

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, APRIL 6, 2017
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
6:00 PM**

A. ROLL CALL

B. OPENING PRESENTATION

Diane Minick- Upper Etowah River Alliance

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

E. ANNOUNCEMENTS

F. APPROVAL OF MINUTES

[Minutes](#) of the Voting Session held on March 16, 2017

G. APPROVAL OF AGENDA

H. PUBLIC COMMENT

I. ZONING

1. [VR 17-01](#) - Hibbymo Properties - Nix Br., LLC has made a request to vary from the Land Use Resolution, Article IV, Section 402.C.5 and Article VI, Section 607.1.A to increase the maximum square footage of the proposed commercial building and decrease the minimum amount of parking required. The properties are located on TMPs 119-034, 119-034-001, 119-052 and zoned CCB (Commercial Community Business)

Appealed Action: Planning Commission Denial of VR 17-01 on February 21, 2017

J. NEW BUSINESS

1. Consideration of Request to Dispose of Surplus Assets
2. Consideration of Revised Dawson County Take Home & Vehicle Policy
3. Consideration of #287-17 Bobcat Compact Excavator IFB Results
4. Consideration of the #287 Multi-Jurisdictional Mitigation Plan Update RFP Results
5. Consideration of FY2017 Budget Amendment for Salary Study Implementation
6. Consideration of LifeLink National Donate Life Month Proclamation
7. Consideration of Long-Range Planning Committee Members
 - Gary Pichon- Chairman
 - Ronnie Adkins
 - Teri Tragger
 - Jane Graves
 - Hugh Stowers
 - Jo Brewer
 - Tim Costley
 - Mandy Power
 - Dick Scharf

8. Consideration of Board Appointment:

- **Dawson County Planning Commission**

- o Penny Pinion- Term: April 2017 to December 2018

K. PUBLIC COMMENT

L. ADJOURNMENT

Backup material for agenda item:

Minutes of the Voting Session held on March 16, 2017

DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES – MARCH 16, 2017
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
6:00PM

ROLL CALL: Those present were Chairman Thurmond; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Frey; County Manager Headley; County Clerk Yarbrough and interested citizens of Dawson County. Commissioners Fausett and Gaines were not present.

OPENING PRESENTATION:

Sandy Lipkowitz- Letter of Support for READ Dawson

Motion passed unanimously to approve the Letter of Support for READ Dawson. Hamby/Nix

INVOCATION: Chairman Thurmond

PLEDGE OF ALLEGIANCE: Chairman Thurmond

ANNOUNCEMENTS:

None

APPROVAL OF MINUTES:

Motion passed unanimously to approve the minutes from the Voting Session held on March 2, 2017 as presented. Nix/Hamby

APPROVAL OF THE AGENDA:

Motion passed unanimously to approve the agenda as presented. Nix/Hamby

PUBLIC COMMENT:

None

NEW BUSINESS:

Consideration of Treatment Services' Grant Application to the Criminal Justice Coordinating Council for FY2018 Enhancement Funding for Dawson County Treatment Court

Motion passed unanimously to approve Treatment Services' Grant Application to the Criminal Justice Coordinating Council for FY2018 Enhancement Funding for Dawson County Treatment Court. Hamby/Nix

Consideration of Georgia 400 Access Control Letter of Support

Motion passed unanimously to approve the Georgia 400 Access Control Letter of Support. Hamby/Nix

Consideration of letter to allow Board of Commissioners Chairman to request LMIG-EEE funds for road repairs

Motion passed unanimously to allow the Board of Commissioners Chairman to request LMIG-EEE funds for road repairs. Nix/Hamby

Consideration of request to utilize Cooperative Agreement for Equipment Purchase

Motion passed unanimously to approve the request to utilize a cooperative agreement for equipment purchase. Nix/Hamby

Consideration of Intergovernmental Agreement with City of Dawsonville for 2017 Election(s)

Motion passed unanimously to approve the intergovernmental agreement with the City of Dawsonville for 2017 election(s). Hamby/Nix

Consideration of Intergovernmental Agreement with Etowah Water and Sewer Authority regarding Taffer Road Gravity Sewer Line

Motion passed unanimously to approve the intergovernmental agreement with Etowah Water and Sewer Authority regarding Taffer Road Gravity Sewer Line. Hamby/Nix

Consideration of resolution opposing City of Dawsonville's acquisition of airport

Motion passed unanimously to approve the resolution opposing the City of Dawsonville's acquisition of airport, with copies of the resolution sent to state senators, state representatives, the Governor, US Senators, and US congressman. Hamby/Nix

