

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Friday, July 7, 2023 ♦ 10:00 AM

*Putnam County Administration Building – Room 203*

### Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Dr. Avis Williams
4. Pledge of Allegiance (AF)

### Regular Business Meeting

5. Public Comments
6. Consent Agenda
  - a. Approval of Minutes - June 20, 2023 Regular Meeting (staff-CC)
  - b. Approval of Minutes - June 27, 2023 Work Session (staff-CC)
7. Request from AT&T for Right-of-Way Permit for work on Harmony Road and Harmony Farms Drive (staff-PW)
8. Appointment to the Putnam County Board of Health (staff-CC)
9. Approval of changes to the Putnam County Personnel Manual (staff-HR)
10. Awarding of Solicitation 23-42001-001 2023 LMIG Resurfacing Project (staff-CM)
11. Discussion and possible action on TSPLOST Funding Options (staff-CM & Fin)

### Reports/Announcements

12. County Manager Report
13. County Attorney Report
14. Commissioner Announcements

### Executive Session

15. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate
16. Reopen meeting following Executive Session
17. Authorize Chairman to sign Affidavit concerning the subject matter of the closed portion of the meeting
18. Action, if any, resulting from the Executive Session

### 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:**

- 6. Consent Agenda
  - a. Approval of Minutes - June 20, 2023 Regular Meeting (staff-CC)
  - b. Approval of Minutes - June 27, 2023 Work Session (staff-CC)

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Tuesday, June 20, 2023 ♦ 6:00 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, June 20, 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

### *ABSENT*

- Commissioner Jeff Wooten

### *STAFF PRESENT*

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

### **Opening**

1. Welcome - Call to Order

Chairman 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 Foster, Seconded by Commissioner Brown.**

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

3. Invocation

County Attorney Barry Fleming gave the invocation.

4. Pledge of Allegiance (DB)

Commissioner Brown led the Pledge of Allegiance.

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**Regular Business Meeting**

5. Public Comments

Mr. Rick Brantley commented against short term rentals and submitted an alternate draft ordinance for consideration.

Mr. Charles Trumbo offered thanks for repainting the lines on Napier Road and applauded County Attorney Fleming for issues he dealt with last weekend.

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

6. Consent Agenda

a. Approval of Minutes - June 2, 2023 Regular Meeting (staff-CC)

b. Approval of Minutes - June 2, 2023 Work Session (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**

7. Request for Right-of-Way Permit by Tri-County EMC for work to be done on the right-of-way of Flat Rock Road (staff-PW)

Mr. Justin Strickland from Tri-County EMC explained the request and answered questions.

**Motion to approve the request for a Right-of-Way Permit by Tri-County EMC for work to be done on the right-of-way of Flat Rock Road.**

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

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

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

8. Appointment to the Oconee Community Service Board (staff-CC)

**Mrs. Janie Reid was nominated for appointment to the Oconee Community Service Board.**

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

**Voting Yea for Janie Reid: Commissioner McElhenney, Commissioner Brown, Commissioner Foster**

9. Submission of Names for Appointment to Hospital Authority Board - Post 2 (staff-CC)

**Motion to approve the slate of names of Jerry Gregory, Marilyn Simon, and Richard Garrett for submission to the Hospital Authority Board for the appointment to Post 2.**

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

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

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

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

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

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

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

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11. Authorization for Chairman to sign ACCG Defined Benefit Resolution (staff-CM)  
County Manager Van Haute explained that this reduces the county’s unfunded pension liability.  
**Motion to authorize the Chairman to sign the ACCG Defined Benefit Resolution.**  
**Motion made by Commissioner Foster, Seconded by Commissioner McElhenney.**  
**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Foster**  
(Copy of resolution made a part of the minutes on minute book page \_\_\_\_\_.)

**Reports/Announcements**

12. County Manager Report

County Manager Van Haute reported that the bid opening for the 2023 LMIG Resurfacing project was opened and the apparent low bidder was Pittman Construction at a little over \$1M. The technical review is currently under way.

13. County Attorney Report

No report.

14. Commissioner Announcements

Commissioner McElhenney: thanked County Manager Van Haute and staff for saving money.

Commissioner Brown: none

Commissioner Foster: thanked County Manager Van Haute for the successful resurfacing bid on behalf of everyone who drives on Old Phoenix Road.

Commissioner Wooten: absent

Chairman Sharp: thanked County Manager Van Haute and staff for the work being done and commented on the tough upcoming budget season.

**Closing**

15. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 6:26 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. “Bill” Sharp  
Chairman

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# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Work Session

### Minutes

Tuesday, June 27, 2023 ♦ 10:00 AM

Putnam County Administration Building – Room 204

The Putnam County Board of Commissioners met for a Work Session on Tuesday, June 27, 2023 at approximately 10:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, 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
- Planning & Development Director Lisa Jackson
- Sheriff Howard Sills

### **Opening**

#### 1. Call to Order

Chairman Sharp called the work session to order at approximately 10:00 a.m. and reminded everyone of the work session rules that do not allow for public comments. He also mentioned the commissioners were under a slight time constraint due to another meeting at 12:30 p.m. (Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

#### 2. Pledge of Allegiance

Commissioner Wooten led the Pledge of Allegiance.  
Commissioner McElhenney gave the invocation.

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**Work Session**

**3. Short Term Rental Discussion**

Chairman Sharp commented that one of the main things our ordinance needs is enforceability. He turned the meeting over to Sheriff Sills for his comments and suggestions, which were also distributed on a handout. Sheriff Sills advised that he had received lots of calls recently complaining about short term rentals and that the existing ordinance is unenforceable. He reviewed his suggestions and answered questions. He also advised that disorderly conduct or public drunkenness are the only offenses that are arrestable, everything else would fall under a citation. He also commented that the existing disorderly conduct ordinance already addresses the issue of quiet time.

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

County Attorney Nelson reviewed the draft document he prepared which is a compilation of the draft document from the last work session (black print), additions based on conversations during and after the last work session (green print), and suggestions received from a citizens group (red print). He began the review at Section 22-123 - rental regulations. Item (f) requires a decision from the board regarding the maximum capacity for any short term rental license. Previous discussions were either 12 or 16. He also pointed out a typo in that section (122 should be 12). He advised that the Fire Marshal’s formula of two people per bedroom plus two additional people will still be followed, but this number is to set a maximum number regardless of the number of bedrooms.

Commissioner Foster commented that occupancy is tied to most of the disturbance complaints and that septic systems need to be taken into consideration. He favors two per bedroom plus two additional with a maximum of 12.

Commissioners Brown and Wooten favor the standard formula of two people per bedroom plus two additional people with Commissioner Wooten adding a limit on the number of cars to one car for every two people.

County Attorney Nelson advised he would work on item (i) and craft it similar to the conditions in item (d) for the agent.

Meeting recessed at approximately 11:00 a.m.  
Meeting reconvened at approximately 11:07 a.m.

Discussions restarted at Section 22-121 – rental license. The end of item (a) discusses the definition of dwelling units “not regularly offered for rental” as either eight days in any given calendar year or for a period of time in excess of seven days per rental but no more than 14 days in a calendar year. The current ordinance uses the “no more than 14 days in a calendar year” definition but does not restrict how those 14 days can be used.

Commissioner Foster commented that he prefers to keeping the 14 day option but adding “not less than seven days at a time.”

Section 22-122 – overlay districts was discussed, specifically which zoning designations are to be included in each overlay district and capacity limits.

Commissioners Foster and Brown favored no new short term rental licenses in the R-1R zoning.

Commissioner Wooten was in favor of capping everything right now and continuing the moratorium for at least the rest of the year to see if the new ordinances have any effect on the complaints. He also favored only allowing a certain percentage of short term rentals in each neighborhood and none in R-1R.

Commissioner McElhenney was also in favor of keeping short term rentals out of the R-1R zoning.

Commissioner Foster commented that including the R-1 zoning in overlay District 1 is okay.

Chairman Sharp suggested another work session on July 7, 2023 immediately after the regular board meeting.

**Closing**

4. Adjournment

Chairman Sharp thanked all for coming.

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 12:00 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. “Bill” Sharp  
Chairman

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**File Attachments for Item:**

7. Request from AT&T for Right-of-Way Permit for work on Harmony Road and Harmony Farms Drive (staff-PW)

Official Use Only  
Permit No. \_\_\_\_\_



# PUTNAM COUNTY

## RIGHT-OF-WAY PERMIT APPLICATION

Date: 06/16/2023

CONTRACTOR NAME: AT&T TELEPHONE NO. 770-784-2306

WORK TO BE DONE ON R.O.W. OF HARMONY RD AND HARMONY FARMS DR

DESCRIPTION OF WORK: TRENCH 540' OF NEW 1" BURIED INNERDUCT AND PULL 540' OF NEW 432CT BURIED FIBER CABLE THROUGH PROPOSED 1" INNERDUCT. DBORE/TRENCH 683' OF NEW 1" INNERDUCT. DBORE/TRENCH 3011' OF NEW 144CT BURIED FIBER CABL, AND 569' OF NEW 24CT BURIED FIBER CABLE. DBORE/TRENCH 532' OF NEW 2" BURIED CONDUIT. ABANDON EXISTING ANMW-25 BURIED COPPER CABLE. REMOVE EXISTING COPPER PEDESTALS.

DATE WORK TO BEGIN: 06/30/2023

COMPLETION DATE: 08/30/2023

ANY CRANE/BOOM LIFTING DEVICE OR SCAFFORLDDING TO BE USED ON SITE  YES  NO

**IF YES – PLEASE PROVIDE A SKETCH OF LOCATION OF EQUIPMENT & SAFETY MEASURES MUST BE SUBMITTED WITH THIS APPLICATION.**

WORK AREA UNDER THIS PERMIT IS APPROXIMATELY 5,335' LENGTH \_\_\_\_\_ WIDTH

DOES YOUR BOND COVER PATCH WORK  YES  NO

WILL THIS PERMIT REQUIRE BORING  YES  NO

WILL YOU NEED TO CLOSE A ROAD  YES  NO

WILL YOU NEED TO CUT A SIDEWALK  YES  NO

Note: Permittee shall comply in whole with this permit, which is issued in accordance with PUTNAM COUNTY CODES & ORDINANCES.

The closing of any road requires a sketch to be submitted and alternate route to be approved by the Putnam County Public Works Department.

Applicant: EDWARD MINGE Contact, If not Applicant \_\_\_\_\_

Telephone: \_\_\_\_\_

Company Name: AT&T Fax: \_\_\_\_\_

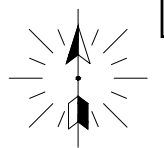
Mobile Phone: 770-784-2306 Address: 7264 INDUSTRIAL BLVD NE

City: COVINGTON State: GA Zip Code: 30014



OFFICE USE ONLY:

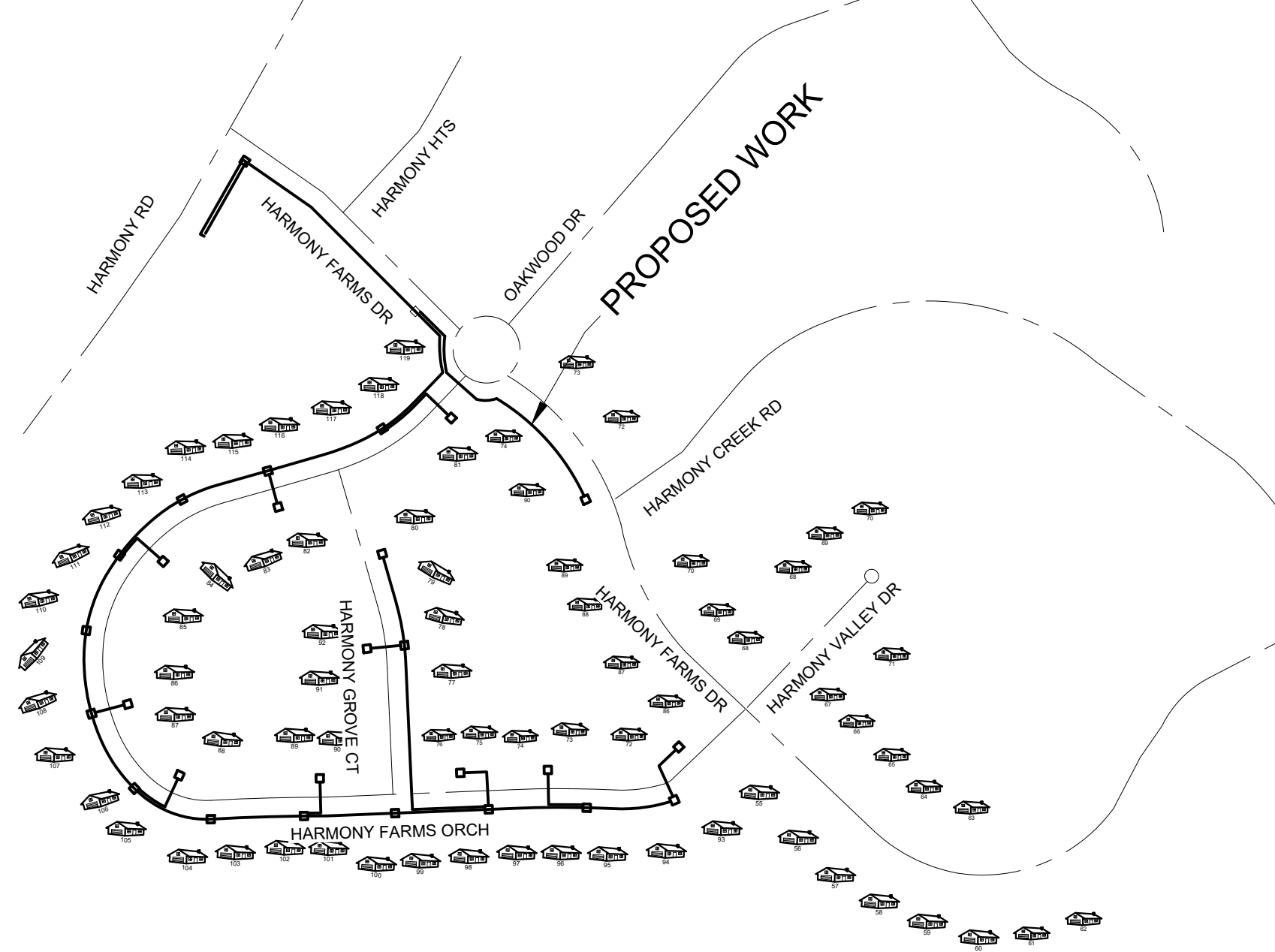
Payment Received: \$55.00 Date \_\_\_\_\_ Receipt # \_\_\_\_\_



# VICINITY MAP

NOT TO SCALE

## PUTNAM COUNTY, GA



Know what's below.  
Call before you dig.

