

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, AUGUST 1, 2024
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

PUBLIC HEARING

1. Pre-Application for Community Development Block Grant for a New Public Health Facility (*1st of 2 hearings; 2nd hearing will be held at the 6 p.m. August 15, 2024, Voting Session*)

UNFINISHED BUSINESS

1. Discussion of Recommendations to Chapter 22 Fire Code Related to Fire Flows- County Manager Joey Leverette (*Draft Update of Fire Code Ordinance last discussed at the March 21, 2024, Work Session*)

NEW BUSINESS

1. Presentation of 2025 Payroll and Holiday Calendar- Human Resources Director Kristi Finley
2. Presentation of RFP #434-24 - A&E Services for Public Health Facility - Community Development Block Grant Award Request- County Manager Joey Leverette / Purchasing Manager Melissa Hawk
3. Presentation of Concept Proposal of Harmony Church Road Multi-Use Site Development- County Manager Joey Leverette
4. Presentation of Board Appointments:
 - a. Joint Development Authority**
 - i. Jere Allen- *replacing Brian Trapnell* (Term: Through December 2024)
 - b. Parks & Recreation**
 - i. Wayne Goodwin- *replacing Chad Cofield* (Term: Through December 2027)
5. County Manager Report
6. County Attorney Report

****A Voting Session meeting will immediately follow the Work 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 AGENDA REQUEST FORM

Department: County Administration

Work Session: August 1, 2024

Prepared By: Melissa Hawk

Voting Session: August 15, 2024

Presenter: Joey Leverette

Public Hearing: Yes No

Agenda Item Title: Presentation of Public Hearing – Pre-Application for Community Development Block Grant for a New Public Health Facility

Background Information:

The SPLOST VII Funds resolution lists \$2,500,000.00, to construct a new public health facility. The BOC approved SPLOST VII Funds during the 2024 budget process, in the amount of \$2,000,000.00.

Current Information:

The County is holding this public hearing to allow the citizens of Dawson County to make comment on the need for a new public health facility and the areas of improvement to quality of life in the area of medical health. The application will be submitted in April, 2025, in the amount of \$1,000,000.00. At that time, this document may be viewed in the Finance Office, 2nd Floor, 25 Justice Way, Dawsonville, GA 30534. The County’s last CDBG project was the new Senior Center, located at Veterans Memorial Park. Files for this project can be viewed in the same location above.

Budget Information:

Applicable: Not Applicable:

Budgeted: Yes No

Fund	Department	Account #	Budget	Balance	Requested	Remaining

*If this is a personnel-related request, has it been reviewed by Human Resources?

*If this item is being requested to move to the same day’s voting session for BOC consideration, provide *detailed justification* for the request:

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Department Authorization: _____

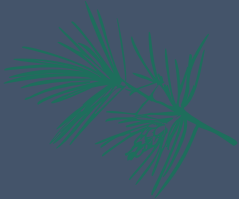
Date: _____

County Manager Authorization: _____

Date: _____

Comments/Attachments: _____

Pre-Application Public Hearing Agenda



AUGUST 1, 2024





Purpose of This Portion of Meeting

- ❖ To obtain input in the development of a 2025 Community Development Block Grant application. The County of Dawson plans to apply for \$1,000,000 for the construction of a new public health facility.
- ❖ The next slides discuss the rating and selection system in place as of the date of this meeting.

A. Eligible Activities

- **Housing, Public Facilities and Economic Development**
- **Acquisition, construction, reconstruction/rehabilitation of real property.**

B. Low- and Moderate-Income Benefit

- **70% of persons benefited by CDBG funds must be low to moderate-income persons.**

C. Progress of Previously Funded CDBG

- **100% of funds must be drawn down and spent for awards 2021 or earlier.**
- **The County's last project was the new Senior Center. All funds have been spent down as of October 9, 2020.**

Explanation of the Grant

D. Rating System (Maximum Total Points – 390)

1. Program Feasibility (50 points)

- Verification and reasonableness of costs
- All other financing sources are in place
- Certified Preliminary Engineering or Architectural Reports
- Verification of property availability
- Recipient's administrative capacity
- Compliance with State and Federal laws
- Reasonable project timetables

2. Program Strategy (50 points)

- Alternative solutions to identified problems
- Financial effort toward the problem by the applicant
- Applicant involvement to ensure problems do not arise again
- Benefit to persons of low to moderate-income persons

3. Program Need (125 points)

- Defined as health and safety issues or amenity issues.
- Documented by inspection reports, photographs, work write-ups, news articles, work orders/invoices, third party and/or resident letters, fire reports, public hearing comments, prior citizen complaints, etc.

