

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA – THURSDAY, FEBRUARY 2, 2023
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
TO IMMEDIATELY FOLLOW THE 4:00 PM WORK SESSION**

A. ROLL CALL

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

D. APPROVAL OF MINUTES

- [1.](#) Minutes of the Work Session held on January 19, 2023
- [2.](#) Minutes of the Voting Session held on January 19, 2023

E. APPROVAL OF AGENDA

F. PUBLIC COMMENT

G. NEW BUSINESS

- [1.](#) Consideration of School Resource Officer Position Request
- [2.](#) Consideration of Retirement Award of Firearm and Badge for Sheriff's Lieutenant Michener Long
- [3.](#) Consideration of Special Weapons and Tactics (SWAT) Vehicle Purchase
- [4.](#) Consideration of Family Connection Fiscal Agent Request
- [5.](#) Consideration of Request to Accept Hazard Mitigation Assistance Grant
- [6.](#) Consideration of IFB #412-22 - Highway 53 and Thompson Creek Park Road Roundabout
- [7.](#) Consideration of Corridor Study - Lumpkin Campground Road

H. PUBLIC COMMENT

I. ADJOURNMENT

**An Executive Session may follow the Voting Session meeting.*

Those 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, should contact the ADA Coordinator at 706-344-3666, extension 44514. The county will make reasonable accommodations for those persons.

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES – THURSDAY, JANUARY 19, 2023
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

Those present were Chairman Billy Thurmond; Commissioner Seth Stowers, District 1; Commissioner Chris Gaines, District 2; Commissioner Alexa Bruce, District 3; Commissioner Emory Dooley, District 4; Interim County Manager Vickie Neikirk; County Attorney Angela Davis; County Clerk Kristen Cloud; and interested citizens of Dawson County.

NEW BUSINESS

1. Presentation of School Resource Officer Position Request- Sheriff Jeff Johnson
This item will be placed on the February 2, 2023, Voting Session Agenda.
2. Presentation of Retirement Award of Firearm and Badge for Sheriff's Lieutenant Michener Long- Sheriff Jeff Johnson
This item will be placed on the February 2, 2023, Voting Session Agenda.
3. Presentation of Special Weapons and Tactics (SWAT) Vehicle Purchase- Sheriff Jeff Johnson
This item will be placed on the February 2, 2023, Voting Session Agenda.
4. Presentation of Request to Accept 2023 Criminal Justice Coordinating Council K9 Grant- Sheriff's Office Chief Deputy Greg Rowan
This item, presented by Sheriff Jeff Johnson, will be added to the January 19, 2023, Voting Session Agenda.
5. Presentation of Compensation of Court Bailiffs- Court Administrator Jason Stephenson
*Commissioner Stowers recused himself from discussion and abstained from any vote since his father serves as a court bailiff.
This item will be added to the January 19, 2023, Voting Session Agenda.*
6. Presentation of Family Connection Fiscal Agent Request- Family Connection Coordinator Rebecca Bliss
This item will be placed on the February 2, 2023, Voting Session Agenda.
7. Presentation of Request to Accept Hazard Mitigation Assistance Grant- Emergency Services Director Troy Leist
This item will be placed on the February 2, 2023, Voting Session Agenda.
8. Presentation of FY 2023 Legacy Link Contract Addendum No. 1- Senior Services Director Dawn Johnson
This item will be added to the January 19, 2023, Voting Session Agenda.
9. Presentation of Tennis and Pickleball Courts Renovation- Parks & Recreation Director Matt Payne
This item will be added to the January 19, 2023, Voting Session Agenda.

10. Presentation of IFB #412-22 - Highway 53 and Thompson Creek Park Road Roundabout- Purchasing Manager Melissa Hawk/Special Projects Coordinator Chris Turner
This item will be placed on the February 2, 2023, Voting Session Agenda.
11. Presentation of Corridor Study - Lumpkin Campground Road- Planning & Development Director Sharon Farrell
This item will be placed on the February 2, 2023, Voting Session Agenda.
12. Presentation of Request to Submit Application for Local Maintenance & Improvement Grant (LMIG) Funding for FY 2023 to the Georgia Department of Transportation- Interim County Manager Vickie Neikirk
This item will be added to the January 19, 2023, Voting Session Agenda.
13. Presentation of Board Appointments:
 - a. Industrial Building Authority**
 - i. Tony Passarello- *replacing Sherry Weeks* (Term: January 2023 through December 2026)
 - ii. Carroll Turner- *replacing Calvin Byrd* (Term: January 2023 through December 2025)
 - b. Parks & Recreation**
 - i. Audrey Goode- *replacing Spencer Wright* (Term: January 2023 through December 2027)
 - ii. Tim Goodyear- *replacing Heather Tierney* (Term: January 2023 through December 2027)
 - iii. Whitney Gravitt- *replacing Chris Conowal* (Term: January 2023 through December 2027)
 - iv. Calvin Byrd- *replacing Tony Kellar* (Term: January 2023 through December 2027)
This item will be added to the January 19, 2023, Voting Session Agenda.
14. *(This item was added by the chairman to the January 19, 2023, Work Session Agenda.)*
Presentation to Authorize the Chairman to Send a Letter to the Georgia Department of Public Health Requesting Funds for Furniture, Fixtures and Medical Equipment for a New Health Department Building
This item will be added to the January 19, 2023, Voting Session Agenda.
15. County Manager Report
This item was for information only.
16. County Attorney Report
County Attorney Davis had no information to report.

APPROVE:

ATTEST:

Billy Thurmond, Chairman

Kristen Cloud, County Clerk

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES – THURSDAY, JANUARY 19, 2023
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
IMMEDIATELY FOLLOWING THE 4:00 PM WORK SESSION**

ROLL CALL: Those present were Chairman Billy Thurmond; Commissioner Seth Stowers, District 1; Commissioner Chris Gaines, District 2; Commissioner Alexa Bruce, District 3; Commissioner Emory Dooley, District 4; Interim County Manager Vickie Neikirk; County Attorney Angela Davis; County Clerk Kristen Cloud; and interested citizens of Dawson County.

INVOCATION AND PLEDGE OF ALLEGIANCE: Chairman Thurmond

ANNOUNCEMENTS:

None

APPROVAL OF MINUTES:

Motion passed 3-0 to approve the Minutes of the Work Session held on December 15, 2022. Dooley/Gaines- Commissioner Stowers and Commissioner Bruce abstained

Motion passed 3-0 to approve the Minutes of the Voting Session held on December 15, 2022. Dooley/Gaines- Commissioner Stowers and Commissioner Bruce abstained

APPROVAL OF AGENDA:

Motion passed 4-0 to approve the agenda with the following change:

- Addition of Nos. 3-9 Under New Business:
 - Request to Accept 2023 Criminal Justice Coordinating Council K9 Grant
 - Compensation of Court Bailiffs
 - FY 2023 Legacy Link Contract Addendum No. 1
 - Tennis and Pickleball Courts Renovation
 - Request to Submit Application for Local Maintenance & Improvement Grant (LMIG) Funding for FY 2023 to the Georgia Department of Transportation
 - Board Appointments:
 - **Industrial Building Authority**
 - Tony Passarello- *replacing Sherry Weeks* (Term: January 2023 through December 2026)
 - Carroll Turner- *replacing Calvin Byrd* (Term: January 2023 through December 2025)
 - **Parks & Recreation**
 - Audrey Goode- *replacing Spencer Wright* (Term: January 2023 through December 2027)
 - Tim Goodyear- *replacing Heather Tierney* (Term: January 2023 through December 2027)
 - Whitney Gravitt- *replacing Chris Conowal* (Term: January 2023 through December 2027)
 - Calvin Byrd- *replacing Tony Kellar* (Term: January 2023 through December 2027)

- Authorize the Chairman to Send a Letter to the Georgia Department of Public Health Requesting Funds for Furniture, Fixtures and Medical Equipment for a New Health Department Building

Gaines/Bruce

PUBLIC COMMENT:

None

PUBLIC HEARING:

Amendments to the Land Use Resolution (2nd of 2 hearings; 1st hearing was held at the December 20, 2022, Planning Commission Meeting)

Planning & Development Director Sharon Farrell reviewed proposed amendments to the Land Use Resolution.

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to be heard on Amendments to the Land Use Resolution.

The following spoke on Amendments to the Land Use Resolution:

- Corey Guthrie, Dawsonville, Georgia, said, “A lot of these changes are for the betterment of Dawson County, and I work with whatever is presented to me. I’m a civil engineer and that’s my job and I don’t have a lot to say about your residential densities and lot requirements and whatnot, but there were a couple of sections that I had a particular interest in. One was about the home occupation section and basically,...when I read through it, I understood that home occupations and accessory structure is only allowed in RA zoning, more or less, and there’s a lot of language taken out of other residential zonings. I would love to see the board be more pro-business here in Dawson County and allow that home occupation that is allowed in RA in other residential zonings, maybe for lots that are one acre or larger because we don’t have a plethora of options for, say, white-collar jobs here in Dawson County. I think that would take away from some opportunities that we have,...and I live in RA so this really doesn’t affect me personally, but I do see an opportunity for Dawson County to be more welcoming to small businesses. Some of them are in the previous and the current Land Use, such as architects, brokers, counselors, clergy and so on. That’s in the current one. I can understand some hesitancy to allow some of these in residential zoning because it’s more of a commercial use, but we live in 2023 with better internet options moving in to Dawson County, finally. I think we can be more part of the greater community, not just in Dawson County, but we can reach more folks. So I, just basically, would love to see a chance to extend that to more folks to allow them the opportunity to operate a business at their residence.” Guthrie added, “The other big change that will affect a lot of folks, good and bad, are the increased buffers; the doubling of the buffers to 50 feet...”
- Michael Turner, Rowell, Georgia, said, “I’m here representing a significant amount of acreage in Dawson County as a land owner in the Turner Family Group and their land holdings, which represent thousands of acres here. We pay a lot of taxes and this is a lot of regulations, and there’s already a lot of land here that’s planned and divided up and you’re

adding regulations on those existing areas and it becomes even more difficult to try to sell those or utilize those. I had my engineer go through and analyze this. I'm not going to talk about nuts and bolts and parts and pieces..." Turner mentioned that he would like to connect with county staff to discuss the impact of the proposed amendments. "... You're taking our property by not allowing us to even use it in the density calculations ... These kinds of regulations kill housing. These kinds of regulations cause the value of the property to go down because, as a developer, as a property owner, I'm compensated based on what I can do on density and utilization of the property, and this kills those kinds of developments. Additionally, you expand the buffers, you take property away that can't be used. You expand the widths of the lots. It's OK to have the property in the development but, when you widen the lot, and I know you young folks are environmentally conscious, but if you talk about the carbon footprint, why do we add another 25 or 50 feet of street, sewer line, water line in a subdivision that doesn't have to be there because we've got some artificially constrained density requirement?"