Consideration of resolution concerning City of Dawsonville's consideration of noise and light limitations on operations of Atlanta Motor Sports Park

Motion passed unanimously to approve the resolution concerning the City of Dawsonville's consideration of noise and light limitations on operations of Atlanta Motor Sports Park. Nix/Hamby

PUBLIC COMMENT:

Jonathan Wolfe, Dawsonville
Hugh Stowers, Dawsonville

ADJOURNMENT:

APPROVE:

ATTEST:

Billy Thurmond, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

1. VR 17-01 - Hibbymo Properties - Nix Br., LLC has made a request to vary from the Land Use Resolution, Article IV, Section 402.C.5 and Article VI, Section 607.1.A to increase the maximum square footage of the proposed commercial building and decrease the minimum amount of parking required. The properties are located on TMPs 119-034, 119-034-001, 119-052 and zoned CCB (Commercial Community Business)

Appealed Action: Planning Commission Denial of VR 17-01 on February 21, 2017




Dawson County Planning & Development Department
Office of Planning & Zoning

25 Justice Way, Suite 2322, Dawsonville, GA 30534 (706) 344-3500 x.42335

Jason Streetman, AICP
Planning Director

MEMORANDUM

TO: Dawson County Board of Commissioners

FROM: Jason Streetman 

RE: HibbyMo LLC, appeal of Planning Commission variance denial

DATE: March 20, 2017

Dear BOC Members:

HibbyMo LLC has appealed the decision of the Dawson County Planning Commission to deny their variance for a building larger than 5,000 sq. ft. and reduced parking in an CCB zoning.

Beyond the attached the application from the applicant, planning staff recommendation and forwarded decision from the planning commission; the applicant has provided additional information for your consideration in their appeal request.

As you review, please do not hesitate to reach out to me or the planning staff if you have any additional questions or concerns.

**Hibbymo Properties Nix Br.,
LLC**

443 Elm St.
Calhoun, Ga. 30701
706-625-1881

March 2, 2017

Attn: Jason Streetman
Dawson County Planning Director
Dawson County Planning Commission Secretary
25 Justice Way, Ste. 2322
Dawsonville, Ga. 30534

Dear Mr. Streetman:

Pursuant to our telephone conversation, this is written to appeal to the Dawson County Commissioners, the variance request decision of the Dawson County Planning Commission regarding Variance Application # VR 17-01 on February 21, 2017. This appeal is made pursuant to the assertion that the Applicant demonstrated compliance with all 4 questions upon which the variance application is based. In addition to the aforementioned appeal, the Applicant also hereby appeals the Planning Commission motion to deny the variance based on traffic issues.

It is our understanding that you, as Planning Commission Secretary, will make this request known to the Planning Commission in order for them to notify the Dawson County Commission. It is our understanding that this appeal will be heard at the Dawson County Commissioners hearing on April 6, 2017.

If you have any questions, please contact me directly at 678-986-0622.

Sincerely,



Bobby Howard

Applicant/Manager

Receipt

Dawson County Planning & Development

25 Justice Way Suite 2322 Dawsonville, GA 30534-3450

Phone: (706)344-3604 Fax: (706)344-3652

Permit Number: VR 17-01

Invoice Number: VAR-3-17-33156

Applicant: Bobby Howard

Company Name: Hibbymo Properties

Date	Payment Type	CheckNum	Amount
03/02/2017	Check	2725	\$225.00
Total Payment:			\$225.00

DAWSON COUNTY VARIANCE APPLICATION

****This portion to be completed by Zoning Administrator****

119-052 pt

VR 17-01

Tax Map & Parcel # (TMP): 119 034, 119 034.001 pt.

Current Zoning: C-CB

Commission District #: 3

Submittal Date: 1/5/2017 Time: 2:07 am/pm am pm Received by: [Signature] (staff initials)

Fees Assessed: 300.00 Paid: Ce # 2703

Planning Commission Meeting Date: 2-21-17

APPLICANT INFORMATION (or Authorized Representative)

Printed Name: Hibbymo Properties-Nix Br., LLC

Address: 443 Elm St.

Calhoun, GA. 30701

Phone: Listed 706-625-1881
 Unlisted

Email: Business bhfoothills@hotmail.com
 Personal

Status: Owner Authorized Agent Lessee Option to purchase

Notice: If applicant is other than owner, enclosed Property Owner Authorization form must be completed.

I have /have not participated in a Pre-application meeting with Planning Staff.