Explanation of the Grant

D. Rating System (Maximum Total Points – 390)

4. Program Impact (70 points)

- Cost per person benefiting (30 points)
- Absolute number of persons in poverty (15 points)
- Percent of persons in poverty (15 points)
- Median Household Income (15 points)

5. Leverage of Additional Resources (20 points)

- Indirect and direct cash commitments above the required match.

6. Bonus Points:

- a. Revitalization Areas (20 points) – Not Applicable
 - Areas which are designated as an Urban Redevelopment Area may be eligible for bonus points.
- b. Bonus Points for State Priority Projects (10 points)
 - Priority projects as determined by the State, include housing/ neighborhood stabilization and water and/or sewer projects.

Explanation of the Grant

D. Rating System (Maximum Total Points – 390)

6. Bonus Points:

- c. Bonus Points for Regional Cooperation (20 points) – Not Applicable
 - Projects displaying regional cooperation with regional impact.
- d. Bonus Points for Robust Citizen Participation Activities (10 points)
 - Demonstrated extra efforts allowing citizens opportunities to participate in the planning, implementation and assessment of the project.
- e. Bonus Points for Readiness to Proceed (5 points)
 - NEPA Review is complete and funds have been released by DCA.
- f. Bonus Points for Return of Local Revolving Load Fund & Returning Funds (5 points) – Not Applicable
 - Existing RLF Funds with DCA must be returned to DCA. The County has not used this type of funds.
- g. Point Reduction for Missing Elements (up to 25 points)
 - Points will be deducted for missing required components or concepts.

Explanation of the Grant

Section 3 Requirements

Purpose: “To ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low-and very-low-income persons.”

- Section 3 requirements apply to all public construction projects.
- Threshold is met if the total amount of CDBG assistance exceeds \$200,000.00.

Fair Housing and Equal Opportunity (FHEO)

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status, and disability.

- Applicants are required to be in compliance with Section 109 of the Housing and Community Development Act, the non-discrimination clause.
- Post a Fair Housing Poster at city hall – The County will not discriminate against disability, race, color, religion, sex, national origin, or family status.
- DCA’s Fair Housing Brochure, available

Explanation of the Grant

Conflict of Interest

Grantees and sub-grantees will maintain a written code of standards and conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The employee, officer, or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.
- Applicant will follow 24 CFR Part 85, Section 85.36(b)(3), Code of Conduct
- Applicant will follow HUD Regulations, 24 CFR Part 570.489(h), Conflict of Interest.

Citizen Comments

Dawson County Fire Codes - Chapter 22

FIRE FLOWS – RECOMMENDED UPDATES

State Minimum Fire Code & Local Authority

Pursuant to O.C.G.A. (25-2-4), rules and regulations adopted by the Safety Fire Commissioner shall have the force and effect of law and have statewide application as being the state minimum fire safety standards and shall not require adoption by a municipality or county.

Pursuant to O.C.G.A. (25-2-13(f)) the governing authority in any county of the state shall have the authority to enact such ordinances as it deems necessary to perform fire safety activities not covered by O.C.G.A. 25-2-13.

Variations to State Fire Regulations

Pursuant to O.C.G.A. 25-2-12 (5)(4)(5), the State Fire Commissioner, upon written recommendation of the state fire marshal, may grant variations from compliance of state minimum fire safety standards.

However, variations granted to state minimum fire safety standards shall be as **nearly equivalent** as practical to the state standards.

Current Fire Flow Requirements – Chapter 22

Current Fire Flows Requirements:

- Dawson County follows requirements set forth by State Minimum Code which simply state that available fire flows will be provided and approved. Dawson County follows the 2018 IFC Table B105 standards, which are widely utilized in the United States.

Define Acceptable Methods for Determination of Fire Flow Requirements

The International Fire Code (IFC) states in section 507.3 that Fire-Flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method.

Recommend that Dawson County Ordinance, Chapter 22, be amended to clarify what specific methods are approved for the determination of fire flow to allow for consistency of plan reviews for new developments and improvements for existing developments.

Likewise, Chapter 22 needs to be amended to clarify and provide a distinction to areas in which adequate (minimum) fire flows can not be reasonable obtained and/or is not practical.

Recommendation for Fire Flows in Locations Where Adequate Fire Flows are Readily Available

Recommend that Dawson County update Chapter 22 to specifically set minimum fire flows for commercial/institutional developments be a minimum of 1500 gallons per minute (gpm) sustainable for 2 hours with 20 psi residual pressure.

Recommend that Dawson County update Chapter 22 to specifically set minimum fire flows for residential developments be 1000 gallons per minute (gpm) sustainable for 2 hours with 20 psi residual pressure.

This requirement would apply to any development or proposed development (residential or commercial) where adequate fire flows are available or within 2,500 LF of existing adequate fire flows.