- Warren Welch, Dawsonville, Georgia, said, "I think a lot of the changes are great, but there's a couple things that I do have questions or comments about. The constrained land in particular and, going to the net acreage, Mr. Turner hit on a lot of it already, but it's a big overstep of the property rights. ... The families that have built this county, and I'm not one of them, I'm a move-in and I'm proud I chose this as my home, but the families that built this county are getting bled dry and it's wrong, plain and simple. I don't think that was the intent of this, but we've got to take a really, really hard look at it because I think it's extremely unfortunate." Welch added, "As a private, tax-paying citizen, it concerns me with our litigation costs. I don't want to bear the burden of attorney bills. It's not fair. I don't want this." Welch said he owns 33 acres and he has chickens and roosters. "I don't think it's fair that I shouldn't be able to have roosters on my property," he said. "...Maybe there needs to be something but, if somebody shows up on our property to take our roosters, my little girl is going to cry. I think the intent there is good, too. There just needs to be some clarity." Welch noted that he is a real estate professional in the community, saying, "I think Sharon said 25-foot width for the townhomes, minimum, so we typically see 24- and 28-footers, so I think that 24 range would be advisable. Then lastly, the lot widths that are being pushed for - a lot of buyers don't want big lots. They just don't, plain and simple. Your young people with busy families, your older, active adults, they want to be on the road. They want to be on the go."
- Mark Byrd, Dawsonville, Georgia, said, "I just think we need to study this a little more. I know y'all have studied it. [The Board of Commissioners has] two new members; the other side here is land owners, and I ain't had time to study [all of this]. Anyway, that's the only thing I'd like for us to do. Maybe have group sessions with business owners or something. There is a lot of this that's good, don't get me wrong. But, somehow, we need to tweak this."

Chairman Thurmond asked if there was anyone else present who wished to speak on Amendments to the Land Use Resolution and, hearing none, closed the hearing.

Motion passed 4-0 to table Amendments to the Land Use Resolution until March 2, 2023.
Gaines/Stowers

ZONING:

Chairman Thurmond announced that if anyone contributed more than \$250 to the commissioners or chairman in the past two years and wished to speak they would have to fill out a disclosure form, which would be made available to them. Under normal program, 10 minutes is given to those who wish to speak in favor of or opposition to with some redirect, time permitting.

ZA 22-28 - Daniel Vargas-Hernandez requests to rezone TMP 095-146 from CHB (Commercial Highway Business) to CHI (Commercial Highway Intensive) for the purpose of moving his landscape and roll-off dumpster businesses.

Planning & Development Director Sharon Farrell said the zoning application was “a fairly unique case when it came in. Of course, the staff met with the applicant and, from my single-dimensional review and dealing with the applicant, [the property] had county commercial zoning and it’s fronting 53. [So we] took in the application and started working on it, and we’ve come to find out there are stipulations that went with the old zoning that the applicant did not have access to. Additionally, the GIS map will show the parcel, but it’s not been updated with the taper lane coming off of 53 and the property that the state purchased, so he doesn’t have access to 53. In working with Public Works, they can’t move the driveway down as he proposes in his application. So, as an applicant, he did everything right, but then this popped up and basically the zoning was for an antique shop.” Farrell added, “The home is to look residential in design and there was also a sunset clause, No. 4, that if it wasn’t constructed in two years, it doesn’t say the zoning is revoked, it just says ‘we’re not amending the classification for speculative purposes.’ So, for whatever reason, the parcel kept its zoning, but it has these stipulations.” Farrell noted the area has “grown into a nice, residential area. Clifton Drive - you climb the hill and you go back and there’s a lot of remodeling and a lot of construction going on, residentially speaking.” Farrell said the Planning Commission recommended denial of the application.

David Leffew, representing the applicant, said, “Quite honestly, we were shellacked in the [Planning Commission] meeting that we came to - not having all the information in front of us. We wrote a check for \$3,500 to Dawson County in good faith that ... this would be something that would be relatively non-consequential. In lieu of what we understand and taking into account the concerns of the community, we would just like to see if we could get our 3,500 bucks back and just say, ‘we understand.’”

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to speak either for or against the application.

None spoke in favor of the application.

The following spoke in opposition to the application:

- Steven Mackler, Dawsonville, Georgia
- David Stewart, Dawsonville, Georgia
- Sarah Stewart, Dawsonville, Georgia
- Suzanne Peters, Dawsonville, Georgia
- Art Peters, Dawsonville, Georgia

Chairman Thurmond asked if there was anyone else present who wished to speak on the application and, hearing none, closed the hearing.

Motion passed 4-0 to accept the applicant's request to withdraw the application, to refund a \$3,500 application fee to the applicant, and have staff work alongside the applicant to take remedial action concerning how the subject property needs to be zoned with a residential designation. Dooley/Bruce

NEW BUSINESS:

Ratification of Emergency Purchase of Main Breaker at Jail

Motion passed 3-0 to ratify an Emergency Purchase of a Main Breaker at the Jail at a cost of \$43,150; funds will come from General Fund's fund balance. Gaines/Dooley- Commissioner Stowers and Commissioner Bruce abstained

Ratification of Request for Authorization for the Chairman to Sign a Letter to be Sent to the Georgia Department of Transportation Requesting an Additional \$561,817 in Local Maintenance & Improvement Grant Funds

Motion passed 4-0 to ratify a Request for Authorization for the Chairman to Sign a Letter to be Sent to the Georgia Department of Transportation Requesting an Additional \$561,817 in Local Maintenance & Improvement Grant Funds. Bruce/Stowers

Consideration of Request to Accept 2023 Criminal Justice Coordinating Council K9 Grant

Motion passed 4-0 to approve a Request to Accept a 2023 Criminal Justice Coordinating Council K9 Grant. Gaines/Bruce

Consideration of Request of Compensation of Court Bailiffs

Motion passed 3-0 to approve a Request of Compensation of Court Bailiffs, increasing compensation from \$85 to \$100 a day, effective February 1, 2023. Bruce/Dooley- Commissioner Stowers abstained

Consideration of FY 2023 Legacy Link Contract Addendum No. 1

Motion passed 4-0 to approve a FY 2023 Legacy Link Contract Addendum No. 1. Dooley/Gaines

Consideration of Tennis and Pickleball Courts Renovation

Motion passed 4-0 to approve to proceed with Tennis and Pickleball Courts Renovation, not to exceed \$98,000; funds will come from remaining Special Purpose Local Option Sales Tax VI funds. Gaines/Bruce

Consideration of Request to Submit Application for Local Maintenance & Improvement Grant (LMIG) Funding for FY 2023 to the Georgia Department of Transportation

Motion passed 4-0 to approve a Request to Submit an Application for Local Maintenance & Improvement Grant (LMIG) Funding for FY 2023 to the Georgia Department of Transportation. Stowers/Gaines

Consideration of Board Appointments:

- **Industrial Building Authority**
 - Tony Passarello- replacing Sherry Weeks (Term: January 2023 through December 2026)
 - Carroll Turner- replacing Calvin Byrd (Term: January 2023 through December 2025)

• **Parks & Recreation**

- Audrey Goode- replacing Spencer Wright (Term: January 2023 through December 2027)
- Tim Goodyear- replacing Heather Tierney (Term: January 2023 through December 2027)
- Whitney Gravitt- replacing Chris Conowal (Term: January 2023 through December 2027)
- Calvin Byrd- replacing Tony Kellar (Term: January 2023 through December 2027)

Motion passed 4-0 to appoint Tony Passarello and Carroll Turner to the Industrial Building Authority for terms of January 2023 through December 2026 and December 2025, respectively, and Audrey Goode, Tim Goodyear, Whitney Gravitt Bennett and Calvin Byrd to the Parks & Recreation board for terms of January 2023 through December 2027. Dooley/Stowers.

Consideration to Authorize the Chairman to Send a Letter to the Georgia Department of Public Health Requesting Funds for Furniture, Fixtures and Medical Equipment for a New Health Department Building

Motion passed 4-0 to Authorize the Chairman to Send a Letter to the Georgia Department of Public Health Requesting Funds for Furniture, Fixtures and Medical Equipment for a New Health Department Building. Gaines/Bruce

PUBLIC COMMENT:

None

ADJOURNMENT:

EXECUTIVE SESSION:

Motion passed 4-0 to enter into Executive Session to discuss personnel and real estate. Gaines/Dooley

Motion passed 4-0 to come out of Executive Session. Dooley/Gaines

APPROVE:

ATTEST:

Billy Thurmond, Chairman

Kristen Cloud, County Clerk



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: January 19, 2023

Prepared By: Sheriff Jeff Johnson

Voting Session: February 2, 2023

Presenter: Sheriff Jeff Johnson

Public Hearing: Yes _____ No _____

Agenda Item Title: School Resource Officer Position Request

Background Information:

The Dawson County Board of Education, the Dawson County Board of Commissioners and the Dawson County Sheriff's Office remain committed to providing the tools and resources to help keep our students, teachers, faculty and campuses safe.

Dawson County School Superintendent Nicole LeCave, acting on behalf of the Dawson County Board of Education and with strong support of the Dawson County Sheriff's Office, are in agreement that an additional SRO position is needed to help cover an expansive and growing high school campus / student population.

Current Information:

The Dawson County Board of Education and the Dawson County Board of Commissioners will split the cost 50/50, as per the current agreement.

