



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Tuesday, January 21, 2020 ♦ 6:30 PM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance (KI)

Regular Business Meeting

4. Approval of Agenda
5. Public Comments
6. Consent Agenda
 - a. Approval of Minutes - January 3, 2020 Regular Meeting (staff-CC)
 - b. Approval of Minutes - January 3, 2020 Executive Session #1 (staff-CC)
 - c. Approval of Minutes - January 3, 2020 Executive Session #2 (staff-CC)
 - d. Approval of 2020 Alcohol Licenses (staff-CC)
7. Setting of Qualifying Fees for 2020 General Election (staff-Finance)
8. Approval to allow employees to convert vacation leave in excess of 240 hours into a 401/457 Plan (staff-CM/HR)
9. Approval of Revised General Guidelines for Use of County Property (staff-CM)

Reports/Announcements

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

Closing

13. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item Attachment Documents:

- 6. Consent Agenda
 - a. Approval of Minutes - January 3, 2020 Regular Meeting (staff-CC)
 - b. Approval of Minutes - January 3, 2020 Executive Session #1 (staff-CC)
 - c. Approval of Minutes - January 3, 2020 Executive Session #2 (staff-CC)
 - d. Approval of 2020 Alcohol Licenses (staff-CC)

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Item #6.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Friday, January 3, 2020 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, January 3, 2020 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

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

STAFF PRESENT

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

Opening

1. Welcome - Call to Order
Chairman Webster called the meeting to order at approximately 6:30 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)
2. Invocation
Deputy County Manager Lisa Jackson gave the invocation.
3. Pledge of Allegiance (KI)
Commissioner Irvin led the Pledge of Allegiance.
4. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for litigation.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

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

Item #6.

Meeting closed at approximately 6:31 p.m.

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

Motion to reopen the meeting and authorize the Chairman to sign the affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

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

Commissioner Addison

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

Meeting reconvened at approximately 7:01 p.m.

- 6. Action, if any, resulting from the Executive Session
No action was taken.

Zoning/Public Hearing

- 7. Request by Howard McMichael, Jr. agent for Millicent Arnold & Lawrence A. Copelan Jr. to rezone 2.14 acres on Collis Road from R-1 to RM-3 [Map 104, Parcel 030, District 3] (staff-P&D)
- 8. Request by Howard McMichael, Jr., agent for HJR Oconee, LLC, to rezone 50.8 acres on Collis Road from AG-1 to RM-3 [Map 104, Parcel 032, District 3] (staff-P&D)
- 9. Request by Howard McMichael, Jr., agent for Millicent Arnold & L.A. Copelan Jr., to rezone 0.63 acres on Doug Lane from R-1 to RM-3 [Map 104B, Parcel 001, District 3] (staff-P&D)
- 10. Request by Howard McMichael, Jr., agent for Millicent Arnold & L.A. Copelan Jr., to rezone 3.5 acres on Collis Road from R-1 to RM-3 [Map 104, Parcel 033, District 3] (staff-P&D)

Chairman Webster advised that the rezoning items will be taken together.

Mr. Howard McMichael and Mr. Josh Sprayberry spoke in support of the request. The following individuals spoke against this item: Mr. Ron Ryland, Ms. Kitty Burgess, Mr. Bill Richards, Ms. Denise Moore, Mr. Martin Rueter, Mr. Jeff McLeod, Ms. Kristie McLeod, Ms. Kathy Wardlaw, Mr. Pete Wardlaw (distributed handouts), Rev. Mark Jones, Mr. Steve Burgess, and Ms. Fancia Harris.

Mr. McMichael used his remaining time to speak in rebuttal and submitted documents.

Attorney Fleming explained that a letter from Mr. McMichael's attorney was received today with objections to some of the conditions placed on the rezoning by the Planning & Zoning Commission. He outlined four options the board can take: approval, disapproval, table, or send back to P&Z Commission.

Item #6.