# SYMBOL LEGEND

Proposed	Existing	Description
		AERIAL CABLE
		BURIED CABLE
		PIPE/CONDUIT
	N/A	DBORE
		POWER POLE
		AT&T POLE
		GUY & ANCHOR
		HANDHOLE MANHOLE

**AT&T WILL:**

- NOT CLOSE STREET TO WORK.
- BE RESPONSIBLE FOR TRAFFIC CONTROL.
- RESTORE ANY PRE-CONSTRUCTION CONDITION.
- DO LOCATES FOR OTHER UTILITIES LOCATED IN THE PUBLIC RIGHT-OF-WAY.


ALL TRAFFIC CONTROL TO BE HANDLED IN ACCORDANCE WITH THE LATEST APPROVED EDITION OF THE MUTCD.

ALL EXISTING VISIBLE UTILITIES HAVE BEEN SHOWN. CONSTRUCTION TO VERIFY BURIED PLANT PRIOR TO STARTING WORK.

**SCOPE OF WORK:**

**AT&T TO:**

- TRENCH 540' OF NEW 1" BURIED INNERDUCT AND PULL 540' OF NEW 432CT BURIED FIBER CABLE THROUGH PROPOSED 1" INNERDUCT.
- DIRECTIONAL BORE/TRENCH 683' OF NEW 1" INNERDUCT.
- DIRECTIONAL BORE/TRENCH 3011' OF NEW 144CT BURIED FIBER CABLE AND 569' OF NEW 24CT BURIED FIBER CABLE.
- DIRECTIONAL BORE/TRENCH 532' OF NEW 2" BURIED CONDUIT.
- ABANDON EXISTING ANMW-25 BURIED FIBER CABLES.
- REMOVE EXISTING COPPER PEDESTALS.
- PLACE 27 NEW HANDHOLES.
- PURPOSE OF INSTALL IS TO PROVIDE FIBER FOR SERVICE.



PROPOSED TELEPHONE FACILITIES  
ON RIGHT OF WAY OF  
PUTNAM COUNTY

90 HARMONY FARMS DR

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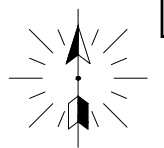
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Designer: MINGE EDWARD

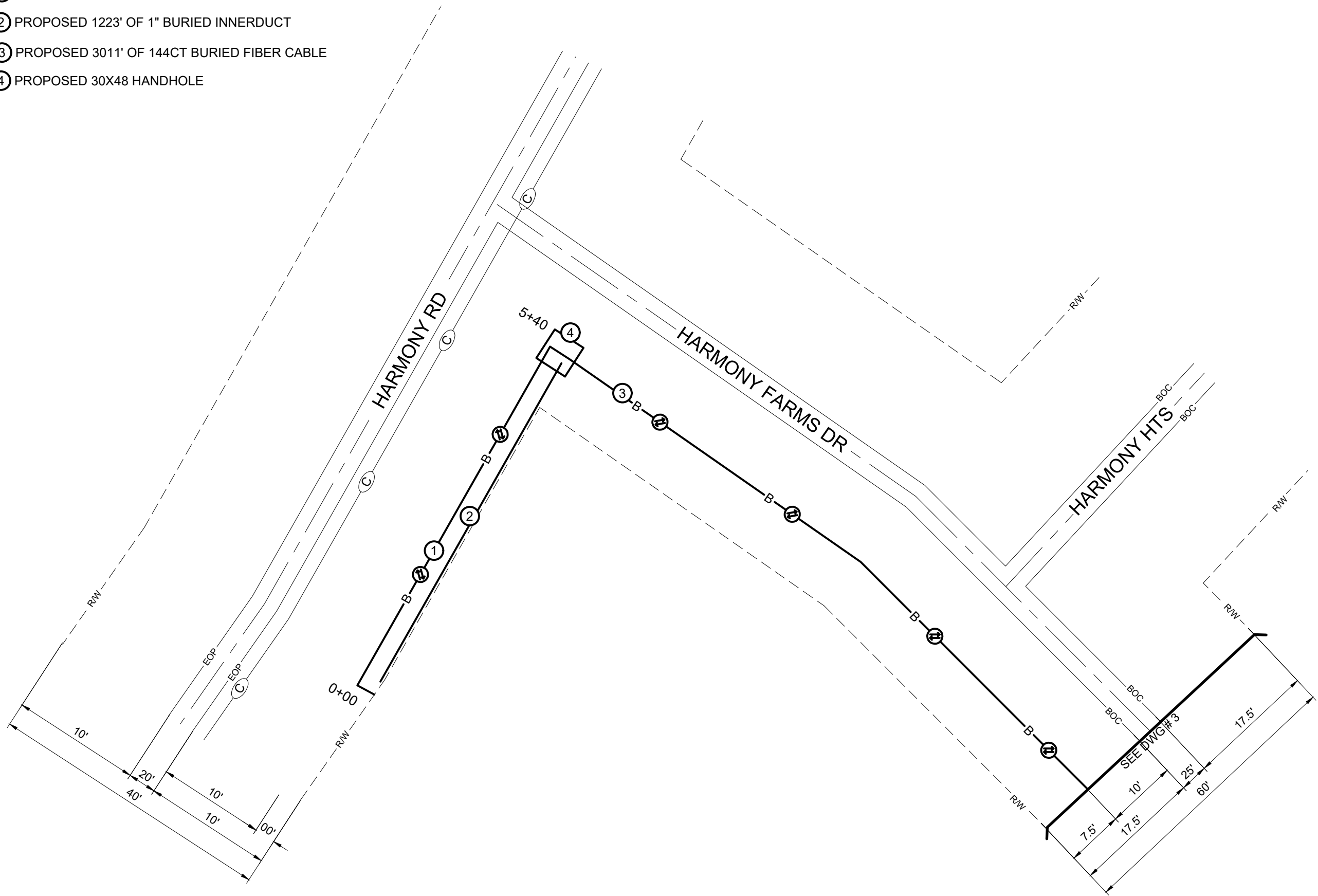
Phone: 678-917-3750

Project #: A02L4JQ

Sheet #: PRINT 1 OF 15

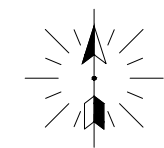


- ① PROPOSED 540' OF 432CT BURIED FIBER CABLE
- ② PROPOSED 1223' OF 1" BURIED INNERDUCT
- ③ PROPOSED 3011' OF 144CT BURIED FIBER CABLE
- ④ PROPOSED 30X48 HANDHOLE

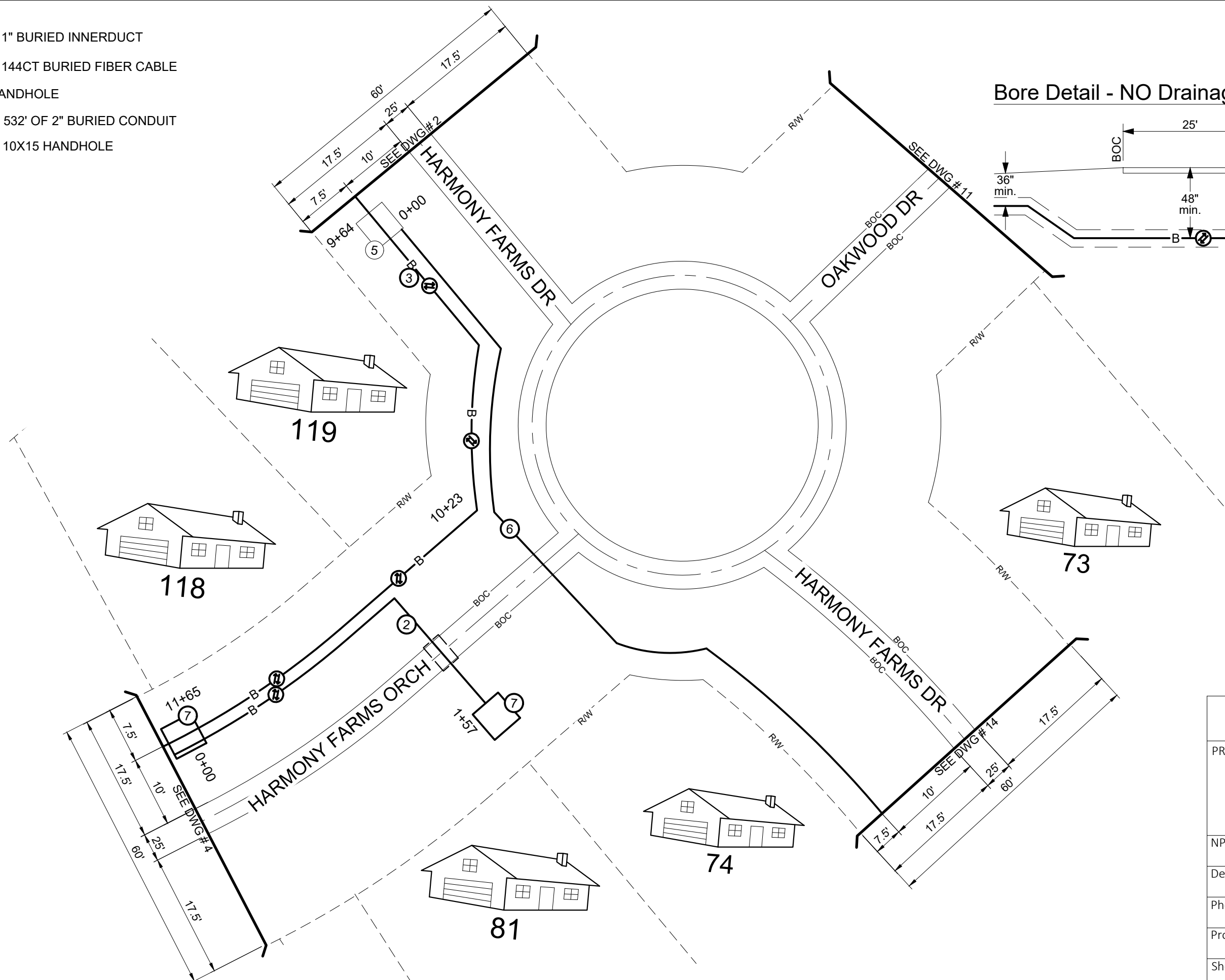
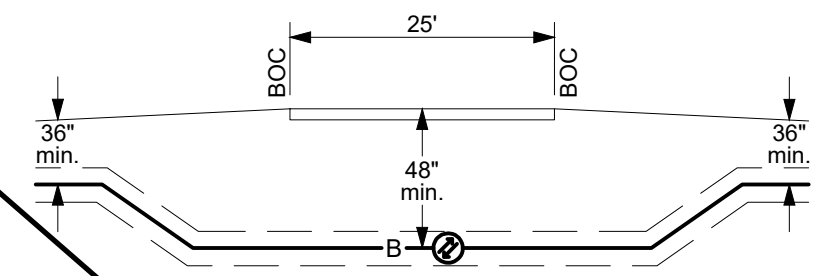


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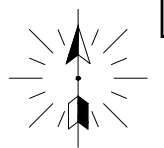
- ② PROPOSED 1" BURIED INNERDUCT
- ③ PROPOSED 144CT BURIED FIBER CABLE
- ⑤ EXISTING HANDHOLE
- ⑥ PROPOSED 532' OF 2" BURIED CONDUIT
- ⑦ PROPOSED 10X15 HANDHOLE