If not, I agree /disagree to schedule a meeting the week following the submittal deadline.

Meeting Date: 2-21-17

Applicant Signature: [Signature]

PROPERTY INFORMATION

Street Address of Property: 970 Harmony Ch. Rd., Dawsonville, GA

Land Lot(s): 98,143

District: 13-1

Section: _____

Subdivision/Lot: 119-034, 119-034-001, 119- Building Permit #: _____ (if applicable)

Directions to the Property: Starting on Ga Hwy 400 at Hwy 53, go north 1.5 miles,

turn rt. onto Harmony Ch. Rd and go 0.9 miles north to Nix Br Rd. The

The property is the NE (far right) corner of Nix Br. Rd.

REQUESTED ACTION

VI 607.1.A
402.C.5

A Variance is requested from the requirements of Article # IV Section # _____ of the Land Use Resolution/Sign Ordinance/Subdivision Regulations/Other (circle one).

If other, please describe: A variance is requested from the requirement to provide 33 parking spaces instead of the required 46 spaces. A variance is requested to allow a 9,100 sf building in C-CB zoning

Type of Variance requested:

Front Yard Side Yard Rear Yard variance of _____ feet to allow the structure to:

be constructed; remain a distance of _____ feet from the: _____

property line road right of way, or other (explain below):

Only provide ³³ parking spaces for a 9,100 sf building instead of the 46 required by code. A variance to allow a 9,100 sf building in stead of the 5,000 sf mazximum required in C-CB zoning.

instead of the required distance of _____ required by the regulations.

Lot Size Request for a reduction in the minimum lot size from _____ to _____

Sign Variance for: _____

Home Occupation Variance to operate: _____ business

Other (explain request): _____

If there are other variance requests for this site in past, please list case # and nature of variance: _____

Variances to standards and requirements of the Regulations, with respect to open area, setbacks, yard area, lot coverage, height, and other quantitative requirements may be granted if, on the basis of the application, investigation, and other evidence submitted by the applicant, all four (4) expressly written findings below are made:

- Describe why a strict and literal enforcement of the standards would result in a practical difficulty or unnecessary hardship: The Dawson County Planning department has recommended that we request a variance to allow 9,100 sf in C-CB zoning, rather than rezone to C-HB. Dollar General only needs 30 parking spaces to provide adequate parking. Extra parking would be less safe and would unnecessarily pave over areas that could be landscaped. The 33 spaces on our plan are adequate.

2. Describe the exceptional and extraordinary conditions applicable to this property which do not apply to other properties in the same district: This is the only available commercial property in the area. This property will have a driveway off of Nix Br. Rd, which will provide access with minimal congestion on Harmony Ch Rd. The afternoon commuter traffic can turn right off of and back onto Harmony Ch Rd.
A general merchandise store is a good use for this existing C-CB property at this location.

3. Describe why granting a variance would not be detrimental to the public health, safety, morals or welfare and not be materially injurious to properties in the near vicinity: DG has studied the needed parking requirements and is certain that 30 is adequate. DG does not want to turn away customers.
The parking lot design with 33 spaces is very safe. Unnecessary paving over land is wasteful. The Planning Dept. has recommended the 9,100 sf variance rather than rezone to C-HB.

4. Describe why granting this variance would support the general objectives within this Resolution: DG shoppers aren't as numerous as a convenience store shoppers, yet don't stay long like grocery or superstore shoppers. 33 spaces is adequate. A general store is allowed in C-CB zoning. The 9100 sf DG retail store model can successfully provide discount general merchandise for the community.

Submit clear explanation of all four questions above. You may add sheets if necessary.

(Variances should not be granted if the need arises as a result of action by the applicant or previous owner.)

Official Tax Receipt
Dawson County
 25 Justice Way, Suite 1222
 Dawsonville, GA 30534
 --Online Receipt--

Trans No	Property ID / District Description	Original Due	Interest & Penalty	Prev Paid	Amount Due	Amount Paid	Transaction Balance
2016 - 6177	119 052 / 001 LL 98 143 LD 13-S FMV: \$62,500.00	\$597.90	\$0.00 Fees: \$0.00 \$0.00		\$597.90	\$597.90	\$0.00 Current Due: \$0.00
	Totals:	\$597.90	\$0.00		\$597.90	\$597.90	\$0.00

Paid Date: 11/18/2016

Charge Amt: \$597.90

HAYES GREG & BRADLEY
 MILLER
 394 SLEEPY HOLLOW RD

 DAHLONEGA, GA 30533



2016 Property Tax Statement

Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way, Suite 1222
 Dawsonville, GA 30534

