and with all applicable Municipal Securities Rulemaking Board requirements.
4. The County shall comply with all requirements of the Official Code of Georgia Annotated (O.C.G.A.) Title 36 Chapter 82 and other legal requirements regarding the issuance of bonds and certificates of the County or its debt issuing authorities.
5. The County shall employ the principles of this Financial Management Policy in any request from a County agency, outside jurisdiction, or authority for the issuance of debt.
6. The issuance of variable rate debt by the County will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.

7. The County will adhere to the following guidelines when it finds it necessary to issue revenue bonds:
  - For any bonds or lease anticipation or appropriation debt in which the debt service is partially paid from revenue generated by the project and partially paid from tax sources, the portion of the bond or lease to the extent that its debt service is paid from non-tax sources shall be deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation in Policy II C and II D.
  - Revenue bonds of the County and any of its agencies will be analyzed carefully by the Finance Department and its financial advisors for fiscal soundness. The issuance of County revenue bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the credibility of the County.
  - Revenue bonds will be issued on a competitive basis whenever feasible and will be structured to allow for equal debt service; however, when appropriate, the County may use a wrap-around debt service structure to achieve overall debt service to match the anticipated revenue derived from the underlying security of bonds.
  - Reserve funds will be utilized as appropriate to further enhance the County's ability to pay future debt obligations.
  - Interest earnings on the reserve fund balances will only be used to pay debt service on the bonds.
  - The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project or equipment for which the borrowing is intended.
8. The County will not use long term debt financing to fund current operations.
9. The County does not intend to issue Bond Anticipation Notes (BAN), or Revenue Anticipation Notes (RAN) for a period longer than two years. If the BAN is issued for a capital project, the BAN will be converted to a long- term bond or redeemed at its maturity. If the County issues a Tax Anticipation Note (TAN), it will be paid in full by the last business day of the calendar year.
10. The County shall be evaluated by a rating agency every five (5) years.

## Putnam County Financial Policy Chapter 9 – Fund Balance

The County believes that sound financial management principles require that sufficient fund balance be retained by the County to provide a stable financial base at all times. Maintaining an appropriate level of fund balance:

- Demonstrates the County's commitment to sound financial management.
- Reduces the need for urgent and significant increase in County tax rates.
- Provides the ability to effectively react with existing resources to emergency situation and unanticipated events.
- Avoids the need to issue short-term debt such as revenue anticipation notes for cash flow purposes.
- Maximizes the County's credit rating.
- Maximizes investment earnings.

### **Unrestricted Fund Balance**

In considering annual budgets, the Board of Commissioners shall establish and maintain an “Unrestricted Fund Balance” in the General Fund and the Special Service District for the purpose of covering expenditures caused by unforeseen emergencies, shortages resulting from unforeseen revenue declines, or to eliminate the practice of short-term borrowing for cash flow purposes. Per guidelines from the Government Finance Officers Association (GFOA), the “Unrestricted Fund Balance” should be maintained in an amount equal to two months of average operational expenses. It shall be the policy of the Board of Commissioners to maintain three months in unrestricted fund balance for the General Fund and the Special Service District.

It shall be the policy of the Board of Commissioner to not to use the “Unrestricted Fund Balance” to balance the annual operating budget in lieu of reducing expenditures or levying applicable taxes unless fund balance is greater than two months of average operational expenses.

### **Restoration**

Any proposed appropriation that would result in the unrestricted fund balance falling below the minimum of two months of average operational expenses must be accompanied by a restoration plan that would bring the fund back to the minimum within two years.

## **Putnam County Financial Policy Chapter 10 – Fixed Assets**

The primary purpose for recording fixed assets and/or inventories is to ensure stewardship of Putnam County assets. Detailed and timely records demonstrate accountability. Accurate and complete records provide a deterrent to lost or stolen assets by providing a basis for periodic inventory of those assets. Accurate fixed asset and inventory records are necessary to develop comprehensive risk management programs, provide for accurate financial statements, allow for an unqualified audit opinion, supply cost estimates and replacement needs and to properly plan for replacements and enhancements.

### **Capitalization Policy**

All assets with a cost of \$10,000 or more and an estimated useful life of five or more years shall be considered a "capital asset". The capitalization threshold for buildings is \$100,000 and \$500,000 for roads. All vehicles, trailers, and any equipment that must be carried on the County insurance plan by law will be recorded in the fixed asset system for insurance tracking purposes. All land will be recorded in the fixed asset system.