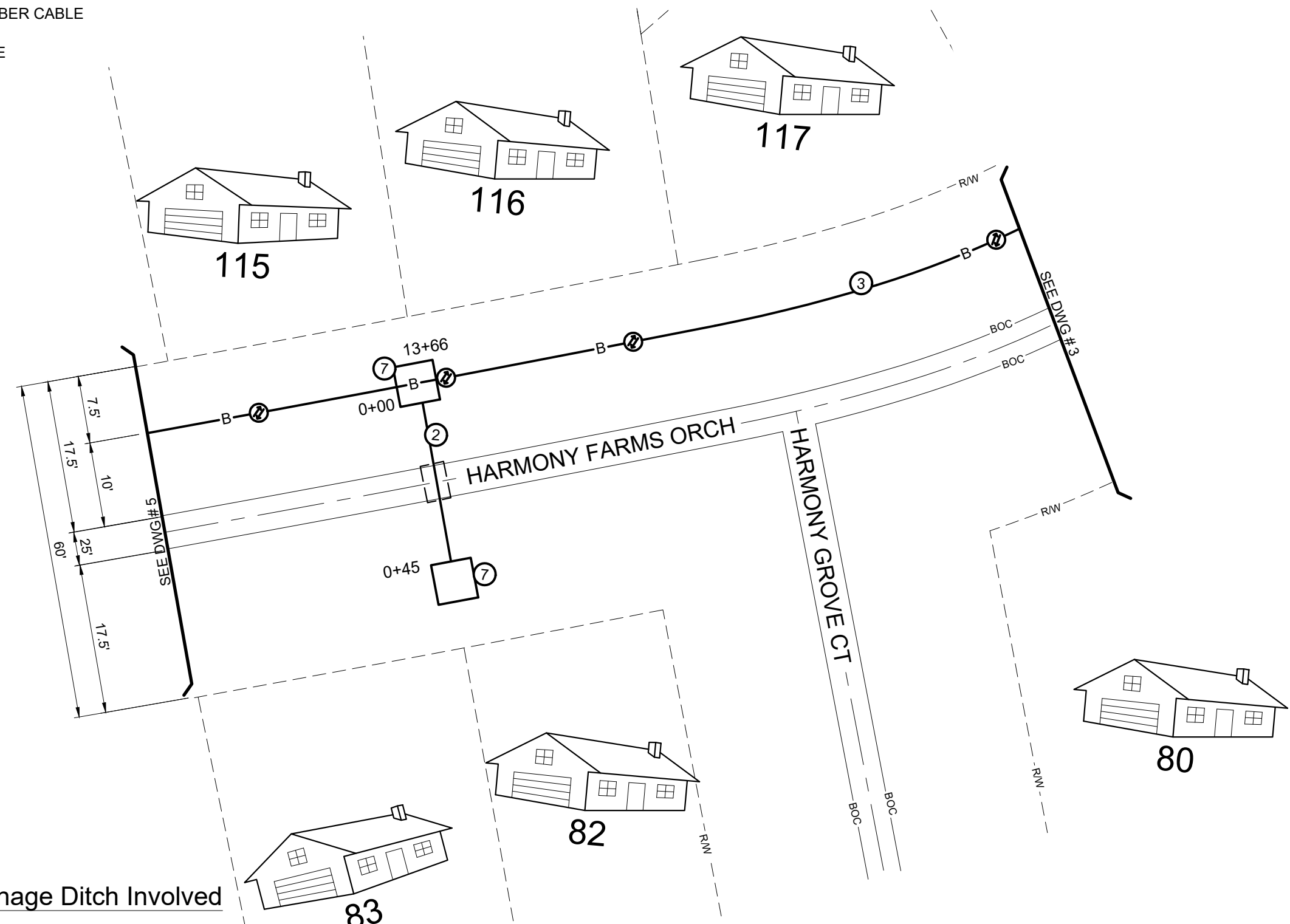
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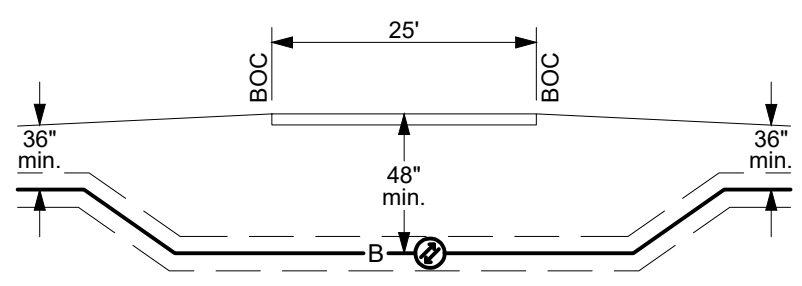
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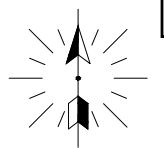
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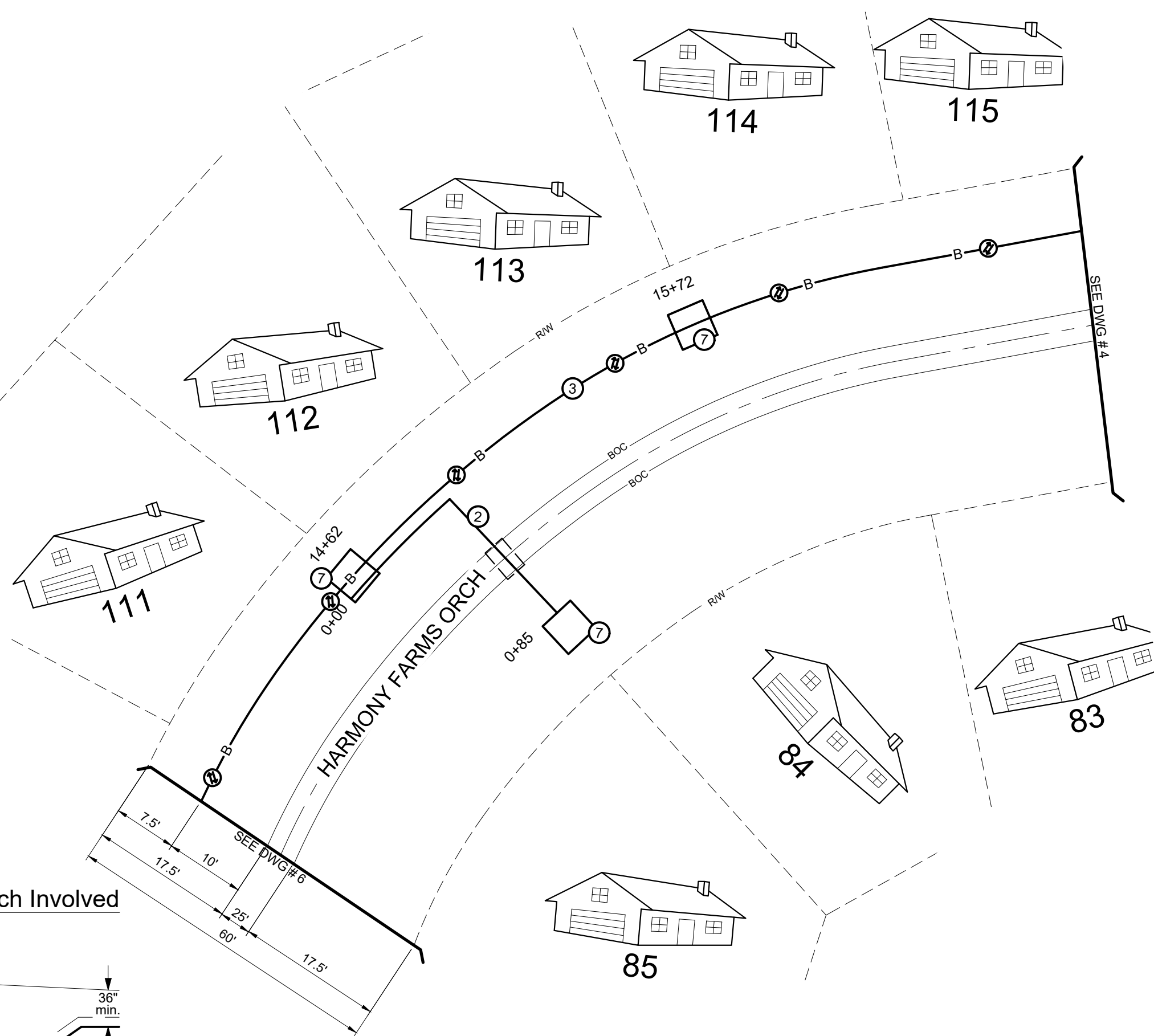
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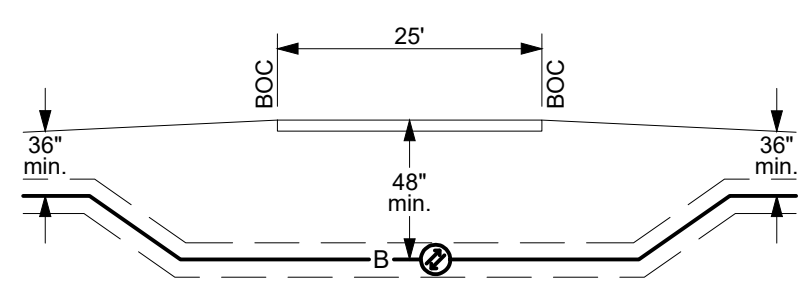
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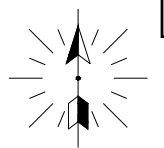
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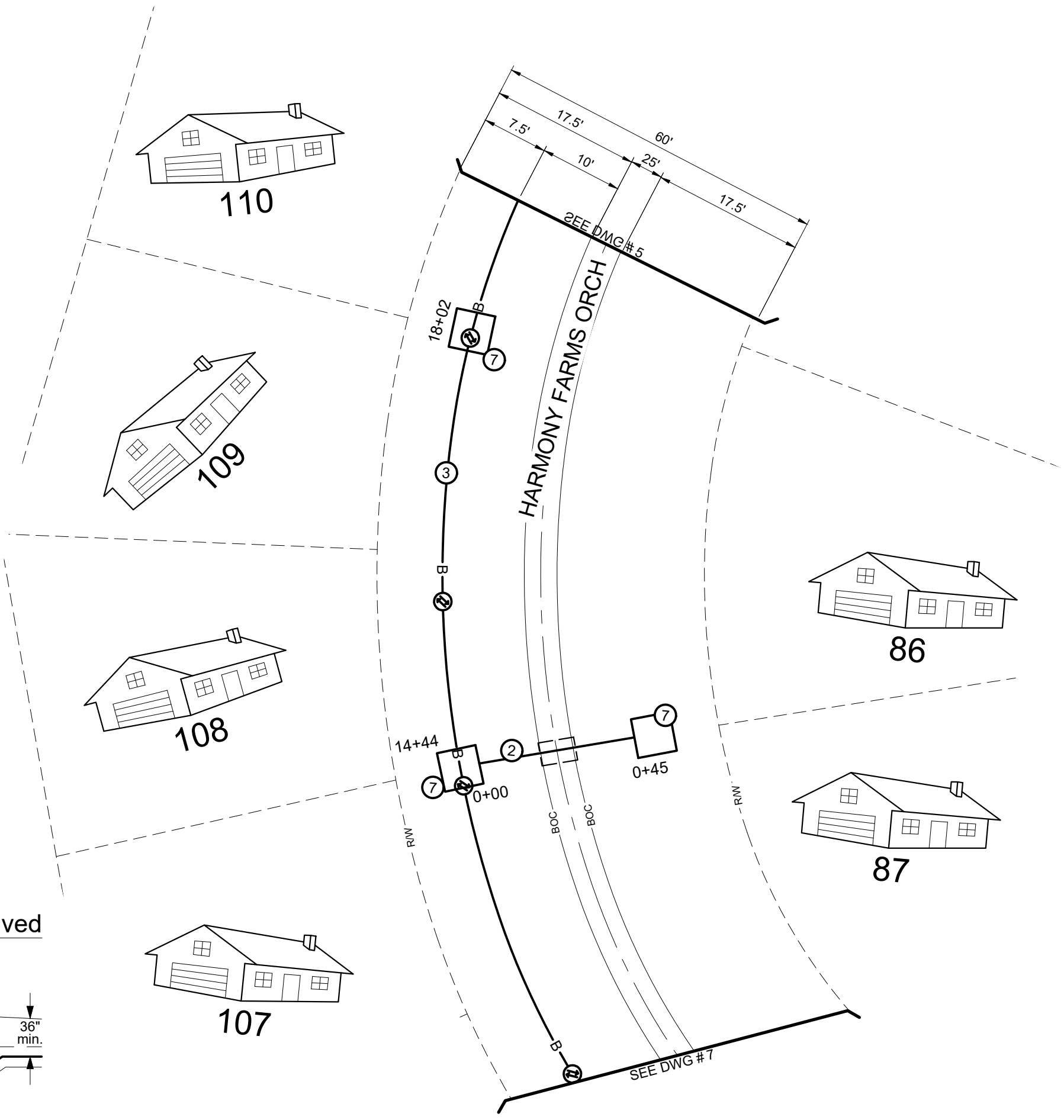
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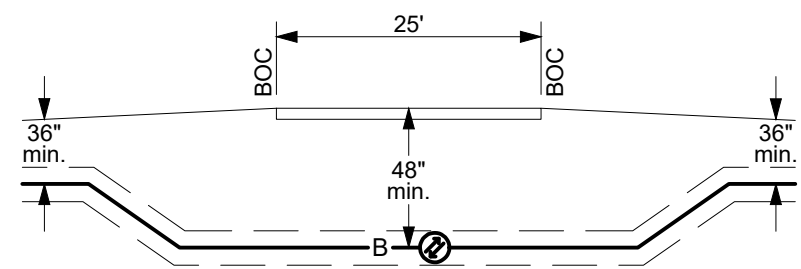
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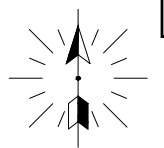


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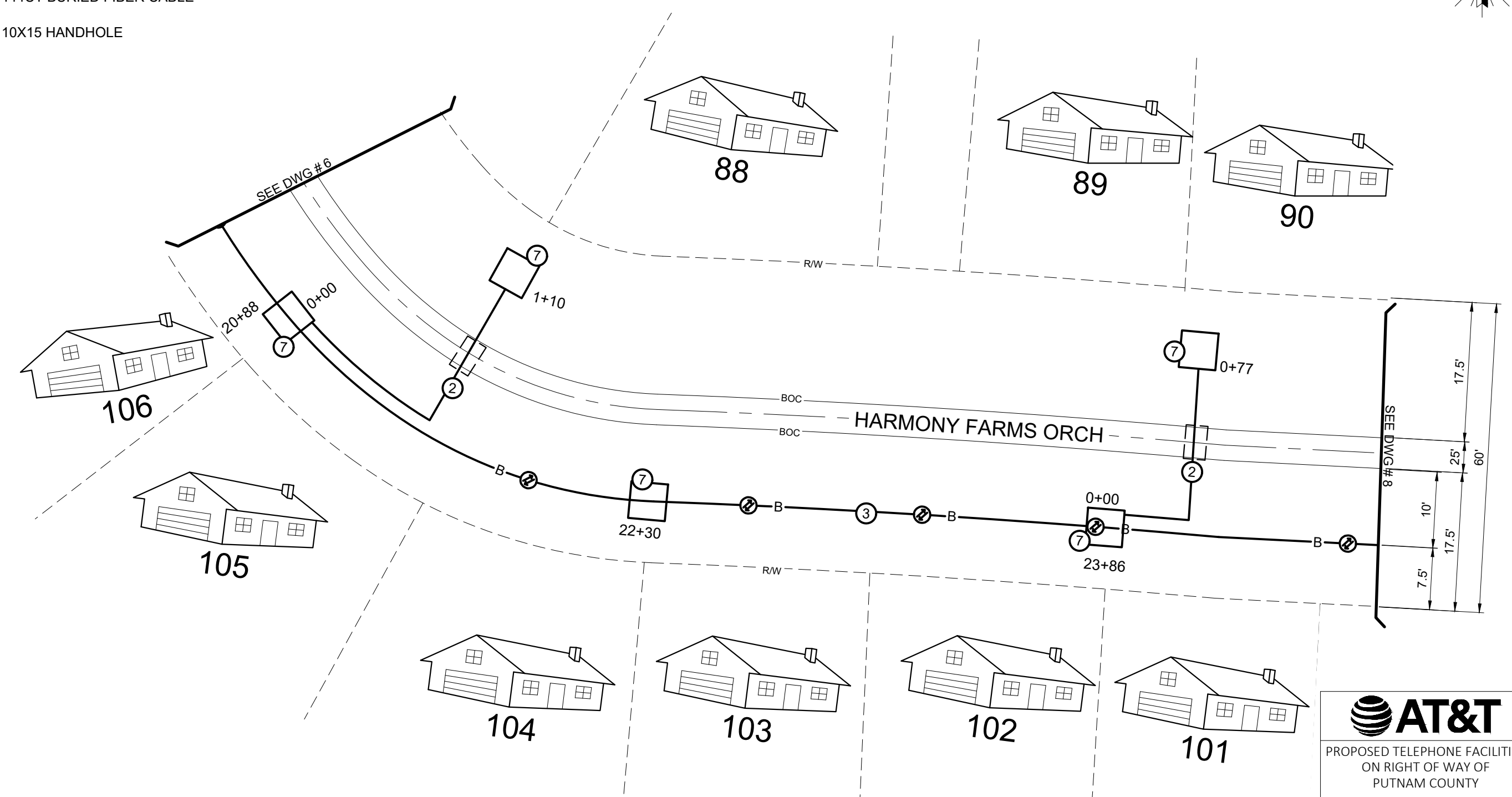