Recommendation for Fire Flows at Locations Where Adequate Fire Flows are NOT Available

As applied to Commercial/Institutional Developments

Three (3) acceptable methods that can be utilized combined or singularly to provide passive and active fire protection in lieu of meeting the fire flow requirements set forth by Dawson County for commercial/institutional developments.

Recommend that Chapter 22 be updated to specifically include these acceptable approved methods for locations where adequate fire flows are not available.

Acceptable Method #1

1 - Adopt use of NFPA 1142, Standards for Rural Firefighting, which provides a formula to reduce fire flow requirements for isolated buildings in rural areas.

- The formula may be used in conjunction with acceptable methods #2 & #3.
- Monitored NFPA 72 compliant fire alarm system would be required.

Acceptable Method #2

2- Allow a reduction in fire flow based on the largest fire area in the building, with the building compartmentalized into separate fire areas using fire barriers.

- Allow and require utilization of fire resistant rated walls/ceiling/doors and fire barriers, rated for the type of occupancy to reduce fire flow requirements.
- This would allow for passive fire protection of the “fire area”.
- Monitored NFPA 72 compliant fire alarm system would be required.

Acceptable Method #3

3 - Allow acceptance of Performance-Based Design approaches to lower the requirements of fire flows. Performance-based design can provide an equivalency to the fire flow requirements.

- Add specific language in Chapter 22 to clarify the availability of this method. Language such as:
 - Additional fire extinguishers with training required for occupants
 - Additional exterior exists
 - Emergency Planning & Preparedness Plans
 - Crowd Control Policies

- Monitored NFPA 72 compliant fire alarm systems would be required.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Department: HR & Risk Management

Work Session: Aug. 01, 2024

Prepared By: Kristi Finley, Director

Voting Session: 08/15/2024

Presenter: Kristi Finley, Director

Public Hearing: Yes _____ No **X**

Agenda Item Title: 2025 Payroll and Holiday Calendar

Background Information:

Approval of 2025 Payroll & Holiday Calendar

Current Information :

Budget Information:

Applicable: _____ Not Applicable: **X**

Budgeted: Yes _____ No _____

Fund	Department	Account #	Budget	Balance	Requested	Remaining

*If this is a personnel-related request, has it been reviewed by Human Resources? _____

*If this item is being requested to move to the same day's voting session for BOC consideration, provide *detailed justification* for the request:

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Department Authorization: Vickie Neikirk

Date: 7/23/24

County Manager Authorization: J. Leverette

Date: 7/23/24

Comments/Attachments: _____

PAYROLL CALENDAR FOR 2025

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	CHECK DATE	MONTH	PAY PERIOD #	BI-WEEKLY PAYROLL CHANGES DUE TO HR NO LATER THAN NOON ON THIS DATE	MONTHLY PAYROLL CHECK DATE	MONTHLY PAYROLL CHANGES DUE TO HR NO LATER THAN NOON ON THIS DATE	TIMESHEET DUE TO FINANCE BY NOON ON THIS DATE
12/21/24	01/03/25	01/10/25	JANUARY	1	12/30/24*	01/15/25	01/03/25	01/07/25
01/04/25	01/17/25	01/24/25		2	1/13/25*			01/21/25
01/18/25	01/31/25	02/07/25	FEBRUARY	3	01/28/25	02/14/25	02/04/25	02/04/25
02/01/25	02/14/25	02/21/25		4	2/10/25*			02/18/25
02/15/25	02/28/25	03/07/25	MARCH	5	02/25/25	03/14/25	03/04/25	03/04/25
03/01/25	03/14/25	03/21/25		6	03/11/25			03/18/25
03/15/25	03/28/25	04/04/25	APRIL	7	03/25/25	04/15/25	04/03/25	04/01/25
03/29/25	04/11/25	04/18/25		8	04/08/25			04/15/25
04/12/25	04/25/25	05/02/25	MAY	9	04/22/25			04/29/25
04/26/25	05/09/25	05/16/25		10	05/06/25	05/15/25	05/05/25	05/13/25
05/10/25	05/23/25	05/30/25		11	5/19/25*			05/27/25
05/24/25	06/06/25	06/13/25	JUNE	12	06/03/25	06/13/25	06/03/25	06/10/25
06/07/25	06/20/25	06/27/25		13	6/16/25*			06/24/25
06/21/25	07/04/25	07/11/25	JULY	14	6/30/25*	07/15/25	07/03/25	07/08/25
07/05/25	07/18/25	07/25/25		15	07/15/25			07/22/25
07/19/25	08/01/25	08/08/25	AUGUST	16	07/29/25	08/15/25	08/05/25	08/05/25
08/02/25	08/15/25	08/22/25		17	08/12/25			08/19/25
08/16/25	08/29/25	09/05/25	SEPTEMBER	18	8/25/25*	09/15/25	09/03/25	09/02/25
08/30/25	09/12/25	09/19/25		19	09/09/25			09/16/25
09/13/25	09/26/25	10/03/25	OCTOBER	20	09/23/25			09/30/25
09/27/25	10/10/25	10/17/25		21	10/07/25	10/15/25	10/03/25	10/14/25
10/11/25	10/24/25	10/31/25		22	10/21/25			10/28/25
10/25/25	11/07/25	11/14/25	NOVEMBER	23	11/3/25*	11/14/25	11/03/25	11/10/25*
11/08/25	11/21/25	11/28/25		24	11/17/25*			11/24/25*
11/22/25	12/05/25	12/12/25	DECEMBER	25	12/02/25	12/15/25	12/03/25	12/09/25
12/06/25	12/19/25	12/26/25		26	12/15/25*			12/22/25*
12/20/25	01/02/26	01/09/26		1	12/29/25*	1/15/26*	01/05/26	01/06/26