All assets that meet the criteria above will be recorded in the Fixed Asset Accounting System maintained by the Finance Department. The Finance Director will send a list of capital assets to each department head or elected official annually to verify their assets.

A test of physical inventory of Fixed Assets will be conducted by the external auditors for verification and accuracy. Items found during annual physical inventory that meet fixed asset criteria but cannot be located on the fixed asset records, will be recorded at cost or historical cost when applicable.

Assets which have an acquisition cost of \$5,000 to less than \$10,000 will be maintained at the Departmental level. At a minimum, departmental records should contain the description, acquisition date, cost, location, serial number and model number of the assets. Physical inventories will be conducted annually by the Department Heads. A test of physical inventory of these assets may be conducted by the County Manager, Finance Director or external auditors for verification and accuracy and are subject to audit during this process.

Department Heads are responsible for the legal and ethical obligation of their staff to provide sufficient care and safe keeping of all assets. Custodial responsibility obligates the department to give reasonable protection against theft, vandalism, misuse and destruction of assigned fixed assets. Fixed assets are not to be removed from assigned locations without the permission of the Department Head.

### **Missing Assets**

If an asset is determined to be missing, departments should notify the County Manager or Finance Director immediately. Fixed assets that have been removed from any location without permission of the appropriate County official are considered to be stolen should be reported to the Putnam County Sheriff's Office without delay. A copy of the incident report shall be forwarded to the Finance Department.

**Donated Assets**

Gifts/Donations to Putnam County by outside agencies, companies or individuals that meet fixed asset criteria will be recorded on the fixed asset accounting system at fair market value on the date of acquisition.

**Renovations/Improvements**

Renovations or improvements to existing assets that meet the fixed asset criteria will be recorded on the fixed asset system. Repairs and maintenance will be recorded as operating expenses.

**Grant Fixed Assets**

Federal and state requirements must be followed with respect to recording grant fixed assets. Information regarding the grant title, number and granting agency shall be kept as part of the permanent fixed asset records. All grant requirements concerning acquisition, use, transfer and disposal must be followed. Upon the acquisition of a fixed asset, each department shall submit written notification to the Finance Department of the acquisition within 30 days of the acquisition of the asset. The Finance Department will then record the asset on the fixed asset accounting system, assign it an identification tag number and issue an identification tag to the department to be attached to the asset.

**Transfers of Assets**

Transfers are defined as any movement of an asset by virtue of change in location, either by account or department. Fixed asset transfers must be approved by both the sending and receiving departments and must be reported on a Transfer of Asset form and sent to the Finance Department.

**Leased Assets**

The Putnam County Board of Commissioners shall approve all capital lease agreements that exceed a one-year term or annual payments of \$10,000 or more. The Finance Director will examine all lease agreements to determine if the capital asset should be recorded on the Fixed Asset Accounting system under the criteria established by the Federal Accounting Standards Board.

**Control and Disposal**

All assets determined to be no longer usable by departments are transferred to surplus or obsolete assets on the record keeping system. All departments have an opportunity to examine assets declared surplus for possible use before the assets are disposed of. The purpose of maintaining surplus is to give other departments within the government an opportunity to use existing equipment and possibly eliminate unnecessary purchases. Notification will take place before the physical movement of the assets. Disposal of all surplus assets must be approved by the Putnam County Board of Commissioners prior to disposal. All disposals must be reported on a Disposal of Asset form and sent to the Finance Department. All assets purchased by the Putnam County Board of Commissioners shall be disposed of by the Putnam County Board of Commissioners.

**Assets may be disposed of as follows:**

- a. **Auction.** Periodically, the Finance Department in coordination with Department Heads and the County Manager will prepare a list of surplus assets to be sold for approval by the Board of Commissioners. Once approved, an auction will be organized under the direction of the County Manager. The Finance Department will accept and record all revenues from the surplus sale and allocate them to the appropriate fund.