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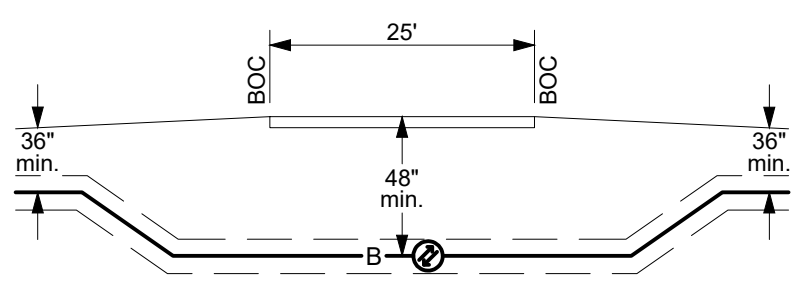




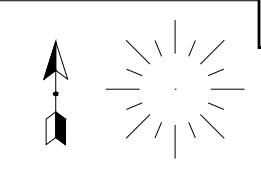
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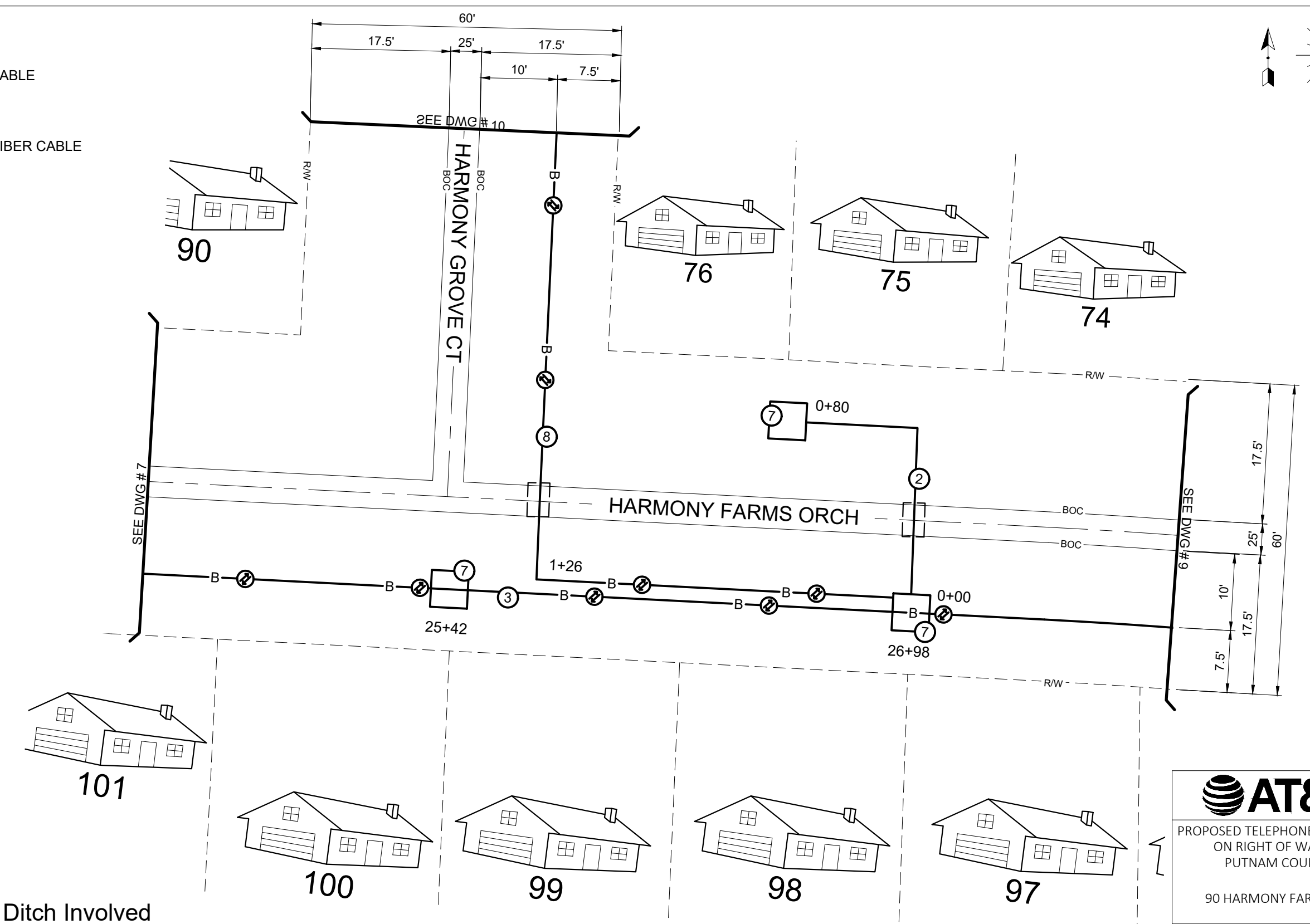
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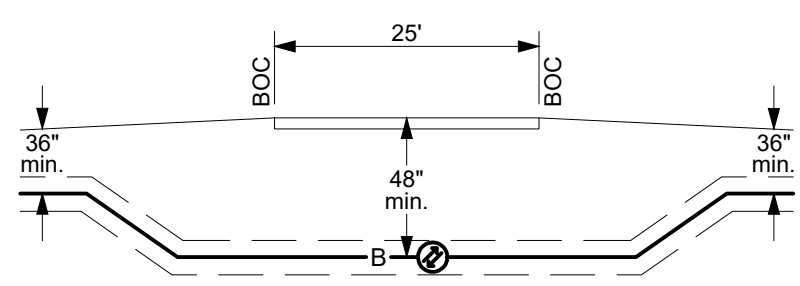
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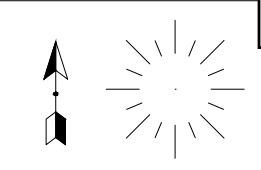
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- ⑦ PROPOSED 10X15 HANDHOLE
- ⑧ PROPOSED 569' OF 24CT BURIED FIBER CABLE



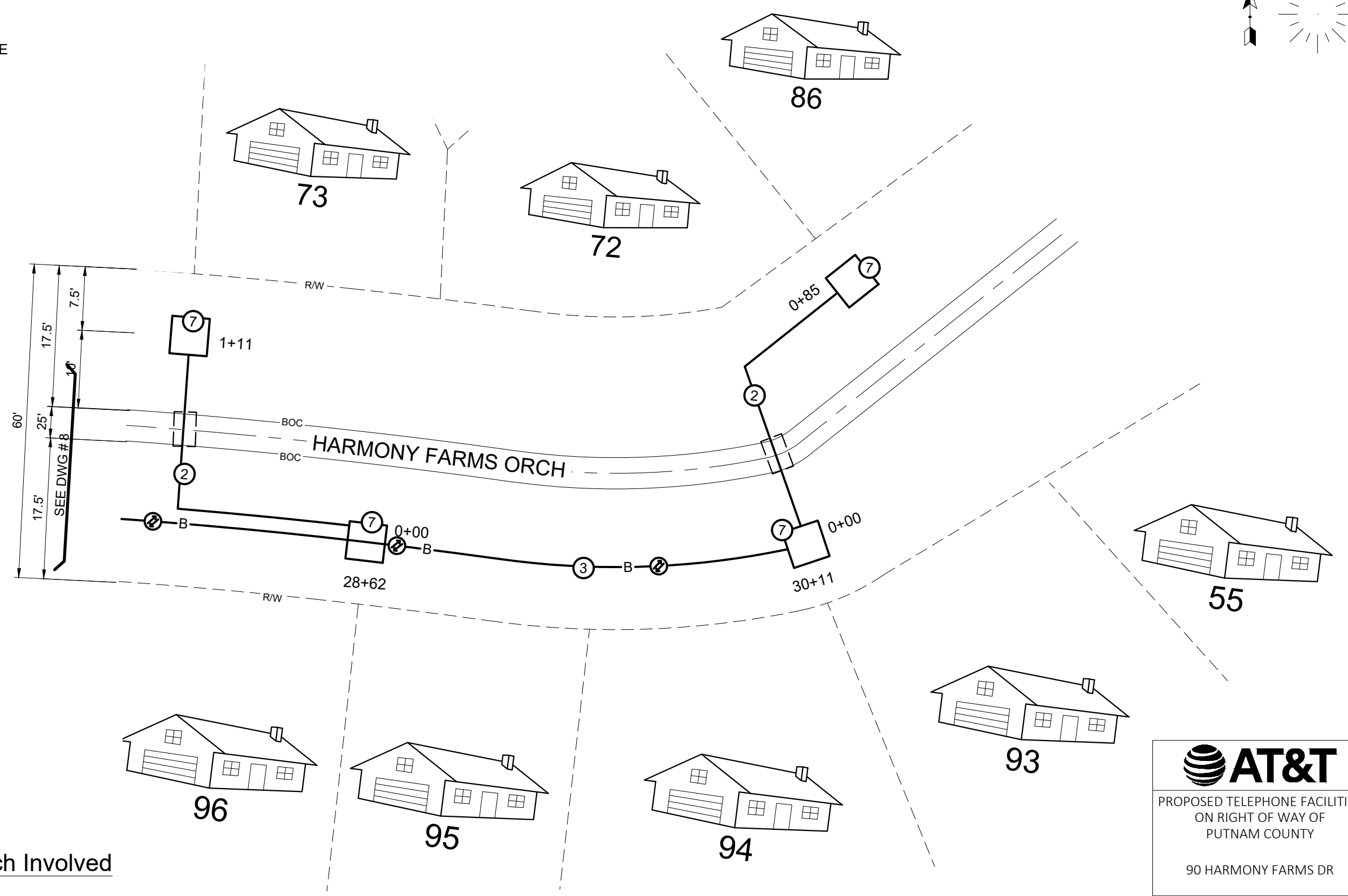
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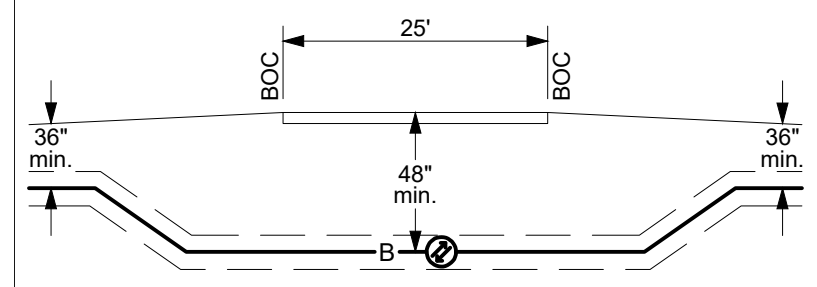
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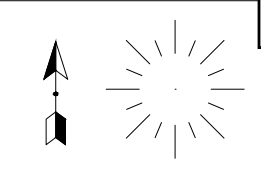
- ② PROPOSED 1" BURIED INNERDUCT
- ③ PROPOSED 144CT BURIED FIBER CABLE
- ⑦ PROPOSED 10X15 HANDHOLE