No insurance deductions withheld.

2025 HOLIDAY SCHEDULE

Holiday	Date Reserved	Holiday	Date Reserved
New Year's Day	Wednesday 01/01/2025	Veterans Day	Tuesday 11/11/2025
MLK Day	Monday 01/20/2025	Thanksgiving	Thursday 11/27/2025
Presidents' Day	Monday 02/17/2025	Day after Thanksgiving	Friday 11/28/2025
Good Friday	Friday 04/18/2025	Christmas Eve	Wednesday 12/24/2025
Memorial Day	Monday 05/26/2025	Christmas Day	Thursday 12/25/2025
Juneteenth	Thursday 06/19/2025	Day after Christmas	Friday 12/26/2025
Independence Day	Friday 07/04/2025	New Year's Day	Thursday 01/01/2026
Labor Day	Monday 09/01/2025	Floating Holiday	May be taken one time during the year at the employee's discretion

40-Hour Annual Payout: Full-time employees may take up to 40 hours, one time per year, provided 20 PTO hours will be left remaining in PTO balance.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Department: County Administration

Work Session: August 1, 2024

Prepared By: Melissa Hawk

Voting Session: August 15, 2024

Presenter: Joey Leverette

Public Hearing: Yes No

Agenda Item Title: Presentation of RFP #434-24 A & E Services for Public Health Facility Results

Background Information:

The SPLOST VII Funds resolution lists \$2,500,000, to construct a new public health facility. The BOC approved SPLOST VII Funds in the 2024 budget process in the amount of \$2,000,000.

Current Information:

An RFP opened on June 10, 2024, receiving three proposals. Individual evaluations have been completed with Hill Foley Rossi & Associates rating the highest combined technical and cost score of 61. The total cost to the County to perform all scope of work is \$194,500.

Budget Information:

Applicable: Not Applicable:

Budgeted: Yes No

Fund	Department	Account #	Budget	Balance	Requested	Remaining
325	5110	541300	\$2,000,000	\$1,996,625	\$194,500	\$1,802,125

*If this is a personnel-related request, has it been reviewed by Human Resources?

*If this item is being requested to move to the same day's voting session for BOC consideration, provide *detailed justification* for the request:

Recommendation/Motion: Staff respectfully requests the Board to accept the proposals received and award a contract to Hill Foley Rossi & Associates in the amount not to exceed \$194,500, utilizing SPLOST VII Funds.

Department Head Authorization: _____

Date: _____

Finance Department Authorization: Vickie Neikirk

Date: 7/22/24

County Manager Authorization: J. Leverette

Date: 7/22/24

Comments/Attachments: Presentation

RFP #34-24
Architectural and
Engineering Services
for Public Health
Facility



AUGUST 1, 2024





Background and Overview

- ❖ SPLOST VII includes the construction of a new Public Health Facility in the amount of \$2,500,000.00.
- ❖ The County budgeted \$2,000,000.00 during the 2024 budget process.

Procurement Approach and Procedure



Bid According to Policy

- ✓ Advertised in Legal Organ
- ✓ Posted on County Website through Vendor Registry
- ✓ Posted on Georgia Procurement Registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Dawson County Chamber of Commerce
- ✓ Received 3 proposals received



Scope of Work Overview

ALL TASKS WILL CONTAIN CDBG RULES AND REGULATION COMPLIANCE

- ❖ **Creation of a Preliminary Engineering Report (PER) and a Preliminary Architectural Report (PAR) to accompany the CDBG application.**
- ❖ **Preliminary Design Phase**
- ❖ **Detailed Schematic Design Phase**
- ❖ **Final Design Phase**
- ❖ **Construction Management Phase**