Budget Information: Applicable: Not Applicable: _____ Budgeted: Yes _____ No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	3350					

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: VLN

Date: 1/9/23

County Manager Authorization: Vickie Neikirk

Date: 1/9/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

VLN-Salary for this position would be \$49,642.32 with benefits, the total cost would be \$78,887.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Dawson County Sheriff's Office

Work Session: January 19, 2023

Prepared By: Sheriff Jeff Johnson

Voting Session: February 2, 2023

Presenter: Sheriff Jeff Johnson

Public Hearing: Yes _____ No _____

Agenda Item Title: Retirement Award of Firearm and Badge

Background Information:

After 32 years of dedicated law enforcement service (21 of those years in the service of Dawson County), Lieutenant Michener Long has tendered his retirement resignation.

Pursuant to the Law Enforcement Officer's Safety Act, peace officers who retire in good standing may continue to carry a firearm in a retirement status. As such, Lieutenant Long still maintains the ability to continue to protect and serve his community.

Current Information:

In gratitude of his many years of loyal and dedicated service, as a traditionally accepted practice and in furtherance of public safety, the DCSO respectfully requests that Lieutenant Long's primary service weapon (Glock 22 S/N ZUZ861) and badge be designated as surplus items with ownership being transferred to him.

Budget Information: Applicable: _____ Not Applicable: Budgeted: Yes _____ No _____

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: VLN

Date: 1/7/23

County Manager Authorization: Vickie Neikirk

Date: 1/7/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 01/19/2023

Prepared By: Sheriff Jeff Johnson

Voting Session: 02/02/2023

Presenter: Sheriff Jeff Johnson

Public Hearing: Yes _____ No _____

Agenda Item Title: SWAT Vehicle Purchase

Background Information:

As part of the Dawson County Sheriff's Office commitment to providing the highest quality service and response readiness, the DCSO SWAT Team is need of a protective vehicle. This vehicle would offer ballistic protection as well as provide additional response capabilities.

Due to the overall cost of the vehicle, the DCSO is seeking financing options in which to fund this needed equipment. This would be a SPLOST-funded item.

Current Information:

The DCSO respectfully requests that the Board of Commissioners approve:

1. To allow the CFO to request quotes from banking sources for the best interest rate and terms.
2. A Cooperative Agreement through the Federal General Service Administration Contract #GS-07F-169DA
3. For Purchasing to issue a Purchase Order once funding has been secured.

Budget Information: Applicable: Not Applicable: _____ Budgeted: Yes _____ No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
325	3300	542200			\$300,000.00	

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: VLN

Date: 1/7/23

County Manager Authorization: Vickie Neikirk

Date: 1/7/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Family Connection

Work Session: January 19, 2023

Prepared By: Rebecca Bliss

Voting Session: February 2, 2023

Presenter: Rebecca Bliss, Coordinator

Public Hearing: Yes _____ No X

Agenda Item Title: Presentation of Dawson County Family Connection, Inc fiscal agent request.

Background Information:

Dawson County Family Connection's (DCFC) mission is to provide leadership through collaboration with all segments of the community for the well-being of families and children. Having another entity, such as Dawson County Government, as our fiscal agent makes it possible for DCFC to accept state and federal funding (many of which are reimbursable contracts) to help support a Coordinator and the work of the collaborative. Dawson County Government has served as DCFC's fiscal agent since 1999.

Current Information:

Contract funding received and managed by the fiscal agent has allowed DCFC to bring awareness, knowledge, and resources to the community while addressing local issues such as mental wellness and family stability. Collaboration with community partners has allowed DCFC to provide activities and programs with a focus on these issues with a goal of strengthening families and children in Dawson County.

Budget Information: Applicable: _____ Not Applicable: X Budgeted: Yes _____ No _____

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: VLN _____

Date: 1/10/23

County Manager Authorization: Vickie Neikirk _____

Date: 1/10/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is hereby entered into this _____ day of _____, 2023 by and between Dawson County Family Connection, Inc., hereinafter referenced as “Agency”, and the Board of Commissioners of Dawson County, hereinafter referenced as “Dawson County”.

1. Fiscal Agent/Financial Accounting.

Dawson County shall act as fiscal agent and provide financial accounting support to the Agency for programs supported by donations to the Agency and by the grants received by the Agency referenced in “Exhibit A”, which is attached hereto and incorporated herein by reference. The grants referenced in Exhibit A may be amended during the term of this Memorandum of Understanding upon approval by Dawson County.

2. Agency Services.

The Agency shall furnish the following services, data and information to the Dawson County:

1) act as the liaison between the Agency and all vested community organizations, and 2) to provide appropriate administrative duties including, but not limited to, program development and contract deliverables implementation, resource development, coordinating public information, and 3) provide all grant applications, agreements or contracts and corresponding data required by the fiscal agent to fulfill the grant requirements and

3. Term.

The parties hereto agree that the term of this Memorandum of Understanding shall be as follows: July 1, 2023 – June 30, 2024.

4. Records.

Dawson County shall maintain such records and accounts regarding property, personnel and financial records deemed necessary by the Agency and any grant or contract funding source to assure a proper accounting for all project funds for both federal and non-federal shares. Any such records shall be made available for audit purposes to the Agency, the grant or contract funding source, or the Controller General of the United States or any authorized representative and shall be retained for three years after the expiration of this Memorandum of Understanding unless permission to destroy such records is granted by both the Agency and the grant or contract funding source.

5. Mutual Cooperation.

Dawson County agrees to assist the Agency in complying with all of the conditions governing grants or contracts under current laws and regulations.

APPROVED, this _____ day of _____, 2023.

ATTEST:

DAWSON COUNTY
BOARD OF COMISSIONERS

Kristen Cloud, County Clerk

By: _____
Billy Thurmond, Chairman

ATTEST:

DAWSON COUNTY
FAMILY CONNECTION, INC

Rebecca Bliss, Coordinator

Ben Barrett, 2023 Chair

Exhibit A

Department of Human Services

- Grant for approximately \$52,500.00 July 1, 2023 – June 30, 2024 with no match requirement

Fiscal Agent Designation and Acceptance Agreement

COUNTY: Dawson

The Commissioner of Roads and Revenue-Dawson County agrees to serve as the Fiscal Agent for the Dawson County Family Connection, Inc. for the period of July 1, 2023 through June 30, 2024.

The Fiscal Agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made and 5) agree the local Family Connection collaborative governing body is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the Fiscal Agent’s own policies and procedures.

Family Connection Collaborative Chairperson:

Signature2

Print Name: Ben Barrett

Date2

Fiscal Agent:

Fiscal Agent’s fiscal year end date (month and day):
December 31

Signature1

Print Name: Billy Thurmond

Title: Fiscal Agent Signatory

Date1

Family Connection Coordinator:

Signature3

Print Name: Rebecca Bliss

Date3



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: January 19, 2023

Prepared By: Troy Leist

Voting Session: February 2, 2023

Presenter: Troy Leist

Public Hearing: Yes No

Agenda Item Title: Hazard Mitigation Assistance Grant

Background Information:

Dawson County's Hazard Mitigation plan expires on March 10, 2024. FEMA has granted the County a Hazard Mitigation Assistance (HMA) grant to help pay for our Hazard Mitigation Plan update.

Current Information:

We are seeking approval to accept the grant and to sign the agreement. The grant is 75% federal share (\$22,500) and 25% local share (\$7,500) for a total of \$30,000.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: VLN

Date: 1/7/23

County Manager Authorization: Vickie Neikirk

Date: 1/7/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

VLN-Match is budgeted in the FY 23 budget grant fund

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

BRIAN P. KEMP
GOVERNOR



JAMES C. STALLINGS
DIRECTOR

November 18, 2022

Honorable Billy Thurmond
Chairman
Dawson County Board of Commissioners
25 Justice Way
Suite 2313
Dawsonville, Georgia 30534

Dear Commissioner Thurmond,


On behalf of Governor Brian Kemp, it is my pleasure to inform you that a Hazard Mitigation Assistance (HMA) Award has been approved by the Federal Emergency Management Agency. The grant will be used to update the Dawson County Multi-Jurisdictional Hazard Mitigation Plan to meet the federal requirements of the Disaster Mitigation Act of 2000. The total approved cost is \$30,000 with a federal share of \$22,500, a local share of \$7,500, and Subrecipient Management Cost of \$1,500.

These funds are subject to the execution of the enclosed Recipient-Subrecipient Agreement. Please keep in mind that your current Hazard Mitigation Plan will expire on March 10, 2024. The end date of this grant is March 18, 2025. In order to keep your current plan active and meet the end date of this grant, please submit an initial draft to your assigned Hazard Mitigation Planner at least six months prior to the earliest of either the plan expiration date or the grant end date.

Please sign and return the agreement, and a fully executed copy will be returned to you later for your files.

Thank you for your commitment to protect Georgia Citizens. I appreciate your efforts to ensure that Georgia continues to be a safer place for us to live and raise our families. By working together, we are continuing to reduce the impacts caused by natural hazards. Should you have any questions regarding this grant, please contact Stephen Clark, Hazard Mitigation Manager, at (404) 635-4573.

Sincerely,


James C. Stallings

lh/as

Enclosures

cc: Jason Dooley, Director

Dawson County Emergency Management Agency

Tim Reeve, Area Coordinator

Georgia Emergency Management and Homeland Security Agency

BUILDING RESILIENT INFRASTRUCTURE IN COMMUNITIES PROGRAM

Recipient-Subrecipient Agreement

The Building Resilient Infrastructure in Communities (BRIC) Program provides funding to States and communities for cost-effective hazard mitigation activities that complement a comprehensive mitigation program, and reduce injuries, loss of life, and damage and destruction of property. The BRIC Program was authorized by Section 203 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 USC, as amended by Section 102 of the Disaster Mitigation Act of 2000 (DMA) and Section 1234 of the Disaster Recovery Reform Act (DRRA). Under this Agreement, the interests and responsibilities of the Recipient, herein after referred to as the State, will be executed by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). The individual designated to represent the State is Mr. James Stallings, GEMA/HS Director. The Subrecipient to this Agreement is Dawson County. The interests and responsibilities of the Subrecipient will be executed by Dawson County's agent, the Subrecipient's Authorized Representative.