- b. **Donation.** Donation of assets to other governmental persons or agencies must be coordinated with the County Manager and Finance Department, and authorized by the Board of Commissioners. Completed transactions shall be reported in writing to the Finance Department.
- c. **Sale other than Auction.** Putnam County Board of Commissioner’s approval is required prior to the individual sale of any asset. The Finance Department shall accept and record all revenues from sales of assets and allocate them to the appropriate fund.
- d. **Dismantling.** The breakdown of fixed assets for alternate use should be approved by the Department Head prior to dismantling. Assets that cannot be restored to serviceability without excessive repairs and determined to be no longer operational may be stripped of parts for use in other areas. This must be approved by the Department Head and reported in writing to the Finance Department.
- e. **Trade-In.** The trade-in of a fixed asset must be approved by the department head or elected official and the County Manager and reported in writing to the Finance Department.





**Putnam County Financial Policy**

**ATTACHMENT #2**

**Summary of Authorization Levels**

Dollar Amount	Procedure	Documentation	Approval
\$0 - <del>\$3,000</del> <b>\$5,000</b>	Practice due diligence to ensure the County receives the best price for the product or service	Invoice	Department Head
<del>\$3,000.01</del> <b>\$5,000.01</b> - \$10,000	Due diligence and written quotes are encouraged	Invoice & Purchase Order	County Manager & Department Head
\$10,000.01 to \$75,000	Due diligence and at least three written quotes must be obtained	Invoice, Purchase Order & 3 Written Quotes	County Manager & Department Head
Over \$75,000	Formal Bid Process Required	Invoice & Bid Documentation	Board of Commissioners



**PUTNAM COUNTY**

**PURCHASING CARD POLICY**

**March 4, 2022**

**I. 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.

**II. Parties Involved**

**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.

**County Manager** – Approves all applications (participation) in the program.

**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.

**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.

**III. 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.

**IV. Card Administrator**

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

- a. Manage County issued purchasing cards.
- b. Serve as the main point of contact for all County purchasing cards.
- c. Serve as liaison to cardholders and their staff, as well as to the issuer of the purchasing card.
- d. Provide training to cardholders on card policies and procedures to use a purchasing card.
- e. Develop internal procedures to ensure timely payment of cards.
- f. Assist with disputed transactions and emergency transactions when necessary.
- g. 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.
- h. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards.
- i. Audit and reconcile transactions monthly.
- j. Maintain records for at least seven years or as otherwise provided by the County’s record retention policy.

**V. Use of Cards**

**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~~ **\$30,000** per month with prior approval from the Purchasing Card Administrator.

**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.

**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.

**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.*

**V.I. Purchasing Card Procedures**

**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.

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.

**VII. 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:

- i. A warning;
- ii. Suspension of the cardholder’s authority to use a County purchase card; or
- iii. 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 official Code of Georgia, Annotated (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





## Putnam County Purchasing Card Application

<b>NAME:</b>	
<b>DEPARTMENT OR OFFICE:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	
<b>SINGLE TRANSACTION LIMIT:</b>	<b>\$5,000</b>
<b>MONTHLY CREDIT LIMIT:</b>	
<b>APPLICANT'S SIGNATURE:</b>	
<b>PURCHASING CARD ADMINISTRATOR SIGNATURE:</b>	
<b>I Hereby Approve this employee to be issued a County Purchasing Card:</b>	
<b>COUNTY MANAGER SIGNATURE:</b>	

Attachment 2



## Putnam County Cardholder Agreement

Putnam County is entrusting you with this Purchasing Card to be used for the legitimate business benefit of the County. It represents trust in you and your empowerment as a responsible agent to safeguard and protect Putnam County assets.

I acknowledge receipt of a Purchasing Card issued in my name, a VISA® card issued by Bank of America, which will only be used to acquire materials and supplies for Putnam County. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Program and the Putnam County Financial Policy. I have received a copy of the Purchasing Card Policy and the Financial Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.
2. I understand that Putnam County is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Putnam County to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify the Purchasing Card Administrator if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will **immediately** notify Bank of America. I will also notify the Purchasing Card Administrator by phone and in writing or email, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Putnam County may terminate my right to use the Purchasing Card at any time for any reason.

- 7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

**CARDHOLDER:**

Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**COUNTY MANAGER:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name Paul Van Haute

**PURCHASING CARD ADMINISTRATOR:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name Linda Cook

**File Attachments for Item:**

13. Approval of Purchase of Caterpillar, Inc. Model: 306 CA Hydraulic Excavator for Public Works (staff-PW)



Apr 06, 2023

**PUTNAM COUNTY PUBLIC WORKS DEPARTMENT**

117 PUTNAM DR STE A  
EATONTON  
Georgia  
31024

Attention: MR ANTHONY FRAZIER

**RE: Quote 234119-02**

Dear Sir,

Yancey Bros. is happy to provide the attached quotation for equipment based on our discussion and your requirements. Please review this carefully to ensure that all necessary items are accounted for. I am available should any questions arise.