Preliminary Engineering Report

PER will contain, but not limited to:

- Brief description of project area needs
- Plans and photos of target area
- Existing conditions
- Road projects required
- Brief description of the proposed improvement for quality of life.
- Project budget and schedule

Preliminary Architectural Report

PAR will contain, but not limited to:

- Brief description of project area needs
- Description of existing facility
- Adequacy of infrastructure
- Preliminary site plan, parking, utilities
- Project budget and schedule
- Preliminary floor plan – 10,000 sq ft – easily expanded vertically
- Overall costs
- Project schedule

Summary of the Departments and Space Needs

Summary of Departments				2021 Space Needs Total SF	2041 Space Needs Total SF	Remarks
Departments						
	Administration			2,457	2,457	
	Nursing & Clinical			1,513	1,721	
	Women, Infants & Children			676	676	
	Dental Care			948	948	
	Lab & Blood Draw			473	473	
	Public Spaces			3,192	3,192	
<i>Grossing Factor (10%)</i>				926	947	
Space Needs Total:				10,184	10,413	

Offers Received

Description	Foreman Seeley Fountain	Hill Foley Rossi & Associates	Tunnell-Spangler Associates, Inc. dba TSW
Preliminary Design Phase	\$63,000.00	\$32,500.00	\$50,490.00
Detailed Schematic Design Phase	\$95,000.00	\$45,000.00	\$94,525.00
Final Design Phase	\$127,625.00	\$72,000.00	\$122,140.00
Construction Services Phase	\$80,000.00	\$40,000.00	\$176,700.00
CDBG Compliance	\$10,000.00	\$5,000.00	\$7,500.00
Preliminary Engineering Report	\$12,000.00	\$0.00	\$41,000.00
Preliminary Architectural Report	\$12,000.00	\$0.00	\$53,140.00
GRAND TOTAL	\$399,625.00	\$194,500.00	\$545,495.00

Summary of Scores

Foreman Seeley Foutain Architecture	41	56	56	41	28	44	8	53
Hill Foley & Rossi	42	52	48	39	25	41	20	61
Tunnell Spangler & Associates	42	56	56	42	26	44	0	44

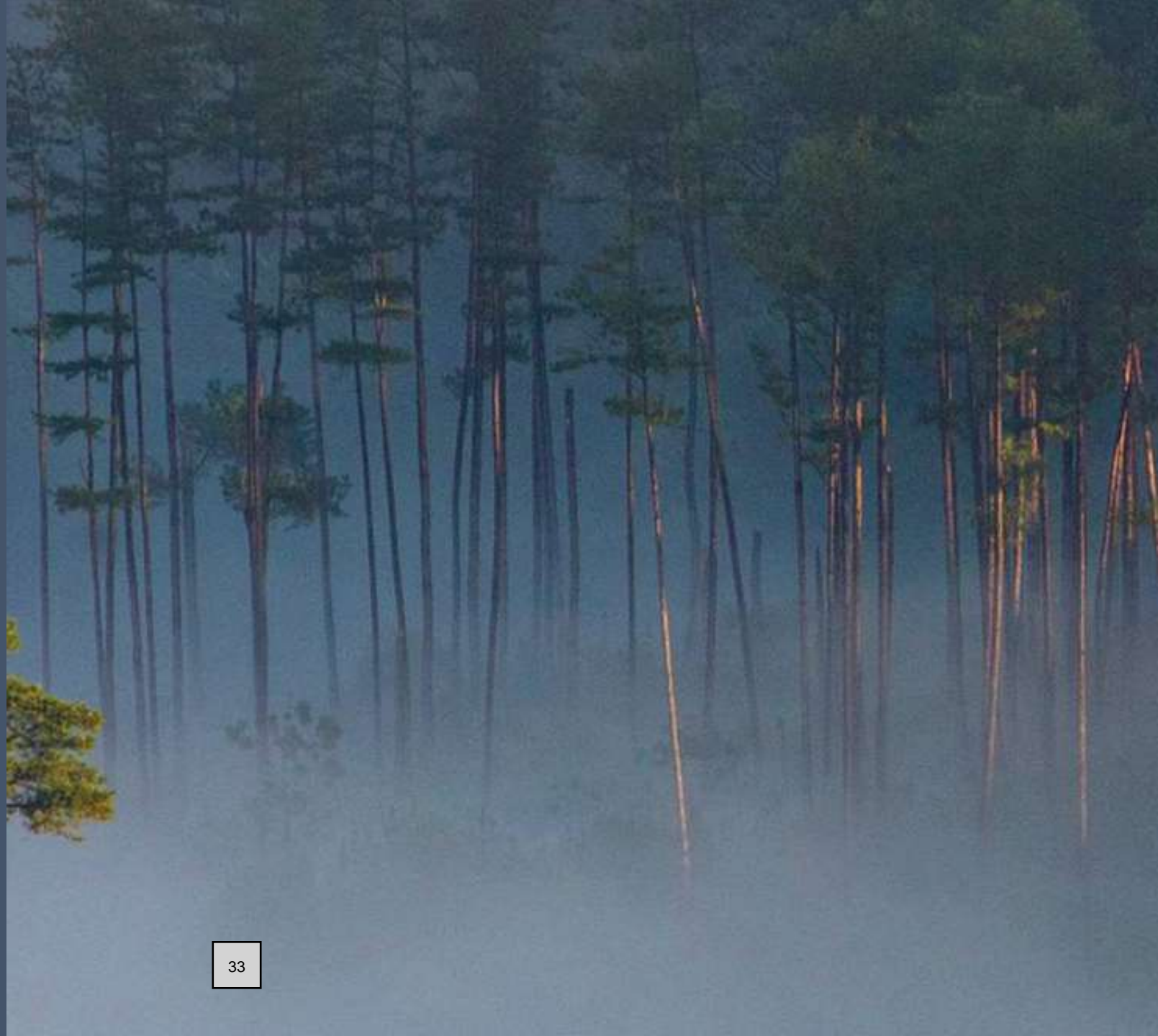
All scores are rounded up to the nearest whole number.