1. The following Exhibits are attached and made a part of this agreement:

- Exhibit "A": Hazard Mitigation Grant Program Project Administration Guidelines: Financial Assistance
- Exhibit "B": Certification Regarding Drug-Free Workplace Requirements
- Exhibit "C": Certification Regarding Lobbying
- Exhibit "D": Scope of Work
- Exhibit "E": Progress Payment Request Form
- Exhibit "F": Complaint Verification Form
- Exhibit "G": Federal Funding Accountability and Transparency Act Certification

2. Pursuant to Section 203 of the Stafford Act, funds are hereby awarded to the Subrecipient on a 75 percent federal cost share basis for the hazard mitigation project(s) described in Exhibit "D." The Subrecipient shall be responsible for the remaining 25 percent share of any costs incurred under Section 203 of the Stafford Act and this Agreement. Allowable costs will be governed by 2 CFR Part 200.
3. If the Subrecipient violates any of the conditions of disaster relief assistance under the Stafford Act, this Agreement, or applicable federal and state regulations; the State shall notify the Subrecipient that additional financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subrecipient for other disaster relief projects under the Stafford Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.
4. The Subrecipient agrees that federal or state officials and auditors, or their duly authorized representatives may conduct required audits and examinations. The Subrecipient further agrees that they shall have access to any books, documents, papers and records of any recipients of federal disaster assistance and of any persons or entities

which perform any activity which is reimbursed to any extent with federal or state disaster assistance funds distributed under the authority of the Stafford Act and this Agreement.

5. The Subrecipient will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subrecipient actions pursuant to this Agreement.
6. The Subrecipient agrees that the mitigation planning project contained in this agreement will be completed by Dawson County on or before March 18, 2025. Completion dates may be extended upon justification by the Subrecipient and approval by FEMA and the Governor's Authorized Representative.
7. The written assurances provided by Dawson County pertaining to FEMA's post award approval conditions apply to this Award Agreement and are incorporated by reference.
8. The Subrecipient shall follow Uniform Administrative Requirements for awards found in 2 CFR Part 200 and FEMA HMA (Hazard Mitigation Assistance) program guidance to implement this award
9. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

Governor's Authorized
Representative

Subrecipient's Authorized
Representative

Date

Date

EXHIBIT “A”
GEORGIA EMERGENCY MANAGEMENT AGENCY/HOMELAND SECURITY
Building Resilient Infrastructure in Communities Grant Program
Project Administration Guidelines: Financial Assistance
EMA-2020-BR-001-024

These guidelines provide a synopsis of information contained in the Recipient-Subrecipient Agreement and other applicable documents. Its purpose is to provide general guidelines for efficient and timely Building Resilient Infrastructure in Communities Grant Program project administration.

1. **Project Identification.** The Federal Emergency Management Agency (FEMA) has assigned project number **EMA-2020-BR-001-024** to this project. Please reference this number in all correspondence, as doing so will greatly assist us in processing any actions for this project.
2. **Documentation.** You must keep full documentation to get maximum payment for project related expenditures. Documentation will be required as part of the approved Building Resilient Infrastructure in Communities Grant Program project file. Documentation consists of:
 - A. Recipient-Subrecipient Agreement.
 - B. Copies of checks, vouchers or ledger statements.
 - C. Contracts awarded.
 - D. Invoices or other billing documents.
 - E. Progress reports.
 - F. Record of advance or progress payments (where applicable).
3. **Funding.** Cost sharing has been established at 75% federal, and 25% applicant.
4. **Debarred and Suspended Parties.** You must not make any award or permit any award (subaward or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension”.
5. **Procurement Standards.** You may use your own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. Below is a summary of key procurement standards that a subrecipient should incorporate as discussed in 2 CFR Sections 200.318 to 200.326.
 - A. **Conflict of Interest Policy**
 The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts as required in 2 CFR Section 200.318.

B. Procurement

1. Perform procurement transactions in a manner providing full and open competition
2. Contracts and Procurements must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. FEMA finds five methods of procurement acceptable:
 - a. Micro-purchase procedures: an informal method for securing services or supplies that do not cost more than \$10,000. Micro-purchases may be awarded without soliciting competitive quotes if the subrecipient considers the price to be reasonable.
 - b. Small purchase procedures: an informal method for securing services or supplies that do not cost more than \$250,000 by obtaining several price quotes from different sources
 - c. Sealed bids: a formal method where bids are publicly advertised and solicited, and the contract is awarded to the responsive bidder whose proposal is the lowest in price
 - d. Competitive proposals: a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price
 - e. Non-competitive proposals: a method whereby a proposal is received from only one source, because the item is available only from a single source; there is an emergency requirement that will not permit delay;
- C. Maintain sufficient records to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, and contractor selection or rejection.
- D. Take affirmative steps to assure the use of small and minority firms, women's business enterprises, and labor surplus area firms when possible
- E. Include specific provisions in subrecipients' contracts to allow changes, remedies, changed conditions, access and records retention, suspension of work and other clauses approved by the Office of Federal Procurement Policy.

6. Payments

A. Progress Payments

- 1) When progress payments are desired, you must submit a written request (on provided form at Exhibit "E") and provide supporting documentation, such as an invoice and copies of check.

- a. The first expenditure report is due by March 18, 2023, which is within 12 months of the FEMA award date. Subsequent expenditure reports are due annually or more frequently as needed.
 - 2) The Mitigation Planning Specialist reviews the request and supporting documentation. The Hazard Mitigation Manager reviews and approves or denies the request.
 - 3) If the request is denied, the Hazard Mitigation Manager will inform you in writing that additional documentation is required to support the request.
 - 4) If the request is approved, the Hazard Mitigation Manager will authorize payment of the requested amount less final 10%, which will be withheld pending final project completion.
 - 5) Quarterly report submissions must be current in order to receive progress payments.
- B. Advance Payments - Advance payments will be made on an exception basis only.
7. Subrecipient Performance - The scope of work (see Exhibit D) must be initiated within 90 days of this award notification.
- A. If documentation, inspections or other reviews reveal problems in performance of the scope of work, the Hazard Mitigation Manager will inform you in writing of the deficiencies.
 - B. In addition, the State may also withhold all or any portion of financial assistance which has been made available under this agreement until adequate corrective action is taken.
8. Award Expiration Date
- A. The award expiration date runs through March 18, 2025 and has been established based on project milestones established by the applicant in their grant application. The award expiration date is the time during which the Subrecipient is expected to complete the scope of work. You may not expend FEMA or state funds beyond this date. All costs must be submitted for reimbursement within 60 days of the plan approval by FEMA, or within 60 days of the expiration date, whichever comes first.
 - B. Requests for time extensions to the Award Expiration Date will be considered but will not be granted automatically. A written request must be submitted to the Hazard Mitigation Manager with an explanation of the reason or reasons for the delay. Without justification, extension requests will not be processed. Extensions will not be granted if the sub-recipient has any overdue quarterly progress reports. If an extension is requested, it must be received 90 days prior to the award

expiration date. When fully justified, the Hazard Mitigation Manager may extend the award expiration date.

9. Project Termination

- A. The Recipient, Subrecipient, or FEMA may terminate award agreements upon giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail.
- B. The Subrecipient's authority to incur new costs will be terminated upon the date of receipt of the notice or the date set forth in the notice. Any costs incurred prior to the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Close out of the award will commence and be processed as prescribed under final inspection procedures described in this Recipient-Subrecipient Agreement.

10. Equipment/Supplies

- A. The Subrecipient must comply with the regulations listed in 2 CFR 200.313 Equipment and 2 CFR 200.314 Supplies, and must be in compliance with state laws and procedures.

12. Award Modifications

- A. Any award modifications, including deviation from the approved scope of work or budget, must be submitted in writing for approval prior to implementation. Unless otherwise noted within this agreement, all award modification requests will be considered on a case by case basis. Award Modifications include:
 - 1) Any revision which would result in the need for additional funding.
 - 2) Transfers between budget categories.
- B. The subrecipient shall follow prior approval requirements for budget revisions found in 2 CFR 200.308. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.
- C. The following award modification requests will not be considered:
 - 1) Any modification request received after FEMA plan approval.
 - 2) Requests for additional funding due to labor when a contractor is used for plan update work.

13. Appeals - You may submit an appeal on any item related to award assistance. Appeals must be submitted to the Hazard Mitigation Manager within 90 days of the action which is being appealed.
14. Progress Reports
- A. Quarterly progress reports are required. The report will be supplied to you by GEMA/HS on a quarterly basis for your completion.
 - B. The initial progress report will cover the period through March 31, 2023. It must be submitted no later than April 15, 2023.
 - C. Subsequent reports must be filed by you within fifteen days after the end of each calendar quarter (March 31, June 30, September 30, and December 31).
15. Interim Inspections
- Interim inspections may be conducted by GEMA/HS staff and/or FEMA staff.
16. Project Closeout
- A. When all work has been completed, you must notify your Mitigation Planning Specialist in writing to request project closeout.
 - B. A desk review will be conducted by your Mitigation Planning Specialist.

Audits

- A. If you receive \$750,000 or more in federal assistance from all federal sources, not just this award, during your fiscal year, you are responsible for having an audit conducted as prescribed by the Single Audit Act and sending a copy to the Georgia Department of Audits and Accounts. Mail reports to:

Department of Audits and Accounts
 Non-Profit and Local Government Audits
 270 Washington Street, SW, Room 1-156
 Atlanta, Georgia 30334-8400

If you need additional information or assistance, contact the Hazard Mitigation Division at (404) 635-7522 or 1-800-TRY-GEMA.

EXHIBIT "B"

Certification Regarding Drug Free Workplace Requirements

This certification is required by the regulations implementing Executive Order 12549, This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 3001. The regulations require certification by Subrecipients, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to grant the award. False certification or violation of the certification shall be grounds for suspension of payments,

A. The Subrecipient certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Recipient and Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The Recipient's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every award officer or other designee on whose award activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

EXHIBIT "C"**CERTIFICATION REGARDING LOBBYING**
Certification For Contracts, Awards, Loans, and Cooperative Agreements

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal award, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, award, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, award, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, sub awards, and contracts under awards, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Subrecipient Authorized Representative

Date

EXHIBIT “D”**PROJECT SCOPE**

Shown below is the funding level and scope of work for the Hazard Mitigation Program project for Dawson County. Any changes to this spreadsheet must receive prior approval from GEMA/HS and will be maintained by GEMA/HS and shall supersede all previous versions.