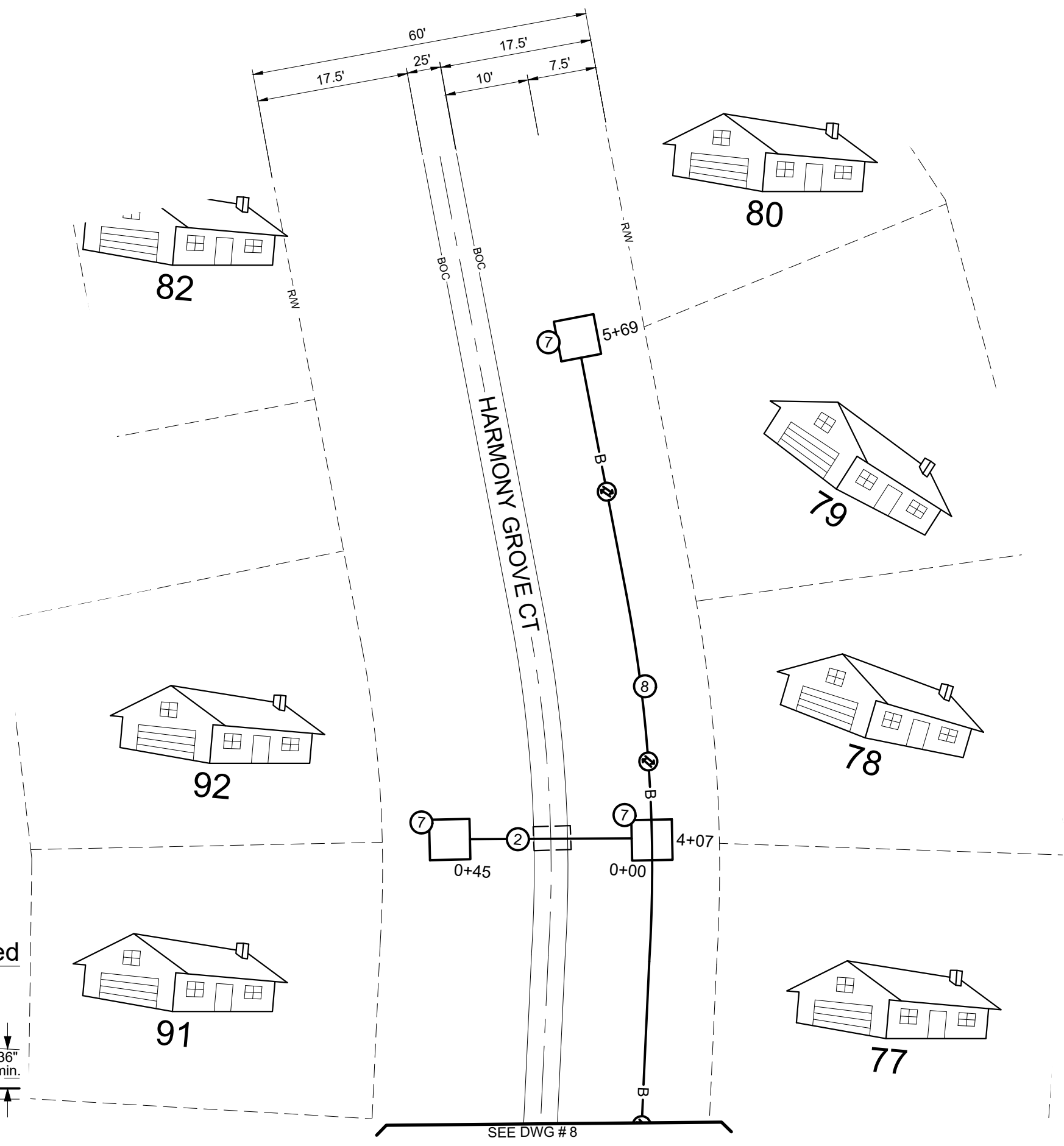
**Bore Detail - NO Drainage Ditch Involved**



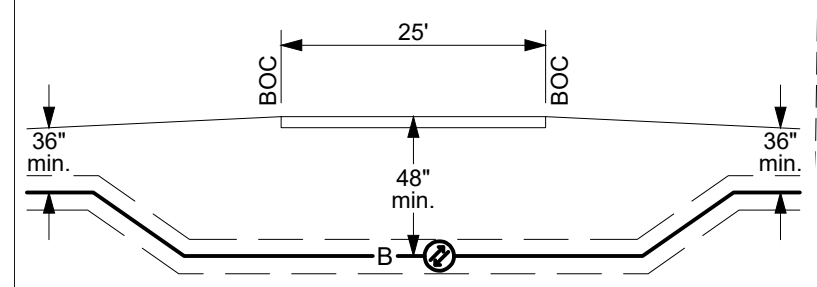
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NPANNX:	706485
Designer:	MINGE EDWARD
Phone:	678-917-3750
Project #:	A02L4JQ
Sheet #:	PRINT 9 OF 15



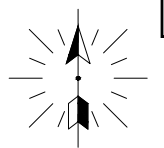
- ② PROPOSED 1" BURIED INNERDUCT
- ⑦ PROPOSED 10X15 HANDHOLE
- ⑧ PROPOSED 569' OF 24CT BURIED FIBER CABLE



Bore Detail - NO Drainage Ditch Involved

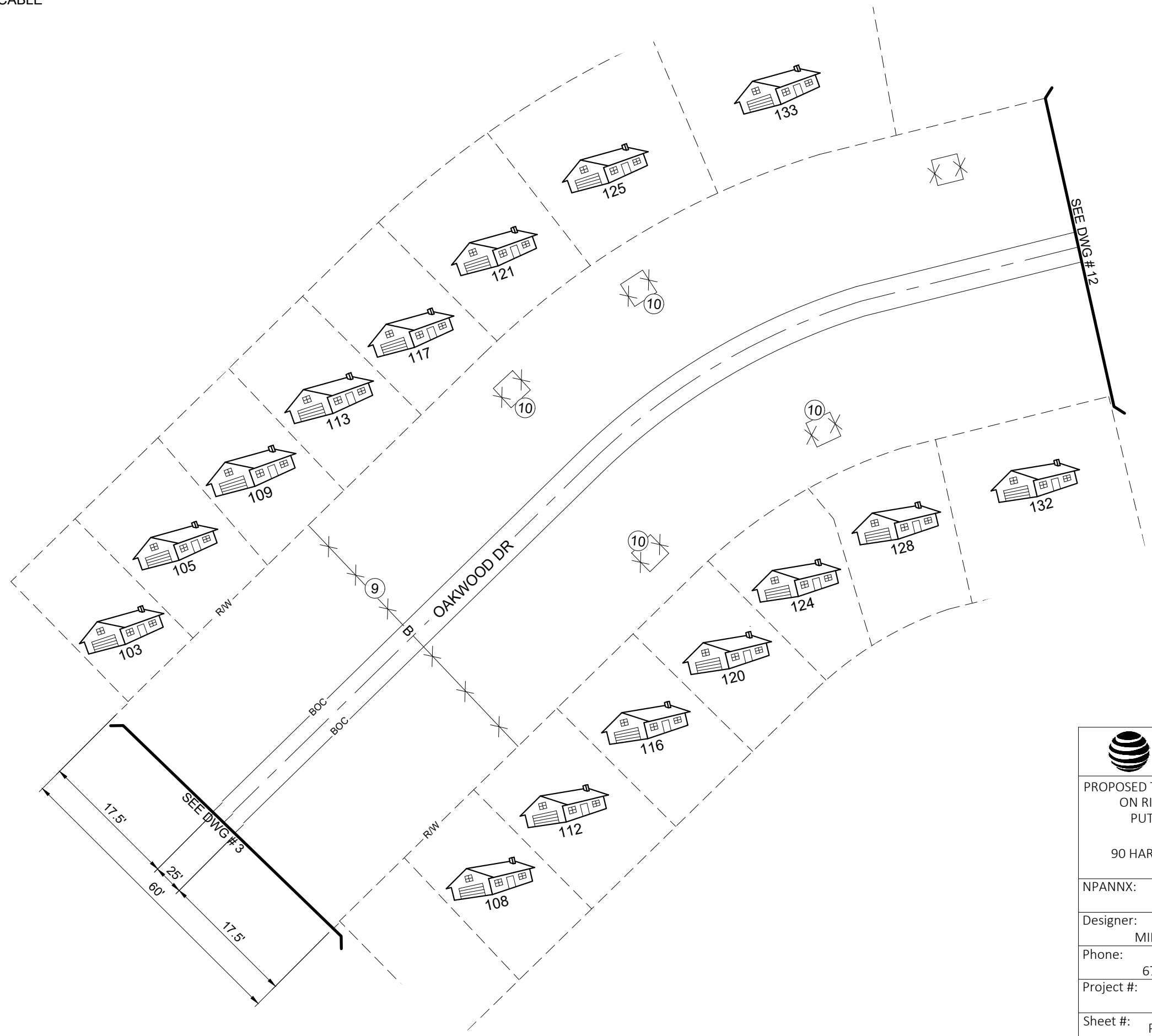


PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF PUTNAM COUNTY	
90 HARMONY FARMS DR	
NPANNX:	706485
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Phone:	678-917-3750
Project #:	A02L4JQ
Sheet #:	PRINT 11 OF 15



9 ABANDON EXISTING ANMW-25 BURIED COPPER CABLE

10 REMOVE EXISTING COPPER PEDESTALS



PROPOSED TELEPHONE FACILITIES  
ON RIGHT OF WAY OF  
PUTNAM COUNTY

90 HARMONY FARMS DR

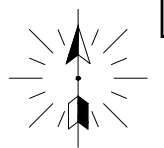
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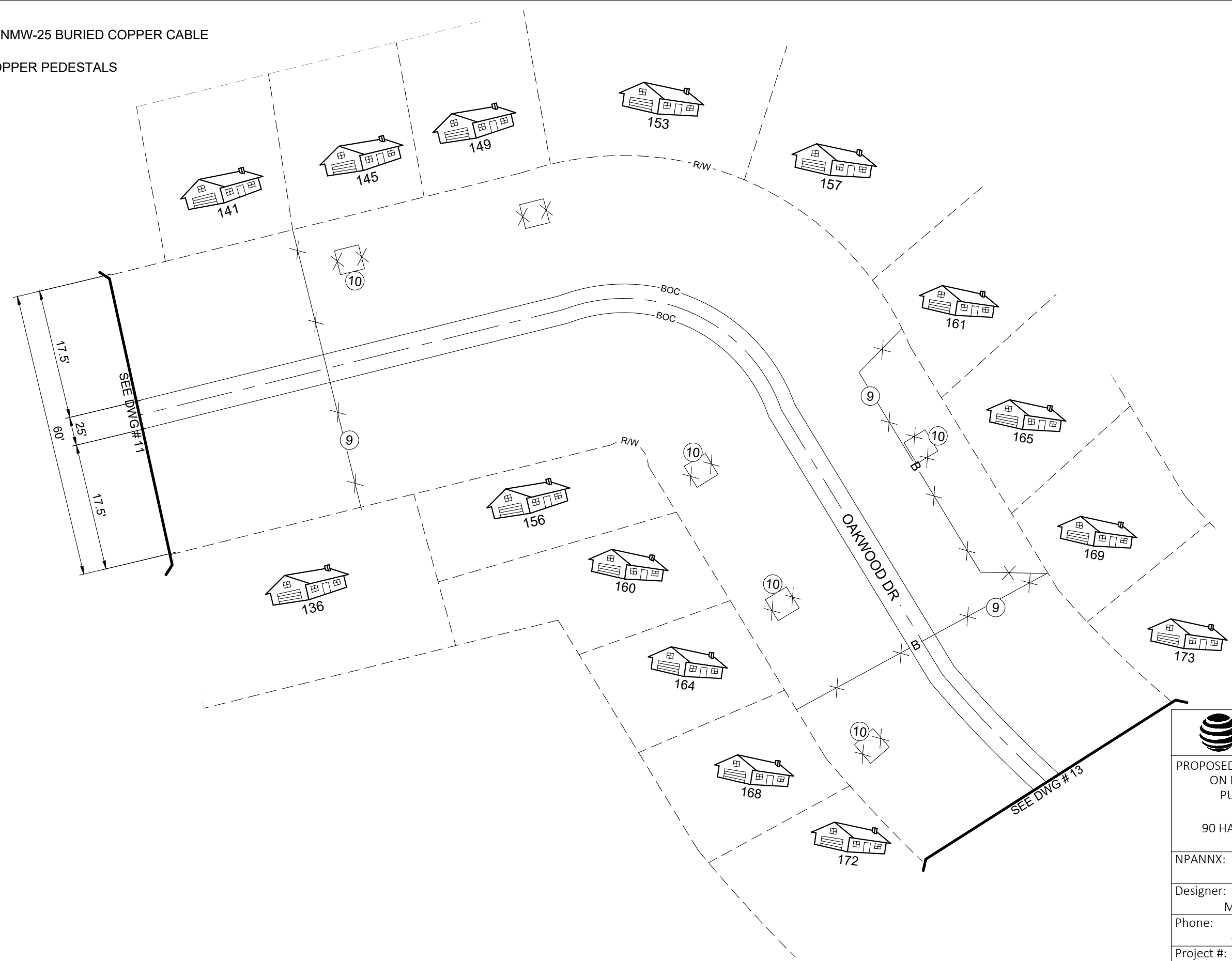
Project #:  
A02L4JQ

Sheet #: PRINT 11 OF 15



9 ABANDON EXISTING ANMW-25 BURIED COPPER CABLE

10 REMOVE EXISTING COPPER PEDESTALS



PROPOSED TELEPHONE FACILITIES  
ON RIGHT OF WAY OF  
PUTNAM COUNTY

90 HARMONY FARMS DR

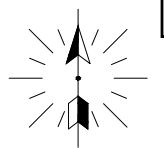
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Designer: MINGE EDWARD