Bill No.	Due Date	CURRENT YEAR DUE
2016-9072	12/01/2016	\$0.00

Map: 119 034

Last payment made on: 11/18/2016

Location: HARMONY CH RD

MAKE CHECK OR MONEY ORDER PAYABLE TO:

Dawson County Tax Commissioner

MILLER BRADLEY, GREG

HAYES & RICKY HAYES
 DAHLONEGA, GA 30533

RETURN THIS FORM WITH PAYMENT

(Interest will be added per month if not paid by due date)

Payment deadline for 2016 taxes is December 1, 2016, for property you owned in Dawson County on January 1st 2016. If you sold the property during the year, you are still responsible by state law to insure this bill is paid by forwarding the bill to the NEW OWNER and bringing a copy of your closing statement to our office within 90 days of the due date.

Thank you for the privilege to serve as your Tax Commissioner.

Linda Townley
 Dawson County Tax Commissioner
 25 Justice Way, Suite 1222
 Dawsonville, GA 30534



Tax Payer: MILLER BRADLEY, GREG

Map Code: 119 034 REAL

Description: LL 98, 143 LD 13-1

Location: HARMONY CH RD

Bill No.: 2016-9072

District: 001 DAWSON COUNTY UNINCORPORATED

Phone: (706) 344-3520 Fax: (706) 344-3522

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good Through	Exemptions
\$55,486.00	\$64,800.00	3.2400	\$120,286.00	12/01/2016		12/01/2016	

TAXING ENTITY	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
STATE TAX	120,286.00	48,114.00		48,114.00				
COUNTY M&O	120,286.00	48,114.00		48,114.00	12.896	620.48		391.55
SALES TAX ROLLBACK				48,114.00	-4.758		-228.93	
SCHOOL M&O	120,286.00	48,114.00		48,114.00	15.778	759.14		759.14
TOTALS					23.916	1,379.62	-228.93	1,150.69

This gradual reduction and elimination of the state property tax millage rate is the result of property tax relief passed by the Governor and the House of Representatives and the Georgia State Senate.

You can pay your bill by mail or on our website at www.dawsoncountytax.com. If postmarked after December 1, 2016, interest at rate prescribed by law will be added the day after the due date. Every 120 days a penalty as prescribed by law will be added. If bill is marked appealed-temporary the bill is 85% of total bill pending settlement of appeal. **NO PAYMENT CONTRACTS WILL BE ALLOWED.** For your convenience a drop box is located at end of handicapped parking.

Current Due:	\$1,150.69
Penalty:	\$0.00
Interest:	\$0.00
Other Fees:	\$0.00
Prev. Payments:	\$1,150.69
Back Taxes:	\$0.00
TOTAL DUE:	\$0.00

**Official Tax Receipt
Dawson County
25 Justice Way, Suite 1222
Dawsonville, GA 30534
--Online Receipt--**

Trans No	Property ID / District Description	Original Due	Interest & Penalty	Prev Paid	Amount Due	Amount Paid	Transaction Balance
2016 - 6176	119 034 001 / 001 LL 98 LD 13S FMV: \$52,480.00	\$502.04	\$0.00 Fees: \$0.00 \$0.00		\$502.04	\$502.04	\$0.00 Current Due: \$0.00
	Totals:	\$502.04	\$0.00		\$502.04	\$502.04	\$0.00