Caterpillar, Inc. Model: 306 CA Hydraulic Excavators

**STOCK NUMBER:** EM2222939

**SERIAL NUMBER:** 06G608683

**MACHINE SPECIFICATIONS**

- 306
- BELT, SEAT, 3" RETRACTABLE
- ALARM, TRAVEL
- INTEGRATED RADIO
- LIGHTS, LED
- CAMERA, REAR VIEW
- 306 07A CR MINI EXCAVATOR
- BOOM, SWING
- TRACK, 16", RUBBER BELT
- CONTROL, QC, 3 LINE
- LINES, QC, LNG STK, 3 LINE
- LINKAGE BUCKET W/ LIFTING EYE
- TRAVEL PEDALS
- PRODUCT LINK, CELLULAR PL243
- MONITOR NEXT GEN, ADVANCED, CR
- SEAT, MECH SUSP, FABRIC, CAB
- BLADE, ANGLE, BOCE
- STICK, LONG, ANGLE BLADE
- THUMB, HYD + COUPLER, PG, MAN, 5T
- BUCKET-HD, 36", 7.8 FT3, 5T

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SELL PRICE	97,695
CSA	Included
LESS GROSS TRADE ALLOWANCE	(25,720)
<b>NET BALANCE DUE</b>	<b>71,975</b>
<b>TOTAL QUOTE PRICE</b>	<b>71,975</b>

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**TRADE-INS**

Model	Make	Serial Number	Year	Trade Allowance
420	CATERPILLAR, INC. (AA)	FDP24721	2005	25,720

**WARRANTY**

Standard Warranty: 2yr/2,000 Premier coverage  
CSA 24/1000 Parts Only CVA

**OPTIONAL: BUCKET-DC, 51", 7.8 FT3, 5T- \$1,350**

Accepted by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
**Signature**

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Cleve Gambrell  
Machine Sales Representative

**File Attachments for Item:**

14. Approval of Moratorium on New Short Term Rental Applications





RESOLUTION TO ENACT A MORATORIUM ON  
NEW SHORT TERM VACATION RENTAL APPLICATION

WHEREAS, the Board has established, in the Putnam County Code of Ordinances, specific criteria for Short Term Vacation Rentals in Appendix D; and

WHEREAS, the Board desires to review and amend the Short Term Vacation Rental Ordinance; and

WHEREAS, the Board recognizes the need to allow for adequate time to consider and weigh the adoption of such regulations;

NOW THEREFORE, IT SHALL BE AND IS HEREBY RESOLVED by the Board that a moratorium on the acceptance of new Short Term Rental Applications shall be enacted, as follows:

Section 1: STR Applications: Upon passage of this resolution, no new Short Term Vacation Rental applications will be accepted pursuant to Section 4 of Appendix D.

Section 2: Impact on Other Ordinances: The provisions of this resolution shall not restrict or prohibit any other portions of Appendix D except that specifically stated herein.

Section 3: Effective Date and Duration: The provisions of this Resolution and the effects of the moratorium set forth herein shall commence upon its passage and adoption, and shall terminate on July 18, 2023 at 11:59 p.m., unless extended or terminated by the Board.

SO RESOLVED, this 18<sup>th</sup> day of April 2023.

BY: \_\_\_\_\_  
B.W. "Bill" Sharp, Chairman

ATTEST: \_\_\_\_\_  
Lynn Butterworth, County Clerk

**File Attachments for Item:**

15. Scheduling of BOC Work Session on Code of Ordinances-Appendix D on May 8, 2023 from 9am-12pm (Short Term Vacation Rental)

# May 2023

May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 30	May 1	2 7:00pm City Council (203)	3	4	5 10:00am BOC (203)	6
7	8	9 1:30pm PDA Meeting (204)	10	11	12	13
14	15 7:00pm City Council (Room 203)	16 6:00pm BOC (203)	17 9:00am EPTAH Director's Meeting (Room 203)	18	19	20
21	22	23	24	25	26	27
28	29 HOLIDAY	30	31	Jun 1	2	3