Motion to send the following rezoning requests by Mr. Howard McMichael back to the Planning & Zoning Commission:

- **2.14 acres on Collis Road from R-1 to RM-3 [Map 104, Parcel 030]**
- **50.8 acres on Collis Road from AG-1 to RM-3 [Map 104, Parcel 032]**
- **0.63 acres on Doug Lane from R-1 to RM-3 [Map 104B, Parcel 001]**
- **3.5 acres on Collis Road from R-1 to RM-3 [Map 104, Parcel 033]**

Motion made by Commissioner Sharp, Seconded by Commissioner Brown.

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

Chairman Webster closed the Public Hearing at approximately 7:53 p.m.

Regular Business Meeting

11. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

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

12. Public Comments

None

13. Consent Agenda

- a. Approval of Minutes - December 17, 2019 Regular Meeting (staff-CC)
- b. Approval of Minutes - December 17, 2019 Executive Session (staff-CC)
- c. Approval of 2020 Alcohol Licenses (staff-CC)
- d. Appointment of Phillip Armstrong to Complete Count Committee (BW)

Motion to approve the Consent Agenda.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

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

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

Reports/Announcements

14. County Manager Report

No report.

15. County Attorney Report

No report.

16. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: none

Commissioner Sharp: none

Commissioner Addison: none

Chairman Webster: none

Executive Session

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

Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for personnel.

Motion made by Commissioner Irvin, Seconded by Commissioner Sharp.

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

Meeting closed at approximately 7:57 p.m.

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

Motion to reopen the meeting and authorize the Chairman to sign the affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Addison

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

Meeting reconvened at approximately 8:57 p.m. Commissioner Sharp stepped out of the meeting.

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

No action was taken.

Closing

20. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Irvin, Seconded by Commissioner Addison.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Addison

Meeting adjourned at approximately 8:58 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

Item #6.

PUTNAM COUNTY BOARD OF COMMISSIONERS



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

The draft minutes of the January 3, 2020 Executive Sessions are available for Commissioner review in the Clerk's office.



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Approval of 2020 Alcohol Licenses

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

Individual Name	Business Name	Address	License Type
Gary Sofen	Lake Oconee Bistro	1130 Lake Oconee Parkway	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Robert Parham, Jr.	Robert’s Night Club	338 Glenwood Springs Road	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Michael John Jansen	The Grill at Crooked Creek Marina	208 Crooked Creek Drive	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Robert Lupton	Sav-A-Lot	958 Greensboro Road	Retail Package: Malt Beverages and Wine
Anila Ali	Long Shoals Country Store	1093 Sparta Highway	Retail Package: Malt Beverages, Wine, and Distilled Spirits
Sandeep Dahiya	Lakeside Bait & Tackle	1065 Milledgeville Highway	Retail Package: Malt Beverages, Wine, and Distilled Spirits
Joann Hedrick	Oconee Outdoors	891 Greensboro Highway	Retail Package: Malt Beverages, Wine, and Distilled Spirits
Jarrold M. Clark	Cuscowilla on Lake Oconee-Waterside Restaurant	465 Cuscowilla Drive	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Jarrold M. Clark	Cuscowilla on Lake Oconee-The Turn Cottage	356 Cuscowilla Drive	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
Jarrold M. Clark	The Golf Club at Cuscowilla	126 Cuscowilla Drive	Retail Package: Malt Beverages and Wine
Veronica Montiel	El Sitio Mexican Grill	106 Harmony Crossing, Suite 5	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
David Hudson	Mellow Mushroom	105 Harmony Crossing, Suite 1	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits
William Clark, Jr.	Sugar Creek Marina	3 R Item #6. ill	Retail Package: Malt Beverages and Wine

Mark Little	Harmony Crossing Foods	1001 Greensboro Road	Retail Package: Malt Beverages and Wine
Mark Little	Twin Bridges Landing	611 Twin Bridges Road	Retail Package: Malt Beverages and Wine
Gregory Paul Scoggins	Kwik Stop #3	947 Gray Road	Retail Package: Malt Beverages and Wine
Kaitlyn Thornton	Ship Store	144 Collis Marina Road NE	Retail Package: Malt Beverages
Christopher Bragg	Iron Fork Café	106 Harmony Crossing	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits

Item Attachment Documents:

7. Setting of Qualifying Fees for 2020 General Election (staff-Finance)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance by calling the ADA Compliance Officer at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #7.