Materials	Equipment	Labor	Fees/ Contractor	TOTAL COST
\$0.00	\$0.00	\$7,500	\$22,500	\$30,000

Federal Share	Local Share
75%	25%

Subrecipient Management Cost
\$1,500

*Cost shares are calculated on a percentage basis. Actual cost share dollar amounts will fluctuate based on final overall project costs.

Conditions:

Dawson County and participating municipalities will update their multi-jurisdictional Hazard Mitigation Plan to meet DMA2K five year update requirements of FEMA. The planning process implemented through this grant must comply with the Local Hazard Mitigation Planning requirements contained in 44 CFR 201. A complete draft plan document must be submitted to the State and our office for review and comment at least 6 months prior to completion of the grant such that any necessary revisions may be made prior to adoption and within the period of performance. The final plan documents must be submitted for review and approval prior to the end of the period of performance of the grant, and FEMA approval must be obtained prior to the grant closeout. The plan must be adopted by the governing body of all participating jurisdictions within 6 months of the initial FEMA final approval, in order for participants to obtain eligibility for application to the State for FEMA mitigation grant programs. Dawson County will follow and adhere to all sections of the Scope of work (See Below), and Milestones listed in the associated grant application. Dawson County will include all HAZUS Level II analysis provided by GEMA/HS in their risk assessment and utilize the information to update their goals, objectives and actions steps.

The budget includes Subrecipient Management Costs to cover grant administration costs, including completion of this agreement and submission of quarterly reports and reimbursement requests. The allowed costs are up to 5% of the budgeted project costs, or the final actual project costs, whichever amount is less.

Scope of Work

The County will update its existing Multi-jurisdictional Hazard Mitigation Plan according to the requirements of the Disaster Mitigation Act of 2000. This Scope of Work was designed in conformance to FEMA Plan Guidance requirements.

The County agrees to have representatives attend and participate in all GEMA/HS and local level mitigation planning meetings and workshops. The County will coordinate as needed with the GEMA/HS representative to utilize the tools necessary and to ensure that the plan meets the most current Federal regulations. Each county will be required to complete the following: Critical Facility Inventory and basic mapping will be established in the Georgia Mitigation Information System, including running reports by jurisdiction for each identified hazard; GEMA/HS Worksheets 3A for each participating jurisdiction for each identified hazard; high level detail for all mitigation action steps as required by FEMA and GEMA/HS; ensure all “recommended revisions” from their previous FEMA Plan review are addressed in the plan update.

Additionally, the County will ensure the plan update is consistent with the most current requirements from FEMA, including:

- **Identify all changes to the plan within each section**
- **Update the Planning Process**
 - List jurisdictions participating in the plan that seek approval.
 - Describe the process used to review and analyze each section of plan, as well as process used to determine if a section warranted an update.
- **Improve the risk assessment**
 - Address any newly identified hazards that pose a more significant threat than was apparent when previously approved plan was prepared.
 - Discuss new occurrences of hazard events and update the probability of future occurrences.
 - Incorporate new information where data deficiencies were identified in the previous plan, or if the data deficiencies remain unresolved, explain why they remain unresolved and include a schedule to resolve the issue.
 - Include current inventory of existing and proposed buildings, infrastructure, and critical facilities in hazard areas, including existing NFIP repetitive loss structures. The community will determine how far into the future they wish to go in considering proposed buildings and Critical Facilities based on and timed with data gathering phase of their comprehensive plan or land use plan update.
 - The loss estimate should be updated to reflect any changes to the hazard profile and/or the inventory of structures. Any changes to analysis methodologies must be noted. Any previously noted data deficiencies should be updated or explained.
 - Include a general overview of land uses and types of development occurring within the community and highlight any new and/or relevant information.
 - If there are changes in the risk assessment or the vulnerability of the community to the hazards, the information must be attributed to the appropriate jurisdiction(s) or to the whole planning area, whichever applies.
 - Continue to use all available tool sets and data as the GMIS is enhanced (for example: repetitive losses...)
- **Analyze, update, and continue development of Goals, Objectives, and Action Steps**
 - Use this update as an opportunity for jurisdictions to reconsider the goals and objectives. For goals and actions that remain, the plan must document that they were re-evaluated and deemed valid and effective.
 - Goals and objectives shall include the community’s strategy for new or continued NFIP participation. Continue to use the “STAPLEE Criteria” (Social, Technical, Administrative, Political, Legal, Economic, and Environmental), or incorporate the STAPLEE Criteria if not previously used to assess the value of and develop an understanding of the cost effectiveness of mitigation action steps. If actions remain unchanged, the updated plan must indicate why changes are not necessary.
 - Shall include evaluation and prioritization for any new mitigation action steps.
- **Update the Plan Maintenance and Implementation**
 - Must include an analysis of whether previously approved plan’s method and schedule for monitoring, evaluating, and updating plan worked, and what elements or processes, if any, were changed; and discuss method and schedule to be used over next five years.
 - Describe other planning mechanisms or ordinances that this plan will be incorporated into, such as Comprehensive Plans.
- **Information Dissemination**
 - Describe how community was kept involved during plan maintenance process over previous five years, within planning process section of plan update.
 - Plan maintenance section shall describe how community will involve public during plan maintenance process over next five years.
- **Adoption and Review**
 - The plan will be submitted for State review and recommendation prior to adoption.
 - Upon recommendation from GEMA/HS, the county and participating municipalities will adopt the plan.
 - The adopted plan will be submitted for FEMA review and approval.

EXHIBIT "E"

Date: _____

Dawson County BRIC Progress Payment Request

Instructions: All requests for progress payments must be supported by documentation supporting actual expenditures. Itemize each expenditure below to the fullest detail possible, including a reference to specific sites or elements of work. Attach documentation that supports this progress payment request, such as copies of bills of sale, invoices, receipts, and checks evidencing payment. Do not send originals. Attach a continuation sheet if necessary.

AGREEMENT NUMBER: EMA-2020-BR-001-024 FEMA Project Number: EMA-2020-BR-001-024

SUBRECIPIENT NAME: Dawson County EMGrants ID. Number: BRIC2020 F024 S#

Site Reference or Element of Work	Approved Amount	Previous Payment	Current Request	Description of Documentation Attached in Support of this Payment Request
<u>Fees / Contractor</u>	\$22,500			<u>Invoice</u> Proof of payment (Check, purchase order, etc.)
<u>Labor</u>	\$7,500			<u>Labor Expense Sheet</u>
<u>Materials</u>	\$0,000			Invoice and Proof of Payment
<u>Equipment</u>	\$0			Invoice and Proof of Payment
	(from continuation sheet attached) SUBTOTAL			
	TOTAL			
	Less Subrecipient Share (25%)			
	NET AMOUNT REQUESTED			

Under penalty of perjury, I certify that to the best of my knowledge the data above is correct and that all outlays were made in accordance with the grant conditions, comply with procurement regulations contained within the 2 CFR, Part 200, and that payment is due and has not been previously requested. I am familiar with Section 317 of Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Signature of Subrecipient's Authorized Representative (and printed name)

EXHIBIT "F"
COMPLAINT VERIFICATION FORM

INSERT CURRENT
COMPLAINT VERIFICATION FORM



THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

COMPLAINT VERIFICATION FORM

The purpose of this document is to help you file a discrimination complaint concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the U.S. Department of Justice or the U.S. Department of Homeland Security, whether within the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) or a subrecipient. This document is not intended to be used for complaints about employment with GEMA/HS. You are not required to use this document to file a complaint; a letter with the same information is sufficient. However, if you file a complaint by letter, you should include the same information that is requested herein.

1. Information about the person who experienced the alleged discrimination:

Name: _____
First and Middle (Given Names) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip

Email (optional): _____

2. Information about the person(s) who is alleged to have discriminated:

Name: _____
First and Middle (Given Names) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip

3. Information about the agency or organization involved:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip

4. Are there other individuals or organizations involved in this discrimination complaint?

Yes No

If Yes, please provide their name, address, and telephone number below:

Name	Address	Telephone
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5. Describe the nature of the alleged discrimination involved.

6. Explain in detail what happened, when, and how the alleged discrimination occurred.

State who was involved, and how other persons were treated differently.

7. What other information do you think might be helpful to an investigation?

8. Please list below any persons (witnesses, fellow employees, supervisors, or others) who have direct knowledge of the situation that might be able to provide information to support or clarify the complaint:

Name	Address	Telephone #
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EXHIBIT "G"
Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, complete Items 1-7 and Items 8-10 if necessary, and certify by an authorized agent.

Sub-award Number: BRIC 2020 F024 S#

Federal Agency Name: **Federal Emergency Management Agency**

CFDA Program Number and Program Title: **97.047 Building Resilient Infrastructure in Communities (BRIC)**

Sub-award Project Description: **Multi-Jurisdictional Hazard Mitigation Plan**

1. Sub-awardee DUNS Number _____
2. Sub-awardee Name _____
3. Sub-awardee DBA Name _____
4. Sub-awardee Address _____
5. If DBA, Sub-awardee Parent DUNS Number _____
6. Sub-award Principle Place of Project Performance _____
7. In the preceding fiscal year, did the sub-awardee receive 80% of its annual gross revenues from the Federal government?
Yes _____ No _____
If **Yes**, continue to question 8. If **No**, questionnaire is complete.
8. In the preceding fiscal year, were the sub-awardee's annual gross revenues from the Federal government more than \$25 million annual? Yes _____ No _____
If **Yes**, continue to question 9. If **No**, questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-awardee's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?
Yes _____ No _____
If **No**, continue to question 10. If **Yes**, questionnaire is complete.

10. Please list the names and compensation of the sub-awardee’s five most highly compensated officers.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

I certify that to the best of my knowledge all of the information on this form is complete and accurate.

Authorized Signature: _____ Date: _____

This section is for use by the Georgia Emergency Management Agency/Homeland Security Only.