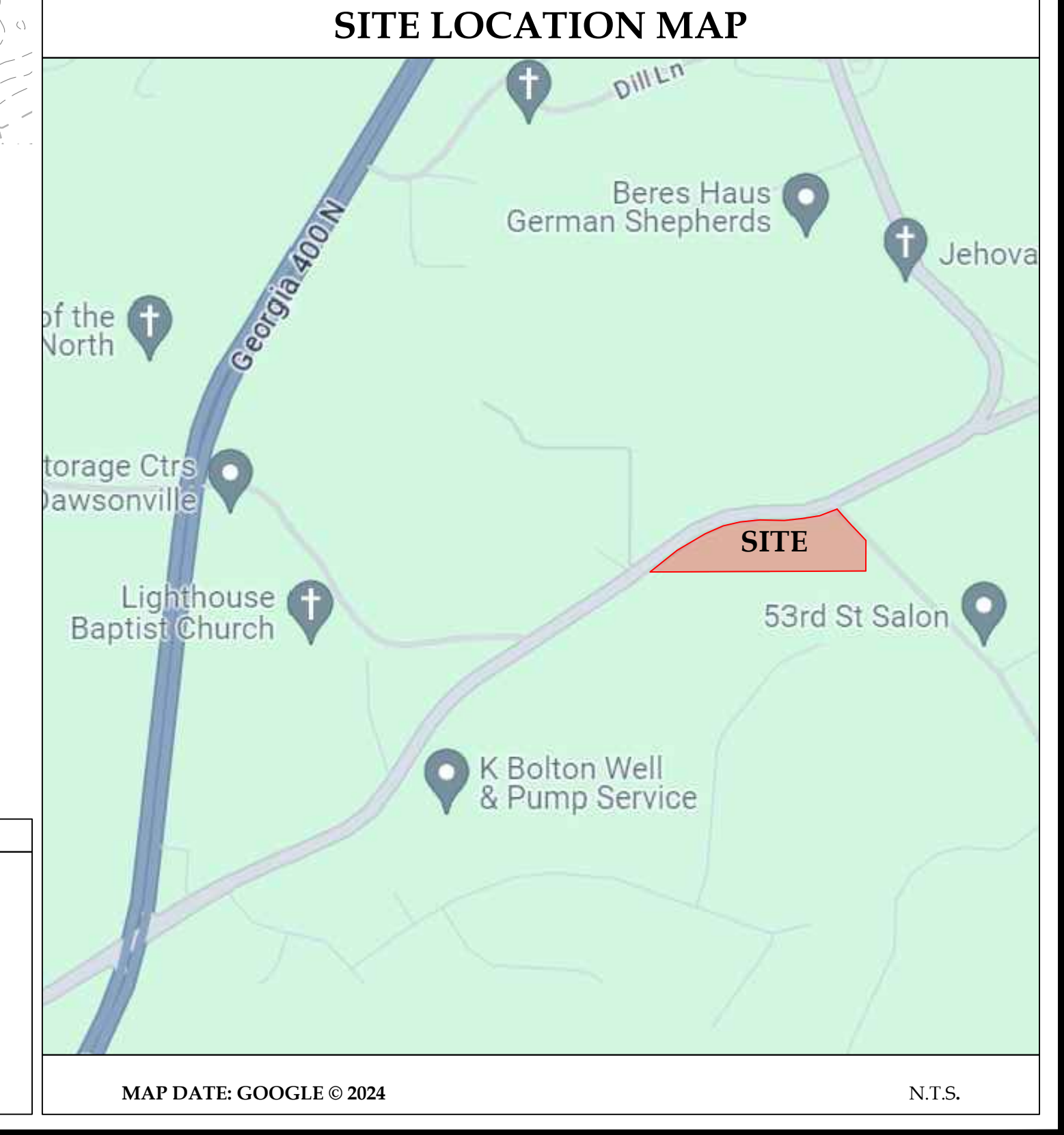