Qualifying Fees for 2020 General Election

Position	Term Expires	Base Salary	Qualifying Fee	Notes
District #1 Commissioner	12/31/20	7,800.00	234.00	Local Law (3% of <u>base</u> salary)
District #2 Commissioner	12/31/20	7,800.00	234.00	Local Law (3% of <u>base</u> salary)
Tax Commissioner	12/31/20	49,721.70	1,491.65	State Law (3% of minimum <u>base</u> salary)
Clerk of Superior Court	12/31/20	49,721.70	1,491.65	State Law (3% of minimum <u>base</u> salary)
Probate Judge	12/31/20	49,721.70	1,491.65	State Law (3% of minimum <u>base</u> salary)
Sheriff	12/31/20	59,328.83	1,779.86	State Law (3% of minimum <u>base</u> salary)

Position	Term Expires	Prior Year Gross Salary	Qualifying Fee	Notes
Coroner	12/31/20	16,032.38	480.97	Local Law (3% of 2019 gross salary)
BOE District #3	12/31/20	8,400.00	252.00	
BOE District #4	12/31/20	8,400.00	252.00	
BOE District #5	12/31/20	8,400.00	252.00	

TIME TO SET QUALIFYING FEES FOR 2020 ELECTIONS

The county governing authority is required to set and publish the qualifying fees for 2020 elections for county offices (i.e., commissioners, sheriffs, tax commissioners, superior court clerks, magistrates, probate judges, state court judges, solicitors general, coroners and surveyors) by February 1, 2020.¹ Commissioners should adopt a resolution setting the qualifying fee for each office. Calculation of qualifying fees is explained below.

County Officers and Magistrates

Qualifying fees to run for the office of superior court clerk, probate judge, sheriff, and tax commissioner (county constitutional officers) and magistrates must be set at 3 percent of the minimum base salary specified in state law for each county based on the county's 2010 population.² The revised base schedules in SB 171 (2019) for constitutional officers are not to be used for setting 2020 qualifying fees, because those revised base schedules do not become effective until 2021.

Note that in calculating the qualifying fee for the county officers and magistrates, the minimum base salary is not to be adjusted to reflect supplements, cost-of-living increases, or longevity increases.

County Commissioners and Chairs

Qualifying fees to run for the office of members of the county governing authority (other than sole commissioners) must be set at 3 percent of the base salary established by local legislation unless the commissioners have set a higher salary using the process allowed by general law (see below). The qualifying fee to run for sole commissioner is 3 percent of the salary set by local legislation or by the state minimum salary law for sole commissioners,³ whichever is applicable.

In those counties where the commissioners or sole commissioner have exercised their general-law power to increase their base salary,⁴ the qualifying fee is 3% of that salary. As with the county officers and magistrates, the qualifying fee for commissioners is not adjusted to reflect the training supplement, cost-of-living increases, or longevity increases.

All Other Elected County Offices

The qualifying fee to run for the office of coroner, state court judge, surveyor, or school board member is 3% of the total gross salary of the office paid in 2019, including all supplements authorized by law.⁵ If the elected official is not paid a salary, the commissioners must set a fee that is not more than 3 percent of the income that the elected official earned from the office in 2019.

State Officials

Qualifying fees for state officials (*e.g.*, legislators, superior court judges, district attorneys) are set by the Georgia Secretary of State.

For more information, please contact the Elections Division of the Secretary of State's office at (404) 656-2871.

¹ O.C.G.A. § 21-2-131.

² See O.C.G.A. § 15-6-88(a) for superior court clerks; O.C.G.A. § 15-9-63(a)(1) for probate judges; O.C.G.A. § 15-10-23(a) for magistrates; O.C.G.A. § 15-16-20(a)(1) for sheriffs; and O.C.G.A. § 48-5-183(b)(1) for tax commissioners.

³ O.C.G.A. § 36-5-25.

⁴ O.C.G.A. § 36-5-24.

⁵ O.C.G.A. § 21-2-131(a)(1)(A).

Item Attachment Documents:

8. Approval to allow employees to convert vacation leave in excess of 240 hours into a 401/457 Plan (staff-CM/HR)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance by calling at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #8.