Sub-award Obligation/Agency Name: _____

In accordance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA), this document has been processed in the FFATA Sub-award Reporting System (FSRS) by the undersigned:

Signature _____ Date: _____

Sub-award Obligation/Action Date: _____



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 01/19/2023

Prepared By: Melissa Hawk

Voting Session: 02/02/2023

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: IFB #412-22 Hwy 53 -Thompson Creek Park Road Roundabout

Background Information:

In June 2019, a 240-unit apartment complex and in July 2021, two separate residential/business mix developments were approved by the board that will be located at or near the corner of Dawson Forest Road and Highway 53. Stipulations included a total of \$500,000 paid by the developers to the county for improvements at this intersection. \$14,733 has been allocated to locate property corners, topo field work and some other items. GDOT had planned a quick response roundabout project to allow flow of traffic from Dawson Forest Road, Highway 53 and Thompson Creek Park Road. Thompson Creek Park Road will need to be realigned to allow for better flow of traffic in and out of the roundabout. GDOT and the board agreed to combine the realignment and the roundabout in one county project. The IFB for this project opened on January 5, 2023. GDOT approved \$500,000 in restricted LMIG funds for the roundabout.

Current Information:

Two bids were received with Vertical Earth being the lowest, most responsible bidder at a cost of \$1,547,083.74. The BOC approved a letter to GDOT requesting an additional \$561,817 in LMIG funds to cover the increased cost of construction.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
				\$485,267.00	\$1,061,816.74	

Recommendation/Motion: Staff respectfully requests the board accept the bids received, approve a contract to Vertical Earth in the amount of \$1,547,083.74, accept the \$500,000 from GDOT in LMIG funds and determine the funds for the remaining \$561,817, if not approved by GDOT.

Department Head Authorization: N/A

Date: 01/05/2023

Finance Dept. Authorization: VLN

Date: 1/10/23

County Manager Authorization: Vickie Neikirk

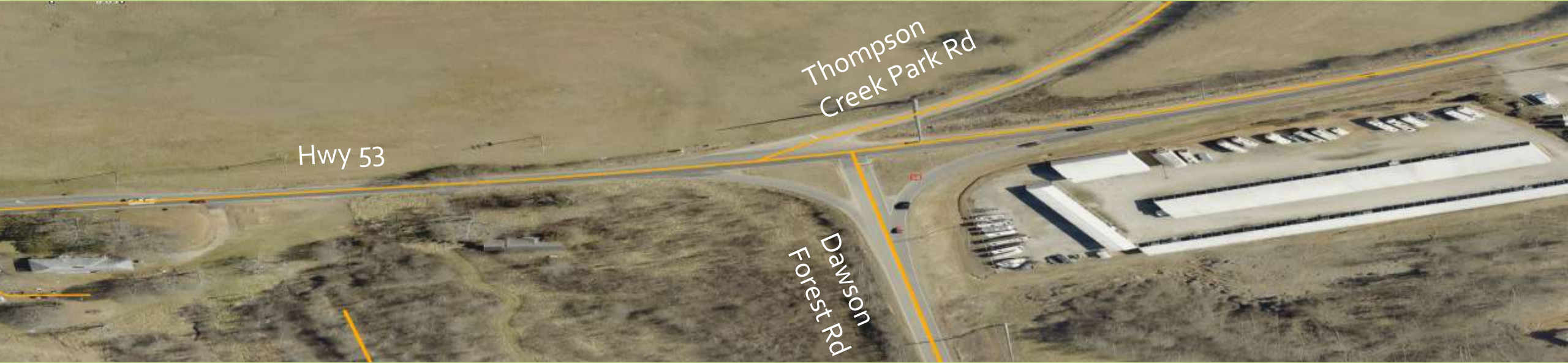
Date: 1/10/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



IFB #412-22

Hwy 53 - Thompson Creek Park Road Roundabout

Work Session – January 19, 2023

Background

- ❖ In June, 2019, a 240-unit apartment complex and in July, 2021, two separate residential/business mix developments were approved by the Board, which will be located at or near the corner of Dawson Forest and Hwy 53. Stipulations included a total of \$500,000.00 paid by the developers to the County for improvements at this intersection.
- ❖ GDOT planned a Quick Response round-about project to allow flow of traffic from Dawson Forest Road, Highway 53 and Thompson Creek Park Road. Thompson Creek Park Road will need to be realigned to allow for better flow of traffic in and out of the round-about.
- ❖ GDOT and the Board agreed to combine the realignment and the roundabout into one County project.

Procurement Approach and Procedure

BID ACCORDING TO POLICY

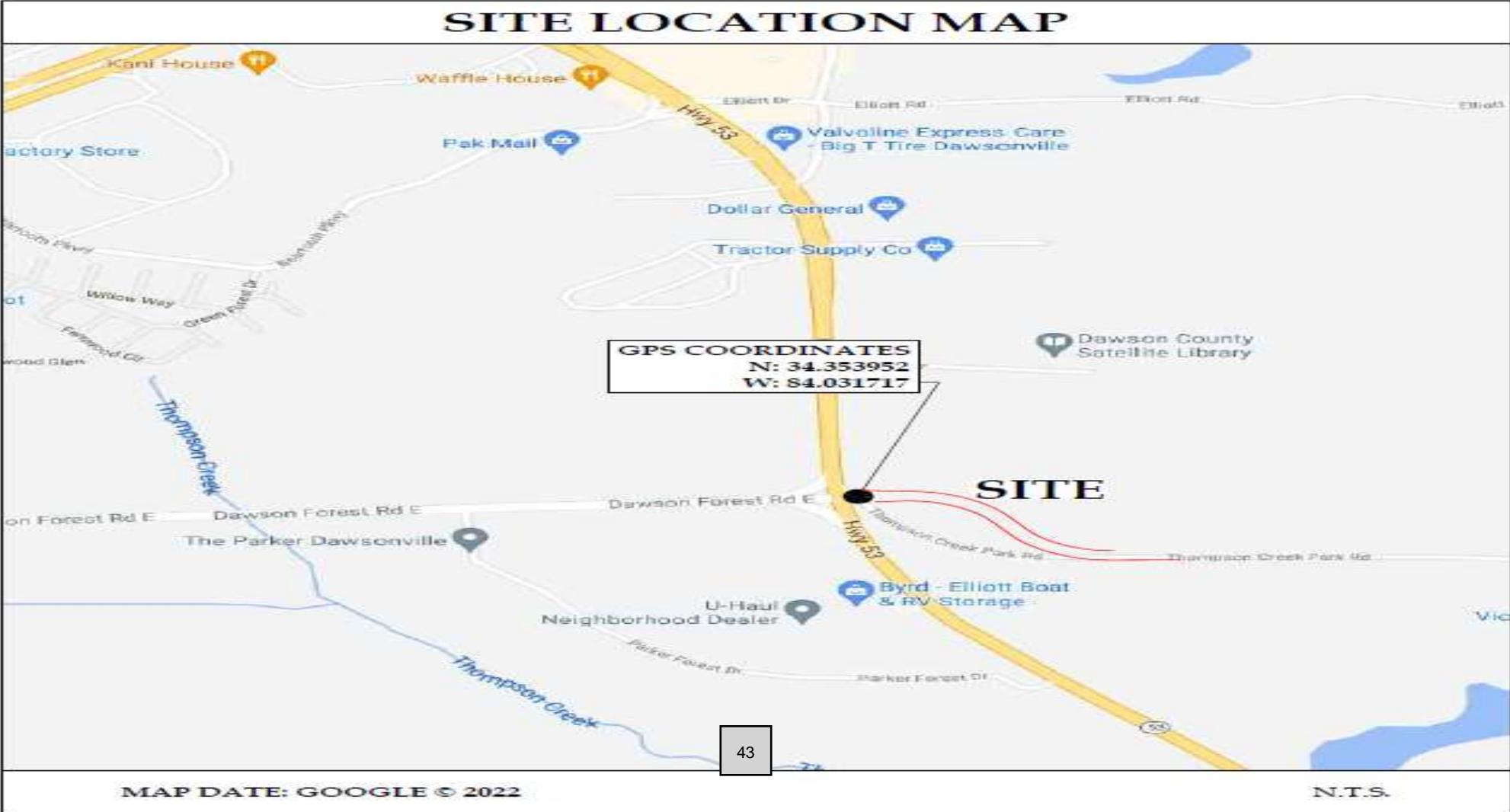
- ✓ Advertised in Legal Organ
- ✓ Posted on County Website
- ✓ Posted on Georgia Procurement Registry
- ✓ Emailed notification through vendor registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Chamber of Commerce
- ✓ 2 bids received