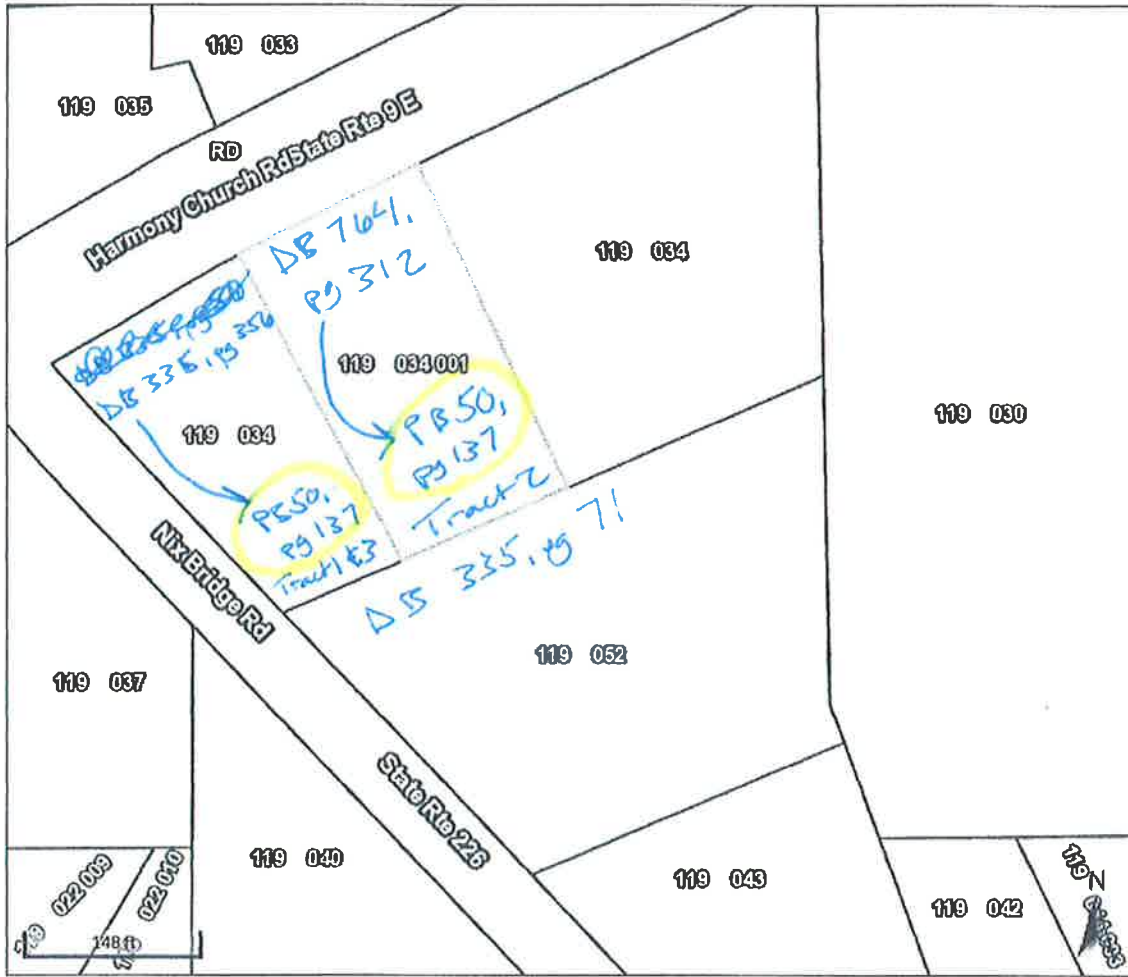
Paid Date: 11/18/2016

Charge Amt: \$502.04

HAYES GREG & RICKY
394 SLEEPY HOLLOW ROAD

DAHLONEGA, GA 30533





Overview



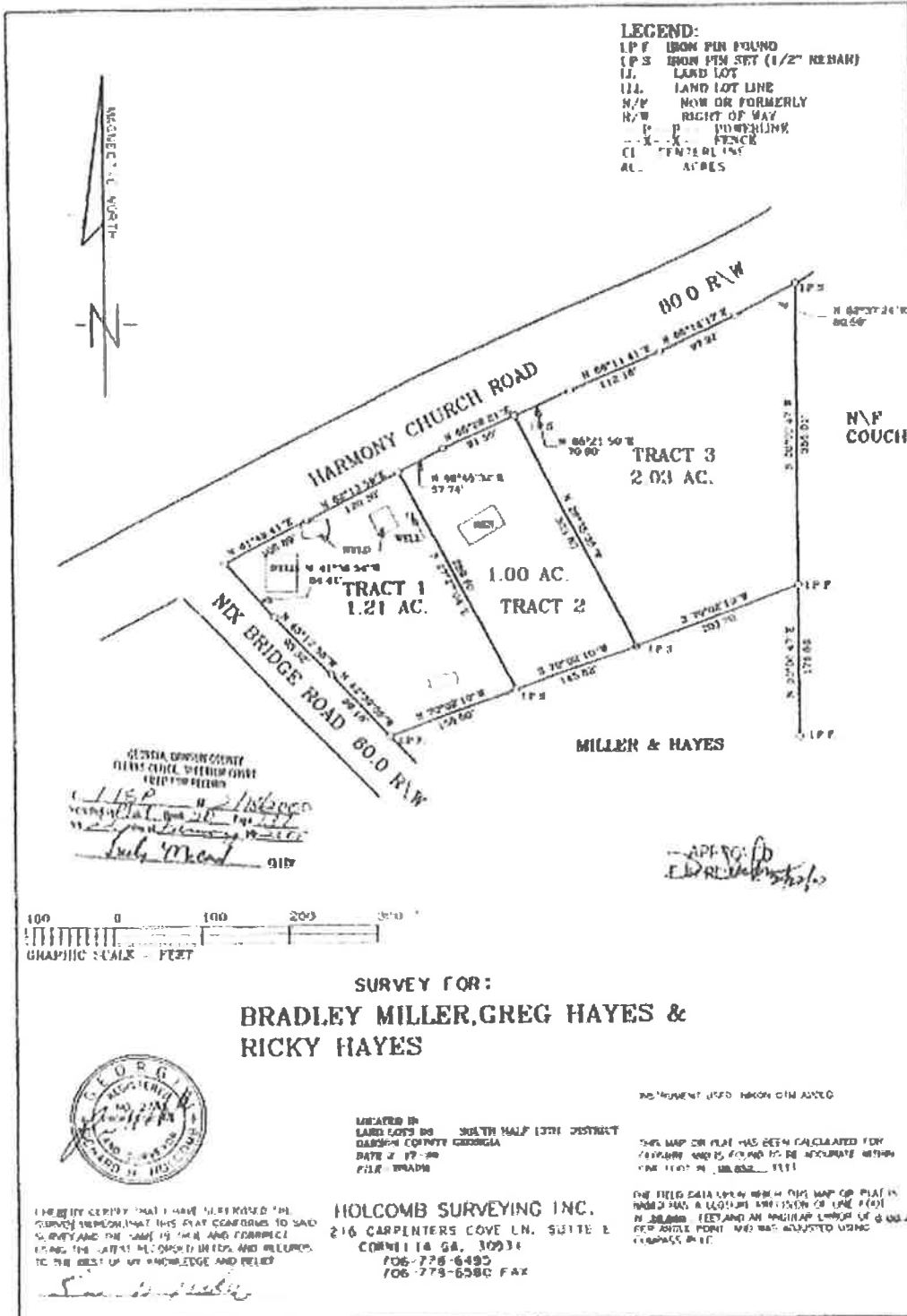
Legend

- Parcels
- Roads

Parcel ID	119034001	Owner	HAYES GREG & RICKY	Last 2 Sales			
Class Code	Residential		394 SLEEPY HOLLOW ROAD	Date	Price	Reason	Qual
Taxing District	UNINCORPORATED		DAHLONEGA GA 30533	9/18/2006	\$95000	FM	Q
	UNINCORPORATED	Physical Address	970 HARMONY CH RD	n/a	\$0	n/a	n/a
Acres	1	Assessed Value	Value \$52480				
(Note: Not to be used on legal documents)							

Date created: 1/4/2017
Last Data Uploaded: 12/29/2016 8:26:35 PM

Developed by
Schneider The Schneider Corporation



DB 335
PG 71-72

RETURN RECORDED DEEDS TO:
CLARKSON & WILLIAMS, L.L.C.
4323 Mundy Mill Road
Suite 200
Oakwood, GA 30566

DAWSON COUNTY, GEORGIA
REAL ESTATE TRANSFER TAX
PAID \$ 30.00
DATE 12/21/2000
Becky McCord
BECKY MCCORD, CLERK
SUPERIOR COURT

GEORGIA, DAWSON COUNTY
CLERK'S OFFICE, SUPERIOR COURT
FILED FOR RECORD
AT 11:05 A M 12-21-2000
Recorded In Deed Book 335 Page 71-72
This 22 day of February 19 2000
Sud, McCord CLERK

WARRANTY DEED

STATE OF GEORGIA
COUNTY OF DAWSON

THIS INDENTURE, Made this 31st day of December in the Year of Our Lord One Thousand Nine Hundred and Ninety-Nine between EGIS ENTERPRISES, INC. of the State of Georgia and County of Dawson as party or parties of the first part, hereinafter called Grantor, and GREG HAYES of the State of Georgia and County of Lumpkin and BRADLEY MILLER of the State of Georgia and County of Dawson, hereinafter called Grantees, the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: That Grantor, for and in consideration of the sum of Ten Dollars and other good and valuable consideration, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, liened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantees.

All that tract or parcel of land lying and being in Land Lots 98 and 143 of the South Half of the 13th District, 1st Section of Dawson County, Georgia, containing approximately 2.5 acres according to a plat of survey prepared Frederick C. Youngman, Registered Land Surveyor No. 2160, dated 09/06/90, and being more particularly described in Exhibit "A" attached hereto and incorporated herein by reference.