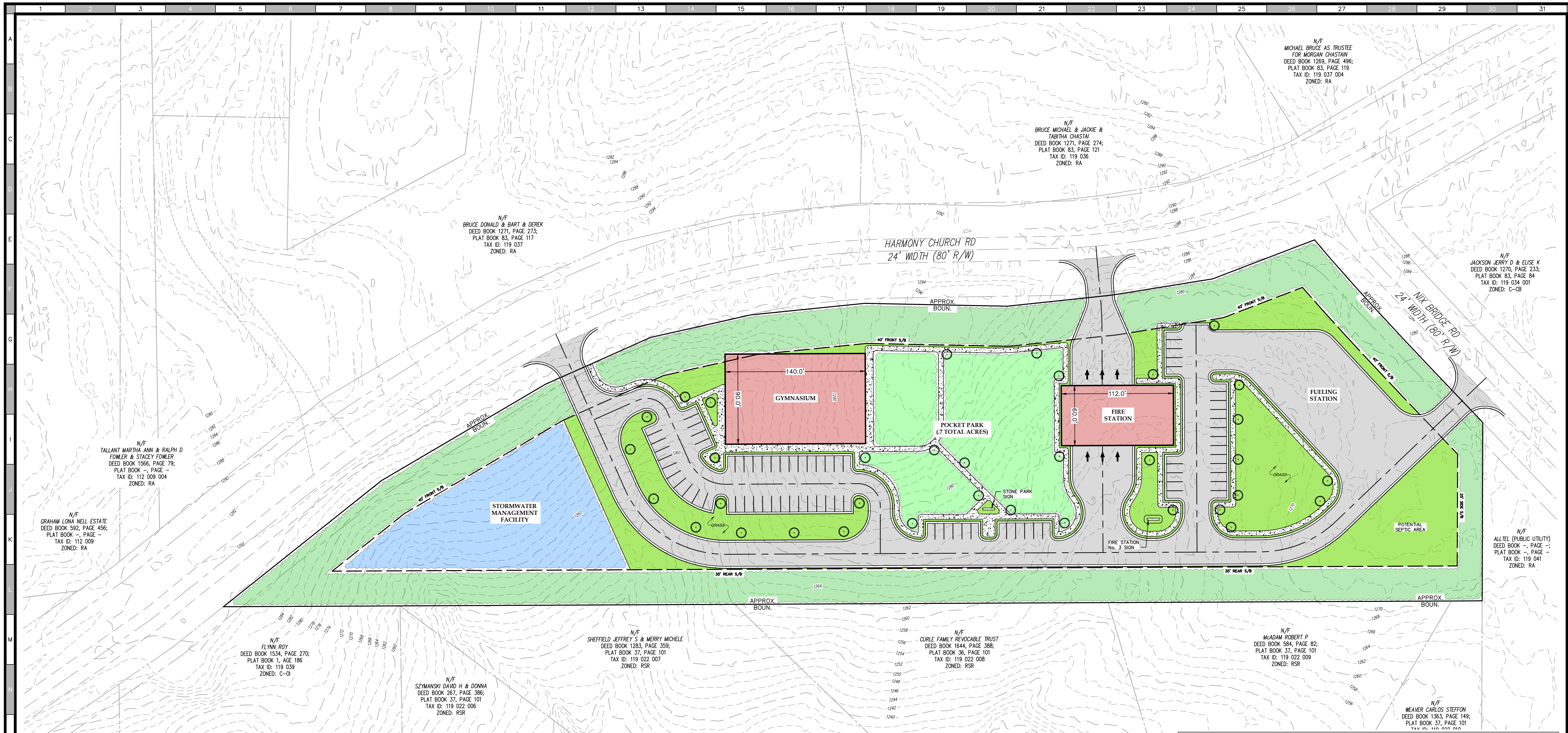