Putnam County Board of Commissioners
Agenda Item Request Form

DATE OF MEETING REQUESTED: Jan 21, 2020

REQUEST BY: CM

AGENDA ITEM: Allow employees to convert vacation leave in excess of 240 hrs into a 401/457 Plan.

AGENDA ITEM TYPE:

- Presentation
- Discussion
- Action*
- Other (Please Specify) _____

*ACTION REQUESTED: CM/HR

SUPPORTING DOCUMENTATION PROVIDED: Yes No

BUDGET/FUNDING INFORMATION: NTE \$70,000

FACTS AND/OR ISSUES: Converting excess leave into a retirement account PC will not be liable for increased pension costs (time of service & COLA's increases over time)

Item Attachment Documents:

9. Approval of Revised General Guidelines for Use of County Property (staff-CM)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance by calling at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #9.



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

General Guidelines for use of County Property

All reservations must be made at the offices of the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia. A refundable deposit of \$150 is required at time of reservation.

Minimum age requirement for reserving county property is 21.

State issued Driver’s License or Identification Card must be presented at time of reservation.

There must be adult chaperones present for individuals under age 21.

County Property may only be used during times listed on your reservation form (this includes set-up and clean-up).

County Property may **not** be used for fundraising, unless it is for a nonprofit organization or church group.

Rental requester agrees, in accordance with applicable laws and county policies, that there shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, age, genetic information, disability, or veteran’s status as to any aspect of the activities contemplated herein.

The following is prohibited on County Property: alcohol use, fighting, firearms and explosives, weapons, illegal drugs and tobacco products, profanity, chalk (unless approved by the Sheriff and County Manager), stickers, littering, glass containers, percussion instruments, amplified music, open flames including candles, tiki torches, and grills, pets (with the exception of service animals), any activity or equipment that may cause damage to the grounds.

No charge for admission allowed at any County Property.

Individual, group, or organization using County Property agrees to assume any and all liability for any injury or loss attributable to the use of County Property and to Hold Harmless Putnam County, its Board of Commissioners, employees and agents for the same.

Political events, both partisan and non-partisan, are permitted as long as the events are open to the general public and do not promote or endorse individual candidates.

Costs for repair of any and all damages to County Property shall be charged to the person or group who is responsible for the event.

Insurance must be maintained on vehicles used for events on County Property.

Putnam County will not be responsible for articles left on premises.

All events must end by 11:00 pm on all County Property.

County Property must be left clean.

Any applicant falsifying information will have their event cancelled and no refund will be issued.

Events may be cancelled, and/or certain activity areas may be closed due to unforeseen acts of nature or other dangerous situations. The county reserves the right to add additional conditions for all events for health, safety, and/or security reasons.

In order to cancel an event and receive a full refund for the reservation, the county manager must be notified of the cancellation at least 10 business days in advance of the event.

I have read and understand these General Guidelines for use of County Property.

Printed Name: _____ Date: _____

Signature: _____

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
Phone: 706.458.5826 ♦ Fax: 706.923.2345 ♦ Email: putnamboc@putnamcountyga.us

COUNTY PROPERTY RESERVATION FORM COURTHOUSE LAWN

(PLEASE PRINT NEATLY):

Date of use: _____ Purpose: _____

Beginning Time: _____ Ending Time: _____ Total # of hours: _____

Organization/Group (if applicable): _____

Name (Responsible for Event): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Refundable* deposit of \$150 required. *Refunded at the discretion of the county manager.

By my signature, I have read and understand the *General Guidelines for use of County Property*. I agree that I will use the County Property only for the times and date specified. I understand that if any of these regulations are not followed, I may not be allowed to use County Property again in the future and my refundable deposit may be forfeited.

Signature: _____ Date: _____

FOR BOC OFFICE USE ONLY

Approved

Denied

Approved

Denied

Sheriff Signature

Date

County Manager or BOC Chairman Signature

Date

Added to calendar

Copied to Public Buildings

Faxed to EPD

Deposit Received: \$ _____

Date: _____

Receipt #: _____

Refund Issued: \$ _____

Item #9. _____