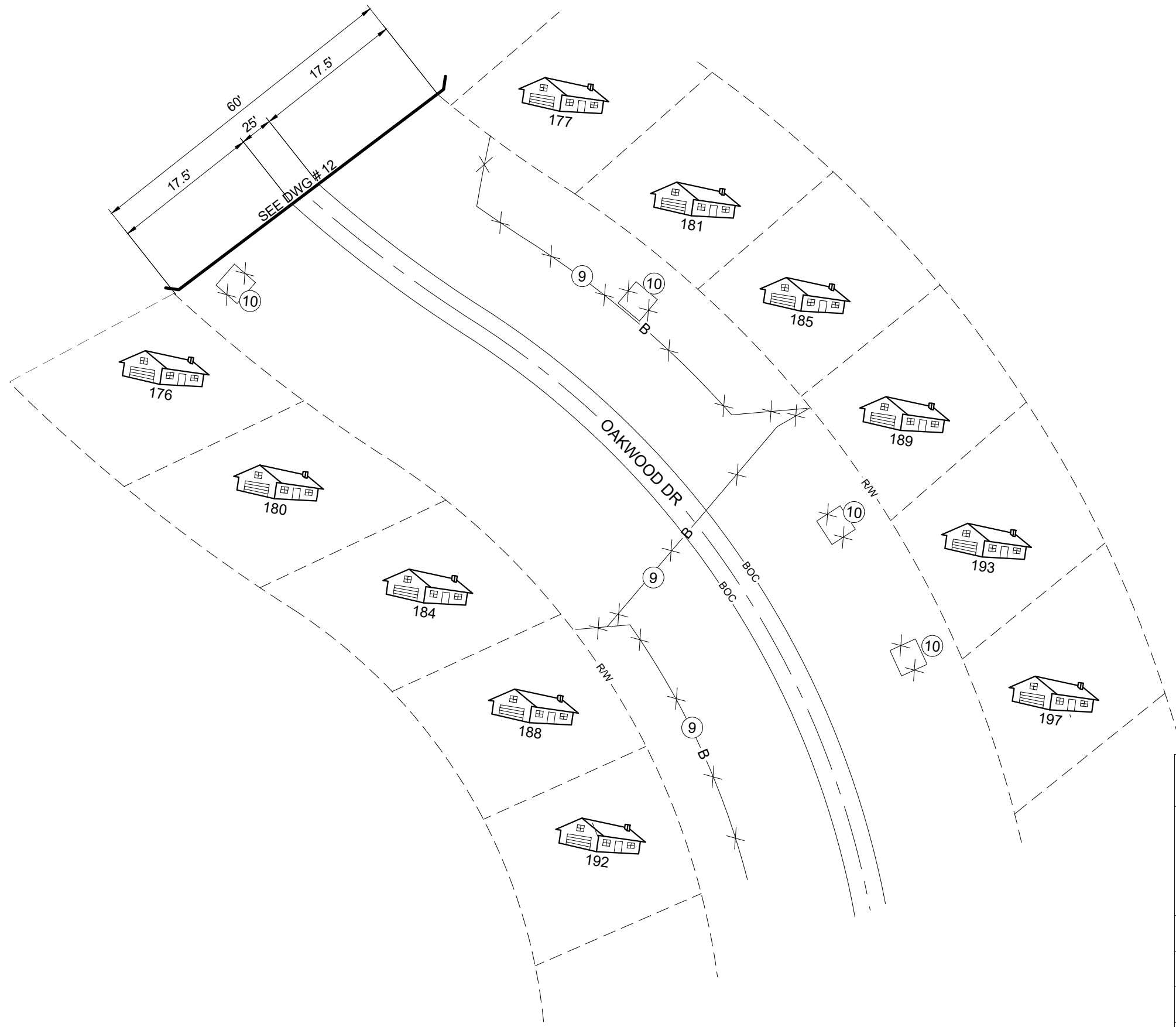
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Project #: A02L4JQ

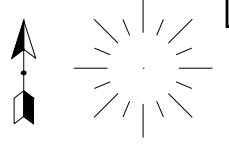
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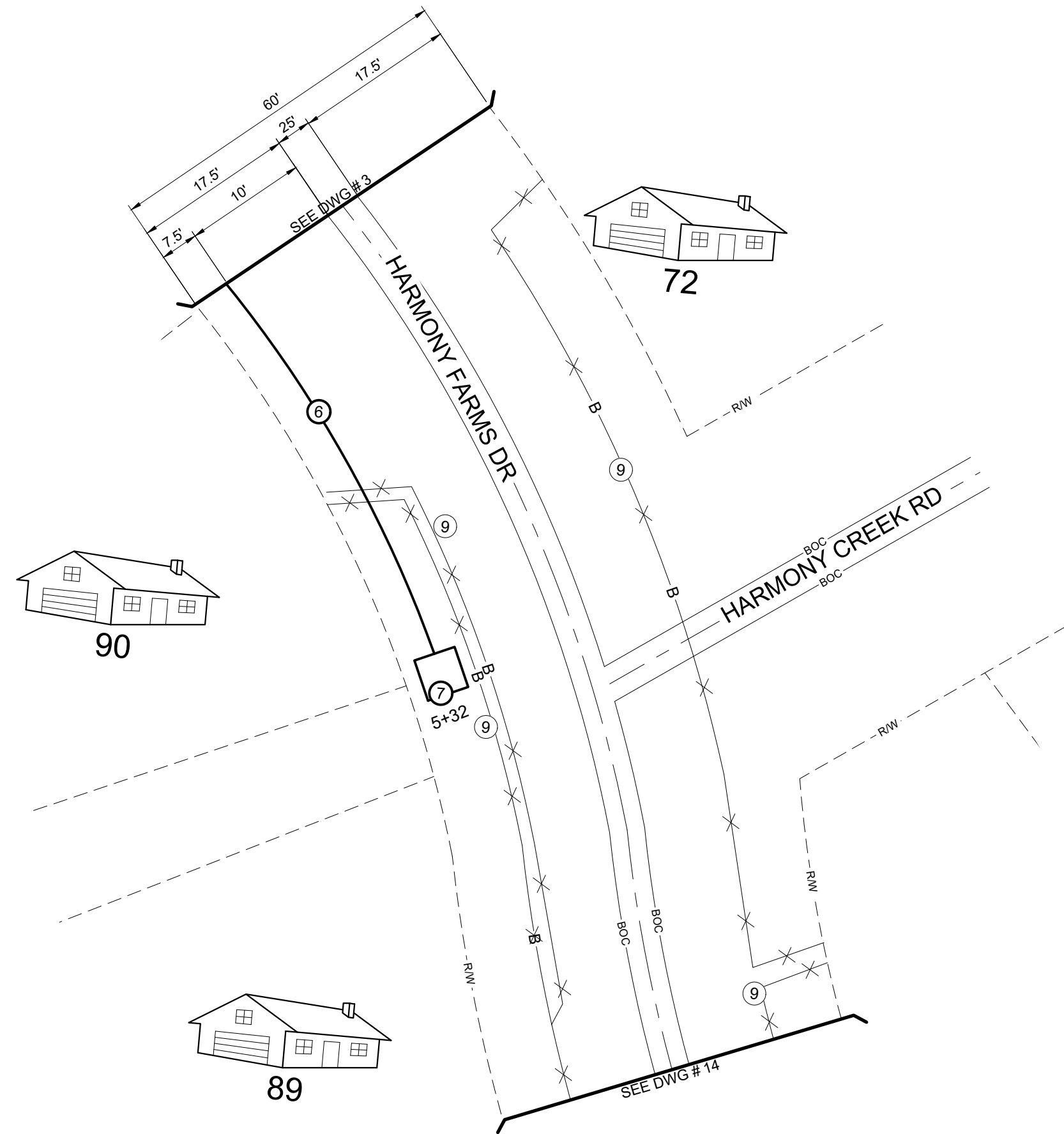
- ⑨ ABANDON EXISTING ANMW-25 BURIED COPPER CABLE
- ⑩ REMOVE EXISTING COPPER PEDESTALS



PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF PUTNAM COUNTY	
90 HARMONY FARMS DR	
NPANNX:	706485
Designer:	MINGE EDWARD
Phone:	678-917-3750
Project #:	A02L4JQ
Sheet #:	PRINT 13 OF 15

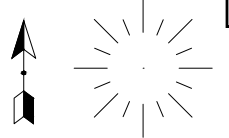


- ⑨ ABANDON EXISTING ANMW-25 BURIED COPPER CABLE
- ⑥ PROPOSED 2" BURIED CONDUIT
- ⑦ PROPOSED 10X15 HANDHOLE

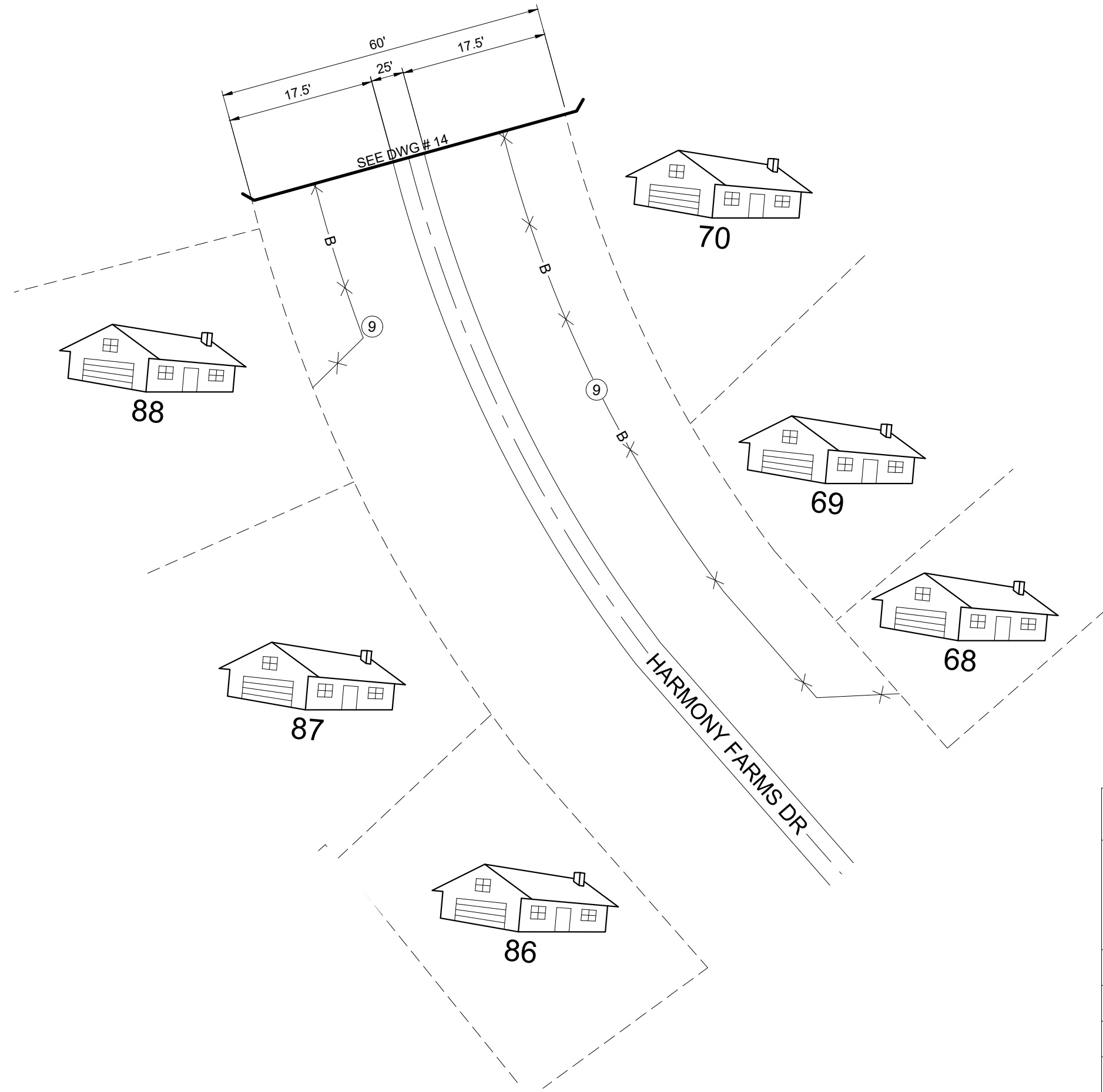


PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF PUTNAM COUNTY	
90 HARMONY FARMS DR	
NPANNX:	706485
Designer:	MINGE EDWARD
Phone:	678-917-3750
Project #:	A02L4JQ
Sheet #:	PRINT 14 OF 15





- ⑨ ABANDON EXISTING ANMW-25 BURIED COPPER CABLE
- ⑩ REMOVE EXISTING COPPER PEDESTALS



PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF PUTNAM COUNTY	
90 HARMONY FARMS DR	
NPANNX:	706485
Designer:	MINGE EDWARD
Phone:	678-917-3750
Project #:	A02L4JQ
Sheet #:	PRINT 15 OF 15

# Right-of-Way Permit

## Putnam County Public Works Department

115 S. Forrest Street  
Eatonton, Georgia 31024  
706-485-8817



**Permit Number: 20230174**

**Job Location:** Harmony Rd & Harmony Farms Dr  
**City,State,Zip:** Eatonton, Ga 31024  
**APN:**  
**Right of Way:** 80

**Permit Type:** Right of Way Permit  
**Permit #:** 20230174  
**Date Issued:** 07/07/2023

**Job Description:** TRENCH 540' OF NEW 1" BURIED INNERDUCT AND PULL 540' OF NEW 432CT BURIED FIBER CABLE THROUGH PROPOSED 1" INNERDUCT. DBORE/TRENCH 683' OF NEW 1" INNERDUCT. DBORE/TRENCH 3011' OF NEW 144CT BURIED FIBER CABL, AND 569' OF NEW 24CT BURIED FIBER CABLE. DBORE/TRENCH 532' OF NEW 2" BURIED CONDUIT. ABANDON EXISTING ANMW-25 BURIED COPPER CABLE. REMOVE EXISTING COPPER PEDESTALS. THIS PERMIT WILL REQUIRE BORING W/O A BOND TO COVER PATCH WORK, OR NEEDING TO CLOSE THE ROAD.

**Applicant Name:** AT&T/ Edward Minge  
**Address:** 7264 Industrial Blvd NE  
**City,State,Zip:** Covington, Ga 33014  
**Phone:** 678-917-3750  
**Email:** en9957@att.com

**Owner:** Putnam County BOC  
**Address:** 117 Putnam Dr  
**City,State,Zip:** Eatonton, Ga 31024  
**Phone:** 706-485-5826  
**Email:** putnamcoc@putnamcountyga.us

Fee	Amount	Payment Date	Amount
<b>Total Fee: \$0.00</b>		<b>Total Paid: \$0.00</b>	

Putnam County hereby grants this permit to use the county right-of-way along the above-named road for the above stated purpose.

Permittee agrees to abide by all of the rules and regulations of Putnam County during construction and at all times thereafter.

Permittee shall be responsible for placing the right-of-way in like condition as they found it.

Putnam County may cancel this permit at any time for any reason or no reason and shall not be liable for any damages or costs which shall incur.

This permit does not grant any right, title, or interest in the county right-of-way.