Scope of Services

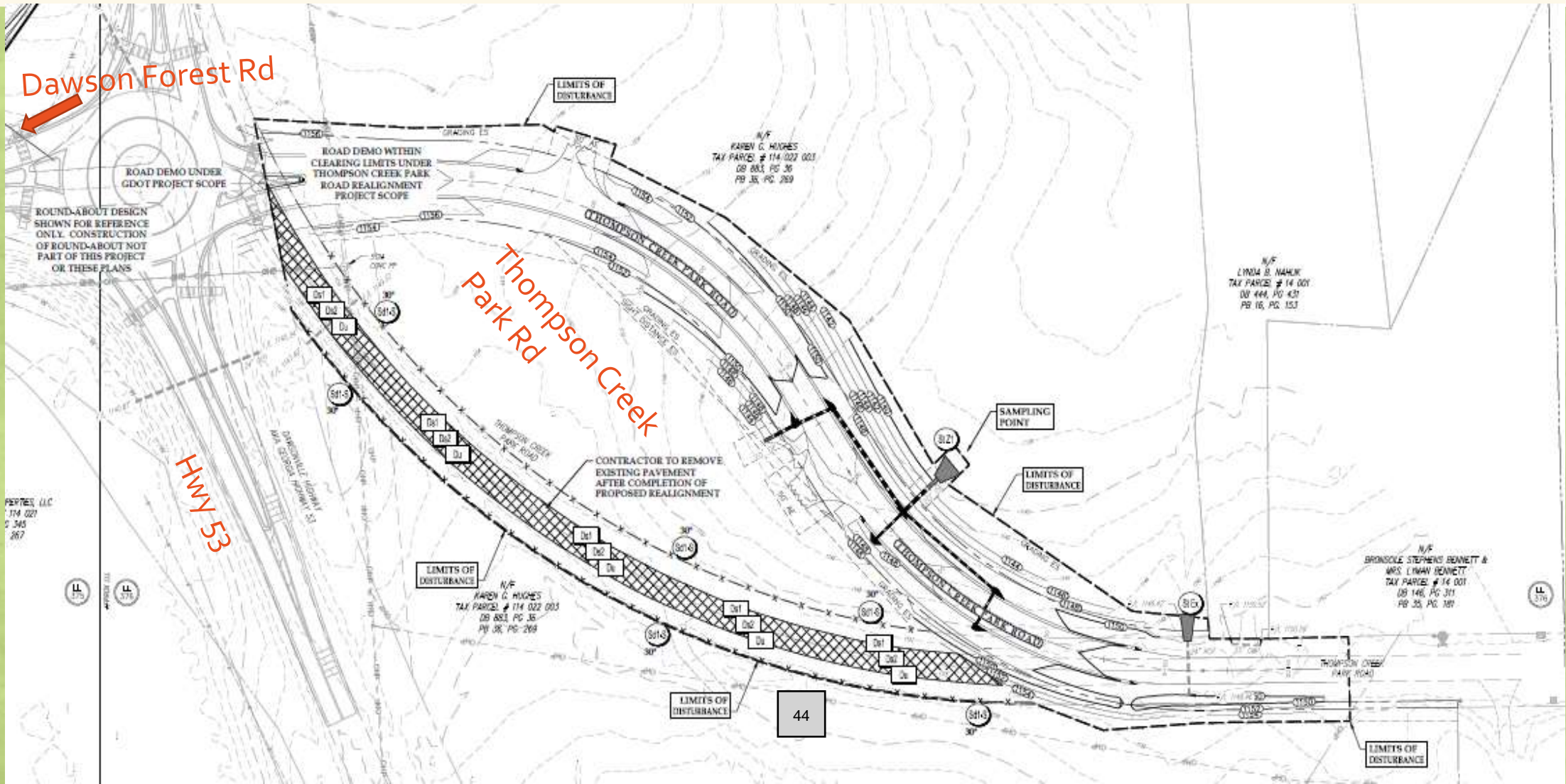
❖ Some of the scope of services include:

- Traffic Control
- Surveying
- Clearing and Grubbing
- Erosion Control
- Inspections
- Grading and Excavating
- Storm Sewer
- De-Watering
- Curb and Gutter
- Concrete Work
- Asphalt Paving
- Landscaping

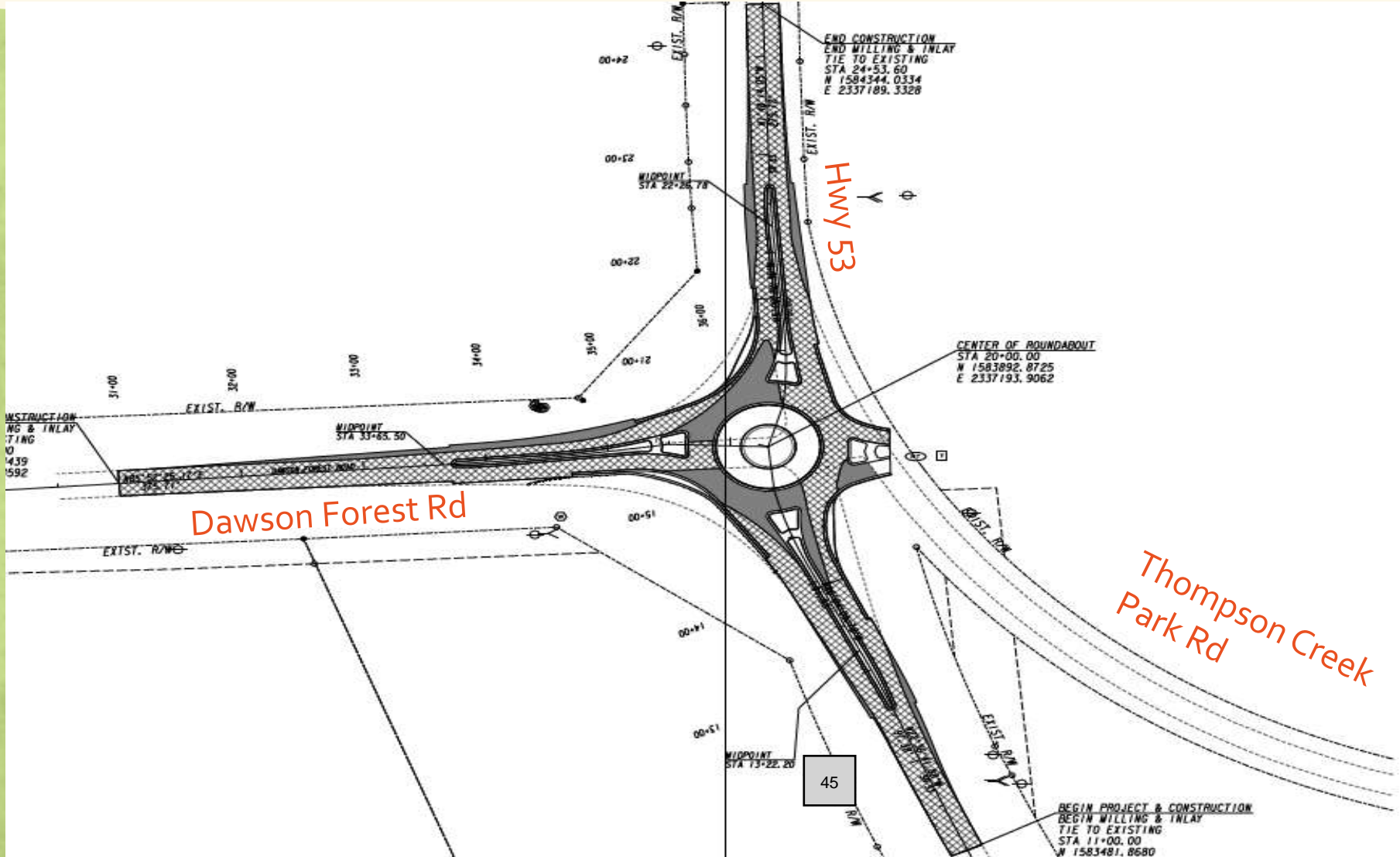
SITE LOCATION MAP



Summary Drawing of Site Work at Thompson Creek Park Road



Summary Drawing of Site Work for the Roundabout



Pricing Received

Vertical Earth

J.G. Leone

Item No.	Description	Quantity	UOM	Total Cost
1	HWY 53 - Thompson Creek Park Road Roundabout	1	Lump Sum	\$1,547,083.74
2	Estimated Start Date:		2/16/2023	
3	Warranty for Labor:		2 years	
4	Warranty for Materials:		2 years	

UOM	Total Cost
Lump Sum	\$3,759,659.20
March/April 2023	
2 years	
2 years	



Staff Recommendation

Staff respectfully requests the Board to accept bids received, approve a contract to Vertical Earth in the amount of \$1,547,083.74, accept the \$500,000.00 from GDOT in restricted LMIG Funds, and determine the funds for the remaining \$561,817.00, if not approved and funded by GDOT.

Thank you for your time.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Planning and Development**

Work Session: January 17, 2023

Prepared By: Sharon O. Farrell, Director

Voting Session: January 17, 2023

Presenter: Sharon O. Farrell, Director

Public Hearing: Yes No

Agenda Item Title: Corridor Study - Lumpkin Campground Road

Background Information:

Lumpkin Campground Road is an undivided two-lane major collector roadway that connects GA400N to Lee Castleberry Road (Forsyth County line).

The roadway continues to experience development and traffic volumes. To determine the necessary roadway improvements the corridor must be analyzed to develop a scope of work. Dawson County has a contract with KCI Technologies to perform such studies.

Current Information:

KCI Technologies performed a similar study for the Dawson Forest Road to Hwy 53 segment.

A stipulation of zoning (ZA22-19) includes a contribution to Lumpkin Campground roadway improvements; the study will provide the technical data necessary to prioritize improvements.

Budget Information: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
					17,300.00	

Recommendation/Motion: Approval to authorize the county manager to expend funds under current contract # 385-21.

Department Head Authorization: *Sharon O. Farrell*

Date: 01/03/2023

Finance Dept. Authorization: *RM*

Date: 1/3/23

County Manager Authorization: *Nikki Spikuh*

Date: 1/3/23

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Task Order Scope document attached. ZA22-19 letter of approval.



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--TASK ORDER SCOPE DOCUMENT--

Re: Contract Number: 385-21 On-call Traffic Engineering Services

Request by: Jeffrey Hahn, Director of Public Works

Prepared: October 3, 2022

Subject: Lumpkin Campground Road – Corridor Study
South Segment: Forsyth County line to Dawson Forest Road

Task Request: Prepare a review of the transportation needs for the corridor and provide recommendations to accommodate future growth

Background: Dawson County performed a similar corridor study for Lumpkin Campground Road, between Dawson Forest Road and SR 53. With the increase in development and traffic volumes, the county desired to perform a similar corridor study for the south segment.

KCI Scope of Services:

KCI will perform a review of the roadway conditions and prepare a memorandum identifying recommendation.

- Perform field observations during the AM and PM weekday peak hour periods
- Perform 24-hour traffic volume counts at three locations on the corridor; perform two intersection turning movement counts at the intersections of Whitmire Dr/Red Rider Rd and at Dawson Forest Road
- Perform a 5-year historical crash review utilizing GDOT's Numetric database
- Project future traffic volumes for both 10-year and 20-year periods; incorporate known development information from the county
- Perform intersection capacity analysis at the intersection of Whitmire Dr/Red Rider Rd
- Perform roundabout capacity analysis at the intersection of Dawson Forest Road; identify when and the type of modification (i.e. an additional travel lane) needed at the roundabout based on future traffic volume projection
- Prepare memorandum summarizing the study findings
- Attend one meeting with the County staff to discuss findings and recommendations
- Revise memorandum to incorporate County feedback
- Prepare planning level construction cost estimate for up to five projects
- Deliverable: Memorandum, KMZ file illustrating project recommendations

The task also includes attending one stakeholder meeting. The prior study including holding one meeting at the beginning of the study to hear concerns and receive input from adjacent property owners.