Staff Recommendation

Staff respectfully requests the Board to accept proposals received and award a contract to Hill Foley Rossi & Associates, in the amount not to exceed \$194,500.00, utilizing SPLOST VII Funds.

THANK YOU FOR YOUR TIME





SITE DATA	
Parcels:	119 037 002
Existing Zoning:	RA
Total Site Area:	7.13 ac
Zoning:	RA (Residential Agricultural)
Setbacks:	25' Side Set Back 35' Rear Set Back 40' Front Set Back

ENSITE
 CIVIL CONSULTING, LLC
 4224 Sweetwater Juno Road
 Dawsonville, GA, 30534
 Mobile: 770-597-8813
 Contact: Corey Guthrie, PE
 Email: Corey.Guthrie@ensiteconsulting.com

OWNER/DEVELOPER:

PHONE: -----

24-HOUR CONTACT:

PROJECT:
FIRE STATION 3

 LOCATED IN:
 LAND LOTS 99
 13 DISTRICT, --- SECTION
 DAWSON COUNTY, GEORGIA

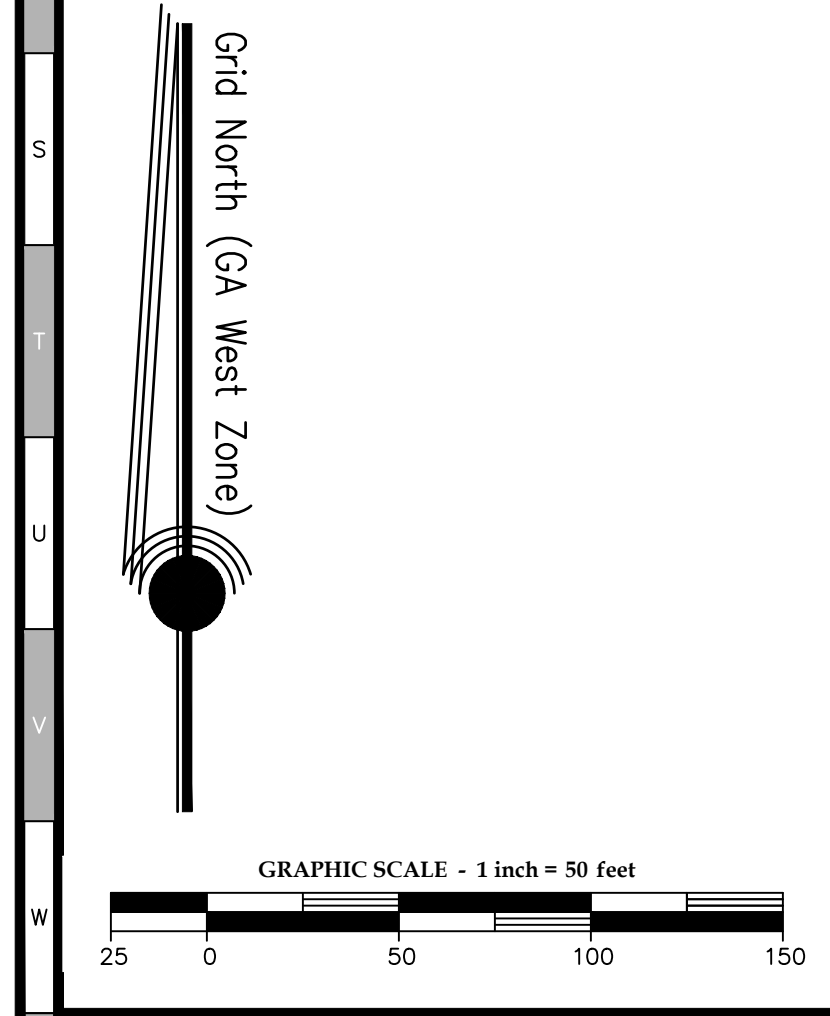
SHEET TITLE:
CONCEPT PLAN



STAMP:
FOR REVIEW ONLY

DRAWING DATE: 2024-06-03

SHEET REVISIONS		
NO.	DESCRIPTION	DATE



Harmony Church Road Multi-Use Project Development Concept Proposal

The Objective:

Utilize existing 7.13-acre County property located at the intersection of Harmony Church Road and Nix Bridge Nix to develop site for new/replacement of Fire Station #3 and fueling center. In addition, allow for possible development of community/pocket park and possible multi-use building and/or gymnasium.

Project Deliverable/Concept Schedule:

Deliverable	Description/Estimate Costs	Timeline
Phase I – Site Development	Sitework/Grading/Stormwater Detention/Utilities/Zoning \$2.4 Million	Fall 2024 – Summer 2025
Phase II – Fire Station #3 & Fuel Center	Construction/Furnishing Fire Station: \$2.7 Million Fuel Center: \$400K	Fall 2025 – Spring 2026
Phase III – Pocket Park/Multi-Use Building/Gym	Muli-Use/Gym: \$3.0 Million Pocket Park: \$700K	TBD

*Total Estimated Project Costs: \$9.2 Million (Funding Source – SPLOST & Impact Fees)