\_\_\_\_\_  
County Official

07/07/2023  
\_\_\_\_\_  
Date

**File Attachments for Item:**

8. Appointment to the Putnam County Board of Health (staff-CC)

<b>NAME</b>	<b>ADDRESS</b>	<b>DISTRICT</b>	<b>CURRENT OCCUPATION</b>	<b>COUNTY PHYSICIAN</b>	<b>APPLICATION DATE</b>
Robert D. Betzel, D.D.S.	408 N. Madison Avenue	2	Dentist	Yes	6/15/2023
There is one vacancy:					
Dr. Thomas L. Brown	Term Expires 12-31-2023 (replacing for non-attendance)				
Need one person to fill the remainder of this term and a full six-year term					

# 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: Robert D. Betzel, D.D.S. Home Phone: 706-485-6523  
Address: 408 N. Madison Ave. Work Phone: \_\_\_\_\_  
Eatonton, GA 31024 Cell Phone: [REDACTED]  
Occupation: Dentist E-mail: [REDACTED]

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

Which district do you live in?  1  2  3  4

Briefly explain your educational background D.D.S. degree from Emory University School of Dentistry in 1976. General Dentistry residency certificate from LSU Dental & Charity Hospital of New Orleans 1978.

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: Past owner of a Dental Practice  
in Eatonton from 1978 to 2018.

Please explain any previous experience with State or Local Government: Member of the Putnam General Hospital Authority.

Briefly explain why you seek this appointment: I am now employed part-time (two days) by CGTC at CGTC in Macon and Warner Robins at their Dental Hygiene clinics serving as an Adjunct Dentist. I was asked to apply for the opening on this board and I feel I am capable of serving in this position so I am submitting this application.

If appointed, I agree to serve.

Robert D. Betzel, D.D.S.  
Signature

6/16/2023  
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



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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 qualified candidates for a position on the **Putnam County Board of Health**. This seat is required to be held by a county physician. This appointment will fill the remainder of an unexpired term until December 31, 2023 and a full six-year term, ending December 31, 2029. Meetings are usually held once per quarter.

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

06/15/2023 & 06/22/2023

**BOARD OF HEALTH**

<u>MEMBER</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
(1) Commissioner Gary McElhenney Putnam County Board of Commissioners 117 Putnam Drive, Suite A Eatonton, GA 31024	12/01/2022	12/31/2024
(2) School Superintendent Eric Arena Putnam County Board of Education 158 Old Glenwood Springs Road Eatonton, GA 31024	01/01/2011	12/31/2023
(3) Dr. Thomas L. Brown 104 N. Lafayette Street Eatonton, GA 31024	12/19/2017	12/31/2023
(4) Yvonne Harrell 439 Lower Harmony Road Eatonton, GA 31024	12/02/2022	12/31/2028
(5) Glenda Ridley 428 Milledgeville Road Eatonton, GA 31024	04/01/2017	12/31/2028
(6) Charlotte Griffin 1633 Godfrey Road Eatonton, GA 31024	04/19/2022	12/31/2027
(7) Mayor John Reid City of Eatonton P. O. Box 3820 Eatonton, GA 31024	01/01/2020	12/31/2023

- (1) CEO of County or designee
- (2) County Superintendent of Schools or designee
- (3) Physician – Appointed by BOC
- (4) County Consumer Advocate – Appointed by BOC
- (5) Nurse – Appointed by the City
- (6) Advocate for Needy, Underprivileged or Elderly – Appointed by BOC
- (7) Mayor or Designee

Appointed – 6 year terms  
Elected – term of office

**File Attachments for Item:**

9. Approval of changes to the Putnam County Personnel Manual (staff-HR)





**PUTNAM COUNTY  
PERSONNEL MANUAL**

**Employee Handbook**

Officials of Putnam County, Georgia  
At the time this policy was last amended:

~~Billy Webster~~ **B. W. "Bill" Sharp**, Chairman  
Gary McElhenney, District One Commissioner  
Daniel Brown, District Two Commissioner  
~~B. W. "Bill" Sharp~~ **Alan Foster**, District Three Commissioner  
Jeff Wooten, District Four Commissioner

**ADMINISTRATION**

Paul Van Haute, County Manager  
Lynn Butterworth, County Clerk  
Linda A. Cook, Finance Director  
Cynthia Miller, Human Resources Director  
Fleming & Nelson, LLP, General Counsel

Adopted August 19, 2003  
Amended December 5, 2003; June 3, 2005; November 20, 2007;  
December 2, 2011; May 1, 2015; July 5, 2019, October 2, 2020; September 3, 2021;  
September 2, 2022, **July 7, 2023**

G. PAY PERIOD

Putnam County employees are paid biweekly (every other week) on the Friday following the close of the pay period. The pay period begins on Monday and ends on Sunday, two weeks later. Should the Friday that employees are to be paid fall on a holiday, employees will be paid on the last working day prior to the holiday.

Checks will normally be distributed to the Department Head on the morning of the workday on payday. Employees on annual may pick up their check at any time during the payday at the Payroll Office, provided an authorization from the Department Head or County Manager has been received by the Payroll office. Should an employee designate another individual to pick up his/her paycheck, the issuer must have written permission from the employee, and his/her check will be issued in the same manner, as it would be to the employee. Photo identification and signed acknowledgement of receipt of check will be required of the individual receiving check.

The County Manager or designee may require employees to provide photo identification prior to receiving their paycheck.

H. PAYROLL DEDUCTIONS

Federal and state income taxes, social security tax, other amounts required by law, and items authorized by the Board of Commissioners (i.e., benefits, Peace Officers Pension Plan, Firefighters Pension Plan) shall be deducted each pay period, monthly, or semi-weekly from the employee’s pay.

VI. **CONDITIONS OF EMPLOYMENT**

A. DRESS CODE

Employee appearance contributes to Putnam County’s culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression on clients and customers.

**Procedures**

The Putnam County Board of Commissioners department supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodation will be provided where required.

**Business professional attire**

Traditional business attire is expected of all employees. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition.

Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances, or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the Putnam County Board of Commissioners will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

**Casual attire**

Casual dress will be permitted on Fridays. If a professional meeting has been scheduled, business professional dress guidelines must be observed, unless the meeting party has specifically requested otherwise.

Casual dress is defined as follows:

- Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts, and T-shirts. Examples of inappropriate shirts include shirts with inappropriate slogans, tank tops, muscle shirts, camouflage, and crop tops.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Attire for Putnam County Board of Commissioners employees should look professional and in good taste.

**A B. WORK HOURS**

The workweek for full-time employees, except for firefighters will be forty (40) hours. Firefighters will be paid in accordance with the Fair Labor Standards Act (FLSA 29 USC 207).

**B C. WORKWEEK**

The workweek shall be established by the Department Heads, with approval from the County Manager, and shall be in accordance with the needs of the service provided. The

workweek shall be the same for all persons occupying full-time positions in the same class under the same conditions.

**€ D. ATTENDANCE**

Employees are required to be punctual. Repetitive tardiness must be documented by the Department Head and placed in the employee's file. An employee who is on twenty-four (24) hour call and/or has a County vehicle at his/her residence is considered on the job when he/she leaves his/her residence/domicile in response to a call. Each Department Head is responsible for a complete attendance record for each departmental employee. Attendance records shall be submitted to the Payroll office, including attendance, leave time and unauthorized absence, on the Monday after the payroll week ends.

Employees must notify their respective Department Head within thirty (30) minutes prior to the regularly scheduled workday if they do not intend to be on the job for that day, including the reason for the absence. Employees who are absent from work for three (3) consecutive 8-hour periods without leave approval (or without having called in to report the absence) will be considered as having voluntarily abandoned his/her job. Insufficient notice, as stated above, is considered no notice. In some circumstances a doctor's excuse may be necessary prior to return to work. Anyone absent three consecutive 8-hour periods will be required to bring a doctors excuse prior to their return to work. The absence of an employee from duty, including any absence for a day or part of a day that is not authorized by a specific grant or leave request will be deemed to be an absence without leave and any such absence shall be deemed to be an absence without leave. Any such absence shall be without pay and may be cause for disciplinary action, including and up to termination. Absences of three consecutive 8-hour periods or longer or absences of leave without pay must be reported to the Human Resources Supervisor in writing.

**Ð E. BREAKS**

Employees shall be given the opportunity to take one fifteen (15)-minute break within a continuous four-hour work period. Each Department Head shall schedule these breaks so that normal department operations are not jeopardized. Employees shall be given the opportunity to take a meal break for at least one-half hour, but not to exceed one (1) hour as close to the middle of the employee's shift as possible. Each Department Head shall schedule the meal breaks so that normal department operations are not jeopardized. Public Safety breaks will be determined by their supervisors.

Employees shall be given the opportunity to take an additional meal break should the shift be scheduled over eight (8) hours in a given twenty-four (24) hour period. Hours are under the same restrictions as the meal break. Any and all break time cannot be accumulated and in no instance can be saved for the purpose of leaving work early or accumulating sick or annual time.

**E F.** OVERTIME

The employee categories of executive personnel, administrative personnel, contract personnel and professional personnel, are exempt from the following overtime rules and will not be compensated for overtime. All other employees will be paid at one-and-one-half times their hourly rate in accordance with the provisions of the Fair Labor Standards Act (FLSA 29 USC 207). Hours worked will not include hours off the work site (i.e., sick time, annual leave, holiday, etc.), except for time physically worked on a regularly scheduled holiday. Department Heads shall arrange work schedules to minimize overtime pay and allow an equitable distribution of the workload to current employees.

**F G.** TESTING

Employees may be required and subject to periodic testing for job competency, physical ability to perform job, substance abuse, or other tests deemed appropriate by the County Manager.

An annual physical may be required for those positions that affect public welfare and safety. These positions are Firefighters, Emergency Medical Service personnel, Law Enforcement personnel, County vehicle operators, Transit System drivers, and personnel that perform maintenance on those vehicles.

Putnam County is a drug-free and alcohol-free workplace. The improper use of alcohol and controlled substances by Putnam County employees constitutes a direct threat to property and the safety of others. The work involved in many positions is inherently dangerous, and the safety of citizens and fellow employees depends upon the ability of employees to think clearly with unimpaired faculties.

It is the objective of Putnam County to provide safe and effective public service. To meet this objective, the problem of alcohol and controlled substance abuse must be identified, confronted, and defeated. In order to achieve this, Putnam County has developed a comprehensive alcohol and controlled substance policy. As used in this Manual, the term “controlled substance” shall have the meaning and include the substances defined as “controlled substances” in the Georgia Controlled Substance Act, O.C.G.A., S16-13-20, et seq., and especially O.C.G.A., S16-12-21(4) as said Section and said Act shall appear from time to time.

Substance abuse testing is required for each of the following circumstances:

1. *Pre-Employment Testing*

A pre-employment drug screening shall be conducted when an individual applies for an employment position with Putnam County. Any job applicant who refuses to submit to a pre-employment drug test or who has a confirmed positive test shall not be hired. An employee who transfers from one position covered by this manual to another position covered by this manual does not require pre-employment testing. Potential hires must go for testing at the specified time and place as directed. Once they are at the testing facility, they may not leave for any reason until testing is complete.

2. *Post-Accident Testing*

Following any accident that involves damage to property or personal injury, Putnam County will promptly test each surviving employee for alcohol and/or drugs.

Any employee who is involved in an accident while on duty or on County business in their personal vehicle must remain available for alcohol and drug testing. Each employee who is requested to submit to testing shall do so within two hours of the accident. Employees who have been involved in an accident may not consume alcohol for eight hours following the accident or until an alcohol test has been conducted.

An employee who is subject to post-accident testing and who fails to remain readily available for such testing may be deemed to have refused to submit to testing. An employee who leaves the scene of the accident prior to submission to an alcohol and drug test without first notifying his or her supervisor shall be deemed to have refused to submit to testing unless the employee left the scene to seek emergency medical attention or assistance in responding to the accident. If an employee who is subject to post-accident testing is hospitalized, the hospital or medical facility shall be asked to obtain samples for alcohol and/or drug testing.

If an alcohol test is required pursuant to this section and is not administered within two hours following the accident, the supervisor for the employee shall prepare a written report explaining why the test was not promptly administered and shall forward that report to the County Manager. If an alcohol test is required pursuant to this section and is not administered within eight hours following an accident, the County shall discontinue efforts to administer an alcohol test and the supervisor for that employee shall prepare a written report explaining why the alcohol test was not conducted. The written report shall be sent to the County Manager.

If a drug test is required pursuant to this section and is not administered within thirty-two (32) hours following an accident, the County shall discontinue efforts to administer a drug test, and the supervisor for that employee shall prepare a written report explaining why the drug test was not conducted. The written report shall be sent to the County Manager.

3. *Reasonable Suspicion Testing*

Reasonable suspicion testing is designed to identify alcohol or drug-affected employees who may pose a danger to themselves or to others in their job performance.

The decision to test an employee for alcohol or drugs pursuant to this section must be based on a reasonable and articulable suspicion of alcohol or drug use by the employee on the basis of specific contemporaneous physical, behavioral, or performance indicators. In addition, an employee’s close association with law enforcement identified drug dealers and/or drug users may be used as “reasonable suspicion” for a decision to test. The observations which underlie the decision to test on the basis of reasonable suspicion for alcohol must be made during, just before, or just after the performance of covered functions by the employee.

If a reasonable suspicion test is not administered within two hours following the determination that testing is appropriate, the supervisor shall prepare a written report explaining why the test was not promptly administered and forward the report to the County Manager. If the test is not performed within eight hours of the determination, then the County will discontinue efforts to administer a test, and the supervisor shall prepare a written report explaining why the test was not administered and forward the report to the County Manager. Failure of the employee to have the test conducted could result in adverse action, up to and including dismissal.

Putnam County will not permit an employee to report for duty or to remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol or drugs, as shown by the behavioral, speech, or performance indicators of alcohol or drug misuse.

4. *Random Testing*

All employees who work in a position which is covered by this manual shall be subject to unannounced drug testing based on a random selection process. To insure that the selections are random, employees shall be placed in a common pool via their employee numbers, and the selections shall be computer-generated. Employees shall be tested at a rate to be determined by the County Manager. Test dates shall also be randomly selected. A person may be selected for drug testing more than once or not at all during the course of random testing.