Included in this is preparing an aerial map and comment form for use at the meeting. Two KCI staff would attend the meeting to lead the discussion and answer questions.

Assumptions: This proposal is limited exclusively to the Work as described in the Scope of Services section and anything not expressly described shall be considered expressly excluded from the Work. Work that is expressly excluded from the Scope of Services includes:

- Roadway Concept; Roadway Design Services
- Additional meetings

Schedule: KCI will begin work upon notice to proceed from the client. We expect to complete the Task within 2 months.

Fee: KCI's fee for the work listed in the scope of services above will be lump sum and invoiced monthly on the basis of percentage of work performed. The lump sum fee includes labor and direct expenses associated with the performance of this Work.

Based on the Master Contract, Exhibit B project price form, project #12 (investigate traffic issues and recommendation action), the composite hourly rate is \$135.00 per hour. The is most similar to the requested scope of services. The hours to complete the task are estimated to be 120 hours. A traffic count subconsultant will be utilized to collect the traffic data. The subconsultant fee is \$1,100.

The KCI Lump Sum Fee: \$ 17,300.00

Task Order Contact: Andrew Antweiler will serve as the task manager and your point of contact. If you have any questions, please do not hesitate to contact him at (770)-490-9526.



DAWSON COUNTY BOARD OF COMMISSIONERS

APPROVAL FORM

PUBLIC HEARING OF LAND USE CHANGE REQUEST MEETING HELD OCTOBER 6TH, 2022

We, the Dawson County Board of Commissioners, do hereby **APPROVE** the following Land Use Change Request:

REQUEST: **ZA 22-19 & VR 22-14**

Applicant's Name: Jim King
 Applicant's Address: 131 Prominence Court Suite 230 Dawsonville, GA 30534
 Location: Stacie Lane/Lee Castleberry Rd. Lumpkin Campground Rd. South Dawsonville, GA 30534
 Purpose: Rezone 10.314 acres of TMP 107-053 & 107-272 from R-A (Residential Agriculture) to RMF (Residential Multi-Family)
 Property Usage: For the purpose of developing 152 semi detached home community.

Zoning Conditions:

1. The development shall be developed in general accordance with the Conceptual Masterplan Documents prepared by HGOR dated June 10, 2022 and approved with this rezoning.
2. Developer shall construct a right decel lane and left turn lane on Lee Castleberry Road.
3. Developer shall improve Lee Castleberry Road along the subject property's frontage to the intersection of GA 400 to the standards of a non-curbed Non-Residential Collector. Improvements shall include widening to (2) 12-foot lanes with 2-foot shoulders and milling/resurfacing the entire length. Improvements shall be complete prior to the issuance of the first Certificate of Occupancy.
4. Developer shall provide an 8' wide sidewalk along Lee Castleberry Rd and a 5' sidewalk along Stacie Lane. Sidewalks shall continue for the entire frontage and extend to the Ga 400 right-of-way. For offsite improvements, Dawson County will provide right-of-way or easements as needed.
5. Developer shall donate an additional 20 feet of right-of-way along Lee Castleberry and Stacie Lane. R/W shall be donated at Final Plat and shall not count against the overall density.
6. Developer shall plant at least (1) 3"-4" Cal. canopy-type (oak, maple, elm...) street trees in each front yard (and side yard on corner lots) adjacent to the right-of-way and 40' O.C. along Lee Castleberry Rd right-of-way.
7. All grassed areas on dwelling lots and amenity areas shall be sodded
8. All utilities shall be placed underground
9. Development shall have covenants that require maintenance of the landscaped entrance area, open space, and amenity areas by a mandatory Homeowners Association.

Billy Thurmond
Chairman

Sharon Fausett
Commissioner
District One

Chris Gaines
Commissioner
District Two

Tim Satterfield
Commissioner
District Three

Emory Dooley
Commissioner
District Four

David Headley
County Manager

Kristen Cloud
County Clerk

Dawson County
Government Center
25 Justice Way
Suite 2213
Dawsonville, GA 30534
Phone 706-344-3501



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County Clerk

10. Homes shall have a minimum front setback of 20' and 24' minimum distance from the garage door to the sidewalk.
11. Each home in the development shall have not less than a 2-car enclosed garage. Garage doors shall have the appearance of "carriage style" doors and be painted a medium/dark earth-tone color.
12. Developer agrees to use a minimum of four different residential building elevations to avoid a cookie cutter look within the community. Elevations shall be similar to the renderings provided and must be approved by the Planning Director prior to issuance of a building permit.
13. Homes shall include a water table along the front & sides of brick or stone. The remaining façade must include a combination of at least 2 of the following: board and batten, shake, or lap fiber cement siding. There shall be no vinyl or aluminum siding.
14. Homes shall be a minimum of 1,600 sf of heated space. All homes shall have a minimum of two car garages and a driveway of sufficient width to provide for at least 2 parked cars side by side with a minimum of 24' between the garage and sidewalk.
15. The design and name for the Pocket Park at the intersection of Lee Castleberry and Lumpkin Campground Rd shall be mutually agreed upon by the Developer and County Planning Staff. The Pocket Park shall be maintained along with the Common Area by the Homeowners' Association.
16. Developer shall contribute \$150,000 to Lumpkin Campground improvements. Contribution shall be required at the time when 50% of the Certificates of Occupancy have been issued for the development. ←
17. No Residential Building Permits shall be issued prior to January 1, 2024.
18. Developer Shall provide NO PARKING signs along the interior streets throughout the development and shall include enforcement by the HOA in the Declaration of Covenants.
19. Developer shall provide a garbage can pad for each home within the development.

The request will not:

- A. Affect the property values of surrounding property.
- B. Affect the health, safety or general welfare of the public.
- C. Impose special hardships on the surrounding property owners.

The subject property is suited for the proposed land use.


Billy Thurmond, Chairman

10-06-2022
Date

cc: Jarrard & Davis, LLP., County Attorney
Harmony Gee, Zoning Administrator
Elaine Garrett, Tax Assessor's Office

Dawson County
Government Center
25 Justice Way
Suite 2213
Dawsonville, GA 30534
Phone 706-344-3501



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--TASK ORDER SCOPE DOCUMENT--

Re: Contract Number: 385-21 On-call Traffic Engineering Services

Request by: Sharon Farrell, Planning Director, Dawson County Planning & Development

Prepared: February 1, 2023

Subject: Lumpkin Campground Road – Corridor Study
South Segment: Forsyth County line to Dawson Forest Road
North Segment: SR 53 to SR 400

Task Request: Prepare a review of the transportation needs for the two segments of the corridor and provide recommendations to accommodate future growth

Background: In 2019 Dawson County performed a similar corridor study for Lumpkin Campground Road, between Dawson Forest Road and SR 53. With the increase in development and traffic volumes, the county desired to perform a similar corridor study for the south segment and the north segment.

KCI Scope of Services:

KCI will perform a review of the roadway conditions and prepare a memorandum identifying recommendation.

- Perform field observations during the AM and PM weekday peak hour periods
- Perform 24-hour traffic volume counts at three locations on the south segment of the corridor; perform three intersection turning movement counts at the intersections of 1) Harry Sosebee Rd/Lee Castleberry Rd, 2) Whitmire Dr/Red Rider Rd, and 3) Dawson Forest Road
- Perform 24-hour traffic volume counts at one location on the north segment of the corridor; perform three intersection turning movement counts at the intersections of 1) SR 53, 2) Kilough Church Rd and 3) SR 400
- Perform a 5-year historical crash review utilizing GDOT's Numetric database
- Project future traffic volumes for both 10-year and 20-year periods; incorporate known/approved development information from the county (assume about six developments)
- Perform intersection capacity analysis at the intersection of Whitmire Dr/Red Rider Rd
- Perform roundabout capacity analysis at the intersection of Dawson Forest Road; identify when and the type of modification (i.e. an additional travel lane) needed at the roundabout based on future traffic volume projections
- Perform intersection capacity analysis at the intersection of SR 53; identify up to two potential improvement options (i.e. addition travel lanes, roundabout) based on future traffic volume projections

- Perform intersection capacity analysis at the two intersections of Kilough Church Rd and SR 400; identify potential improvement options based on future traffic volume projections
- Prepare memorandum summarizing the study findings
- Attend one meeting with the County staff to discuss findings and recommendations
- Revise memorandum to incorporate County feedback
- Hold one conference call with GDOT District 1 to discuss potential options identified by the study at both the intersection of Lumpkin Campground Rd at SR 53 and Lumpkin Campground Rd at SR 400
- Prepare planning level construction cost estimate for up to five projects
- Deliverable: Memorandum, KMZ file illustrating project recommendations

The task also includes attending one stakeholder meeting. The prior study including holding one meeting at the beginning of the study to hear concerns and receive input from adjacent property owners. Included in this is preparing an aerial map and comment form for use at the meeting. Three KCI staff would attend the meeting to lead the discussion and answer questions.

Assumptions: This proposal is limited exclusively to the Work as described in the Scope of Services section and anything not expressly described shall be considered expressly excluded from the Work. Work that is expressly excluded from the Scope of Services includes:

- Roadway Concept Layout; Roadway Design Services
- Additional meetings

Schedule: KCI will begin work upon notice to proceed from the client. We expect to complete the Task within 3 months.

Fee: KCI's fee for the work listed in the scope of services above will be lump sum and invoiced monthly on the basis of percentage of work performed. The lump sum fee includes labor and direct expenses associated with the performance of this Work.

Based on the Master Contract, Exhibit B project price form, project #12 (investigate traffic issues and recommendation action), the composite hourly rate is \$135.00 per hour. The is most similar to the requested scope of services. The hours to complete the task are estimated to be 205 hours. A traffic count subconsultant will be utilized to collect the traffic data. The subconsultant fee is \$2,000.

The Total Lump Sum Fee: \$ 29,675.00 (includes KCI fee and subconsultant fee)

Task Order Contact: Andrew Antweiler will serve as the task manager and your point of contact. If you have any questions, please do not hesitate to contact him at (770)-490-9526.