**G H. ZERO TOLERANCE**

Any Putnam County employee that has a verified positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.

**VII. OBSERVED HOLIDAYS**

**HOLIDAYS**

Putnam County observes the following holidays as paid holidays:

**ACKNOWLEDGEMENT OF RECEIPT OF  
PUTNAM COUNTY PERSONNEL MANUAL  
ADOPTED DECEMBER 2, 2011, AND  
LAST AMENDED ~~SEPTEMBER 2, 2022~~ **JULY 7, 2023****

This Personnel Manual is a valuable reference tool and should be utilized while employed by Putnam County. All employees should familiarize themselves with the content of this Manual. As such, it is expected that all employees will follow the provisions contained herein. In order for the County to verify your receipt of this handbook, please sign the acknowledgment form and return it to the Human Resources Supervisor.

I acknowledge that I have received a copy of the changes to Putnam County Personnel Manual and understand that I must abide by the Policies and Procedures contained herein at all times during my employment with Putnam County. If needed, I can obtain clarification of any policy, procedure or benefit available to me by contacting my supervisor, my Department Head, or the Human Resources Supervisor.

I understand that the policies and procedures of Putnam County are under continuing review and are subject to change at any time.

PRINT NAME: \_\_\_\_\_

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



**File Attachments for Item:**

10. Awarding of Solicitation 23-42001-001 2023 LMIG Resurfacing Project (staff-CM)


PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET

BID OPENING: Thursday, June 15, 2023 - 10:00 a.m.

SOLICITATION NO. AND DESCRIPTION: Solicitation 23-42001-001 2023 LMIG Resurfacing

Name & Address of Bidder	Bid Amount (on proposal form)	Sealed & Labeled	Amendments Issued (yes-one)	Amendments Noted	2 paper copies of bid	References	Bid Bond (5%)	E-Verify Affidavit	SAVE Affidavit	Ethics Affidavit	Notes
Pittman Construction	\$1,052,083.00	✓	✓	✓	✓	✓	✓	✓	✓		
Allstar Concrete	\$1,461,068.00	✓	✓	✓	✓	✓	✓	✓	✓		
Garrett Paving	\$1,346,198.61	✓	✓	✓	✓	✓	✓	✓	✓	✓	

WITNESS:

  
 \_\_\_\_\_  
 Lynn Bennett  
 \_\_\_\_\_

June 22, 2023

Mr. Paul Van Haute  
Putnam County Manager  
Putnam County Board of Commissioners  
117 Putnam Drive, Suite A,  
Eatonton, Georgia 31024

**Re:**

**Project: 23-42001-001 2023 LMIG Resurfacing Project in Putnam County**

Dear Mr. Haute,

Three (3) bids were received by Putnam County on June 6, 2023, on the contract 23-42001-001 2023 LMIG Resurfacing Project in Putnam County.

The low bidder was Pittman Construction Company with a bid of \$1,052,083.60. We have reviewed the bid prices and consider the low bid to be acceptable. It is recommended that the contract be awarded to Pittman Construction Company.

A tabulation of the bids received is attached.

Sincerely,

A handwritten signature in blue ink that reads "John Solomon". The signature is written in a cursive, flowing style.

John Solomon

cc:

File: 23-42001-001 2023 LMIG Resurfacing Project in Putnam County

<b>PUTNAM COUNTY, GEORGIA</b>	
PROJECT #:	
PROJECT:	2023 LMIG RESURFACING
BID NUMBER:	

Item #	GDOT #	Description	Units	Est. Bid Quantity	Pittman Construction Company		Garrett Paving Company, Inc.		All Star Concrete, Inc.	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
005	210-0200	GRADING PER MILE (RESURFACING)	LM	3.16	\$14,300.00	\$45,188.00	\$28,460.20	\$89,934.23	\$20,000.00	\$63,200.00
010	301-0320	FULL DEPTH RECLAMATION OF 8 IN OF EXISTING ASPHALT, CONC AND SUBGRADE WITH CEMENT STABILIZATION	SY	1867.00	\$19.50	\$36,406.50	\$27.20	\$50,782.40	\$50.00	\$93,350.00
015	301-5001	CEMENT FOR STABILIZATION @ 45 LBS/SY	TN	42.00	\$305.00	\$12,810.00	\$326.00	\$13,692.00	\$600.00	\$25,200.00
020	402-3113	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	3494.00	\$159.65	\$557,817.10	\$205.32	\$717,388.08	\$200.00	\$698,800.00
025	413-0750	TACK COAT	GL	4050.00	\$4.25	\$17,212.50	\$0.01	\$40.50	\$5.85	\$23,692.50
030	415-5000	ASPHALTIC CONCRETE OPEN GRADED CRACK RELIEF INTERLAYER, GP 2 ONLY, INCL BITUM MATL & H LIME	TN	1940.00	\$162.65	\$315,541.00	\$202.86	\$393,548.40	\$215.00	\$417,100.00
035	611-8050	ADJUST MANHOLE TO GRADE	EA	2.00	\$3,225.00	\$6,450.00	\$6,200.00	\$12,400.00	\$10,000.00	\$20,000.00
040	652-2501	SOLID TRAFFIC STRIPE, 5 IN, WHITE	LM	6.90	\$1,290.00	\$8,901.00	\$1,150.00	\$7,935.00	\$2,500.00	\$17,250.00
045	652-2502	SOLID TRAFFIC STRIPE, 5 IN, YELLOW	LM	4.54	\$1,290.00	\$5,856.60	\$1,100.00	\$4,994.00	\$2,500.00	\$11,350.00
050	652-3501	SKIP TRAFFIC STRIPE, 5 IN, WHITE	GLM	0.06	\$860.00	\$51.60	\$750.00	\$45.00	\$2,000.00	\$120.00

<b>PUTNAM COUNTY, GEORGIA</b>	
PROJECT #:	
PROJECT:	2023 LMIG RESURFACING
BID NUMBER:	

Item #	GDOT #	Description	Units	Est. Bid Quantity	Pittman Construction Company		Garrett Paving Company, Inc.		All Star Concrete, Inc.	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
055	652-3502	SKIP TRAFFIC STRIPE, 5 IN, YELLOW	GLM	1.78	\$860.00	\$1,530.80	\$750.00	\$1,335.00	\$2,000.00	\$3,560.00
060	653-0110	THERMOPLASTIC PVMT MARKING, ARROW, TP 1	EA	3.00	\$81.00	\$243.00	\$100.00	\$300.00	\$1,085.00	\$3,255.00
065	653-0120	THERMOPLASTIC PVMT MARKING, ARROW, TP 2	EA	11.00	\$81.00	\$891.00	\$100.00	\$1,100.00	\$1,085.00	\$11,935.00
070	653-1704	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	LF	49.00	\$10.00	\$490.00	\$8.00	\$392.00	\$42.00	\$2,058.00
075	653-8095	WET WEATHER THERMOPLASTIC TRAFFIC STRIPE, YELLOW	SY	195.00	\$10.00	\$1,950.00	\$7.00	\$1,365.00	\$45.00	\$8,775.00
080	654-1001	RAISED PVMT MARKERS TP 1	EA	291.00	\$6.50	\$1,891.50	\$7.00	\$2,037.00	\$11.50	\$3,346.50
085	654-1002	RAISED PVMT MARKERS TP 2	EA	20.00	\$6.50	\$130.00	\$5.50	\$110.00	\$11.50	\$230.00
090	700-6910	PERMANENT GRASSING	AC	1.52	\$11,150.00	\$16,948.00	\$15,000.00	\$22,800.00	\$16,675.00	\$25,346.00
095	432-5010	MILL ASPH CONC PVMT, VARIABLE DEPTH	SY	1300.00	\$16.75	\$21,775.00	\$20.00	\$26,000.00	\$25.00	\$32,500.00
						<b>\$1,052,083.60</b>		<b>\$1,346,198.61</b>		<b>\$1,461,068.00</b>

**File Attachments for Item:**

11. Discussion and possible action on TSPLOST Funding Options (staff-CM & Fin)

**Lynn Butterworth**

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**From:** Linda Cook  
**Sent:** Wednesday, June 28, 2023 1:41 PM  
**To:** Lynn Butterworth  
**Cc:** Paul Van Haute  
**Subject:** TSPLOST Financing Options  
**Attachments:** Financing Options Memo - Putnam County GA\_Final.pdf

Please add this email and attachment to the board package for July 7<sup>th</sup>. I think this is on the agenda or being discussed at that meeting.

Thanks,

*Linda Cook*

Putnam County Finance Director  
GA Government Finance Officer Association 2<sup>nd</sup> VP  
117 Putnam Drive, Eatonton, GA 31024  
Direct Line: 706-485-1879

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**From:** Rogers, Courtney <crogers@investdavenport.com>  
**Sent:** Wednesday, June 28, 2023 11:31 AM  
**To:** Linda Cook <lcook@putnamcountyga.us>  
**Cc:** Gebhardt, Doug <dgebhardt@investdavenport.com>  
**Subject:** TSPLOST Financing Options

Linda, it was great seeing you last week. Doug and I talked with Adam as we discussed. In turn he directed us to Jon Pannell at Gray Pannell Woodward whom we have worked with on many financings in Georgia. We had a call with Adam and Jon last week to discuss the County’s options for financing the paving projects and then using TSPLOST funds to pay off the financing. We know the Authority is not a popular option but wanted to give you the facts so that the Commission could discuss it on July 7. Adam and Jon have reviewed this memo and given us the thumbs up to send it along.

Let us know if you or Paul have any questions.

Thanks,  
Courtney

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**Financing Options Memorandum**

To: Putnam County, GA  
 From: Davenport & Company LLC  
 Date: June 28, 2023  
 Subject: T-SPLOST Financing Options

**Background / Overview**

In November 2021, Putnam County (the “County”) residents voted to continue their Transportation Special Purpose Local Option Sales Tax (“T-SPLOST”) which will raise a maximum amount of \$24,500,000 to fund projects for the County and City of Eatonton. Collections commenced on October 1, 2022 and will expire on September 30, 2027 (five years).

Below is a list of the County’s projects that were planned to be funded by the renewed T-SPLOST:

Project	Cost
Resurfacing / Safety Improvements	\$15,000,000
Right of Way Maintenance	375,000
Intersection Improvements	3,000,000
<b>Total</b>	<b>\$18,375,000</b>

The County engaged Davenport & Company LLC (“Davenport”) as Financial Advisor to determine a solution to have more project monies available earlier than the planned collections would be received. This would allow the County to bundle projects in order to receive better pricing on the contracts.

In review of T-SPLOST information sent by County staff, the County omitted the ability to issue bonds as part of the original referendum process. Therefore, the County would be unable to issue T-SPLOST General Obligation Bonds.

However, in conversation with the County’s Attorneys (Fleming & Nelson LLP) and their recommended Bond Counsel (Gray Pannell & Woodward LLP) it was determined that the County has two potential options in hand that could accomplish the County’s goal of advance funding the T-SPLOST.

Enclosed herein is a brief summary of these options the working group has deemed feasible.



**Option 1 – General Obligation Bonds:**

Issuer: Putnam County. The County would directly issue the bonds.

Credit: General Obligation (Aa3 Moody’s current rating).

Security: Full Faith, Credit and Taxing Power of the County.  
**\*Note:** The County would have the ability to use T-SPLOST Proceeds to service the debt but in the event of any shortfall, the County’s Millage Rate would secure the Bonds.

Referendum Requirement: Yes; Next Potential Opportunity is November 2023

Timeline: The issuance process would begin following the successful referendum. The process generally takes 60-90 days. Therefore, the earliest potential closing would be +/- Mid-January / February 2024 (maybe say mid-January? If sold early Jan.).

Benefits: General Obligation Bonds would maintain complete transparency with the voters. The County Board would receive additional voter approval for the projects. The projects being approved would mirror exactly what was approved in the T-SPLOST Referendum. True General Obligation Bonds carry the strongest weight in the municipal marketplace. Ultimately, General Obligation Bonds are the most straightforward transaction.

Risks: While the voters approved the T-SPLOST funding and projects, it is possible they might not approve the General Obligation Bonds. This could result in some conflicting interests. Also, because of the timeline, the County would be subject to additional inflationary and interest rate risks.

**Option 2 - Intergovernmental Revenue Bond**

Issuer: Putnam County Development Authority. The Authority would serve as the conduit issuer with the County serving as the Obligor.

Credit: General Obligation Equivalent (Aa3 Moody’s current rating). Although not a General Obligation Bond in name, an Intergovernmental Revenue Bond is secured by the same General Obligation pledge and is considered similar in creditworthiness by the rating agencies.

Security: Putnam County would enter into an intergovernmental contract with the Authority which outlines that the County is obligated to repay the debt service. The County would pledge its full faith, credit and taxing power to support its payment obligations under the intergovernmental contract.  
**\*Note:** The County would have the ability to use T-SPLOST Proceeds to service the debt but in the event of any shortfall, the County’s Millage Rate would be the ultimate backstop securing the Bonds.

Referendum Requirement: No referendum required.

- Timeline: The process generally takes 60-90 days. Therefore, the potential closing could be as early as October 1, 2023.
- Benefits: The voters already approved the projects and funding source which can be utilized to pay for these projects. The County would be able to move more quickly and reduce interest rate / inflationary risks. Eliminates failed referendum risk.
- Risks: Because a referendum is not required, this issuance would not be as transparent with the voters when compared to a General Obligation Bond. While minimal, there would be some conduit issuer risk meaning the County would be dependent on the Development Authority to approve certain documentation. It is a common financing structure in the State but slightly more complex than a General Obligation Bond.

### **Method of Sale**

At this point, it is too early to determine if the Bonds would be sold in the Public Market or via a Direct Bank Loan issuance. A number of factors will be considered including but not limited to interest rate environment at the time of issuance, required timeline, ultimate size of the borrowing and other pertinent financing terms / conditions after further conversations with the County.

### **Conclusion / Final Thoughts**

Ultimately, it is the County's decision as to which financing option it wishes to pursue. Davenport's goal with the memorandum was to ensure the County was fully informed on the options at hand. Davenport will be prepared to assist on either transaction.

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