THIS CONVEYANCE is made subject to all zoning ordinances, easements and restrictions of record affecting said described property.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantees **IN FEE SIMPLE**, together with every contingent remainder and right of reversion, and to the heirs and assigns of said Grantees.

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

IN WITNESS WHEREOF, the Grantor has hereunto set hand and sealed this deed, the day and year above written.

Jan Wilk
WITNESS

EGIS ENTERPRISES, INC.:

Sworn to and subscribed before me this 31st day of December, 1999.

BY:

Bruce A. Hayes
BRUCE A. HAYES
CHIEF EXECUTIVE OFFICER

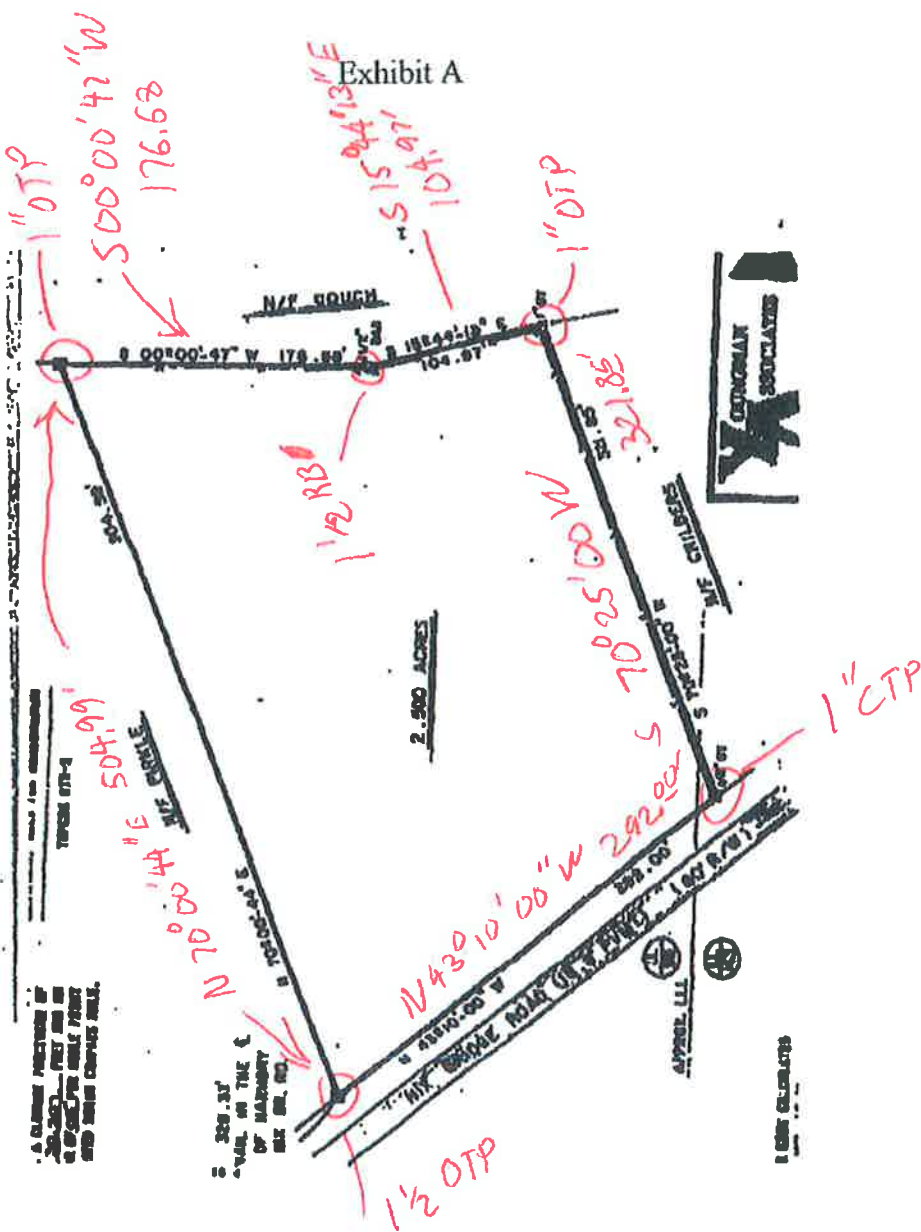
Debbie W. Hayes
NOTARY PUBLIC

TITLE:

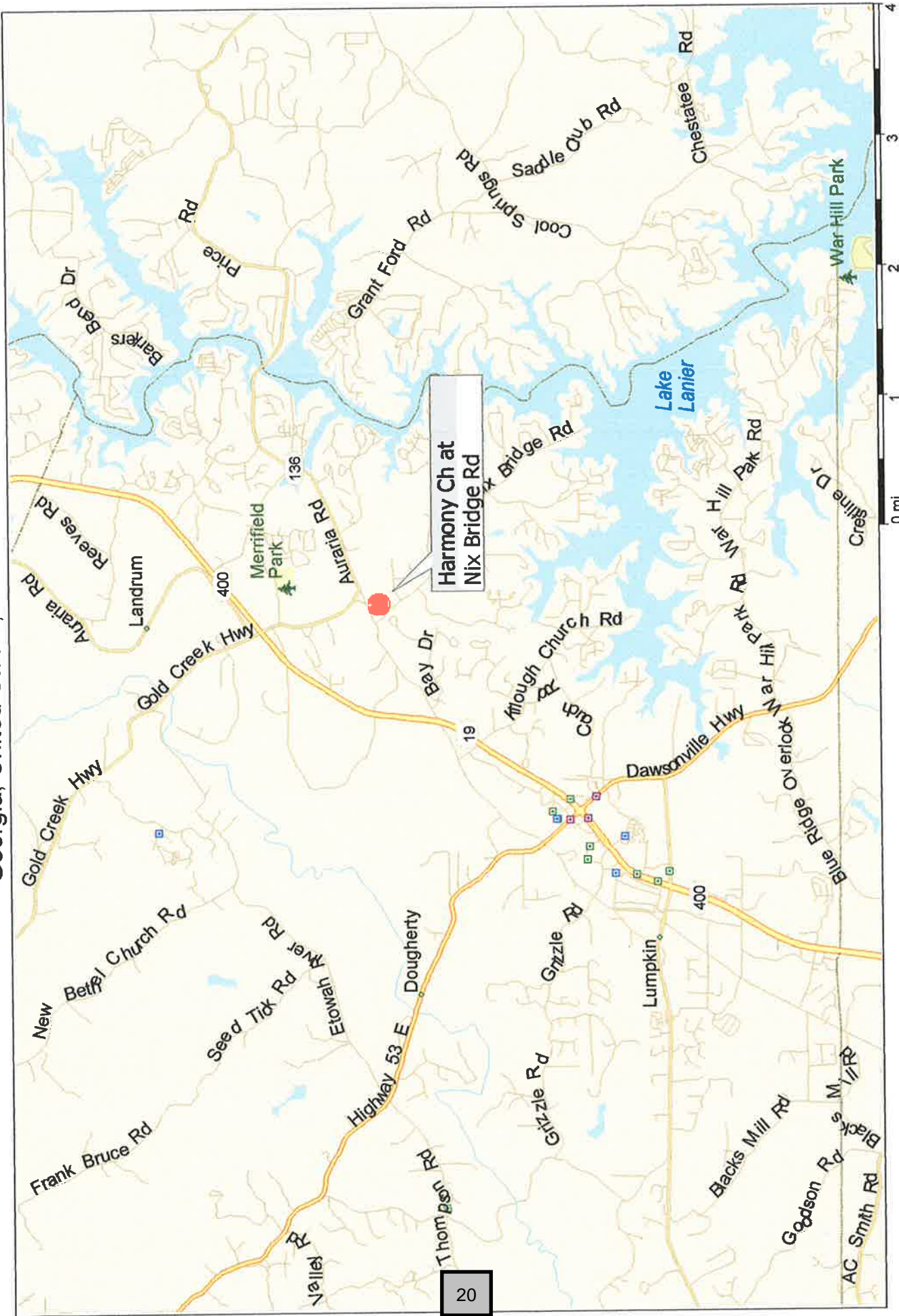
SEAL:



MY COMMISSION EXPIRES



Georgia, United States, North America



20

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Certain mapping and direction data © 2012 NAVTEQ. All rights reserved. The data for areas of Canada includes information taken with permission from Canadian authorities, including: © Her Majesty the Queen in Right of Canada. © Queen's Printer for Ontario. NAVTEQ and NAVTEQ ON BOARD are trademarks of NAVTEQ. © 2012 Tele Atlas North America, Inc. All rights reserved. Tele Atlas and Tele Atlas North America are trademarks of Tele Atlas, Inc. © 2012 by Applied Geographic Solutions. All rights reserved. Portions © Copyright 2012 by Woodall Publications Corp. All rights reserved.

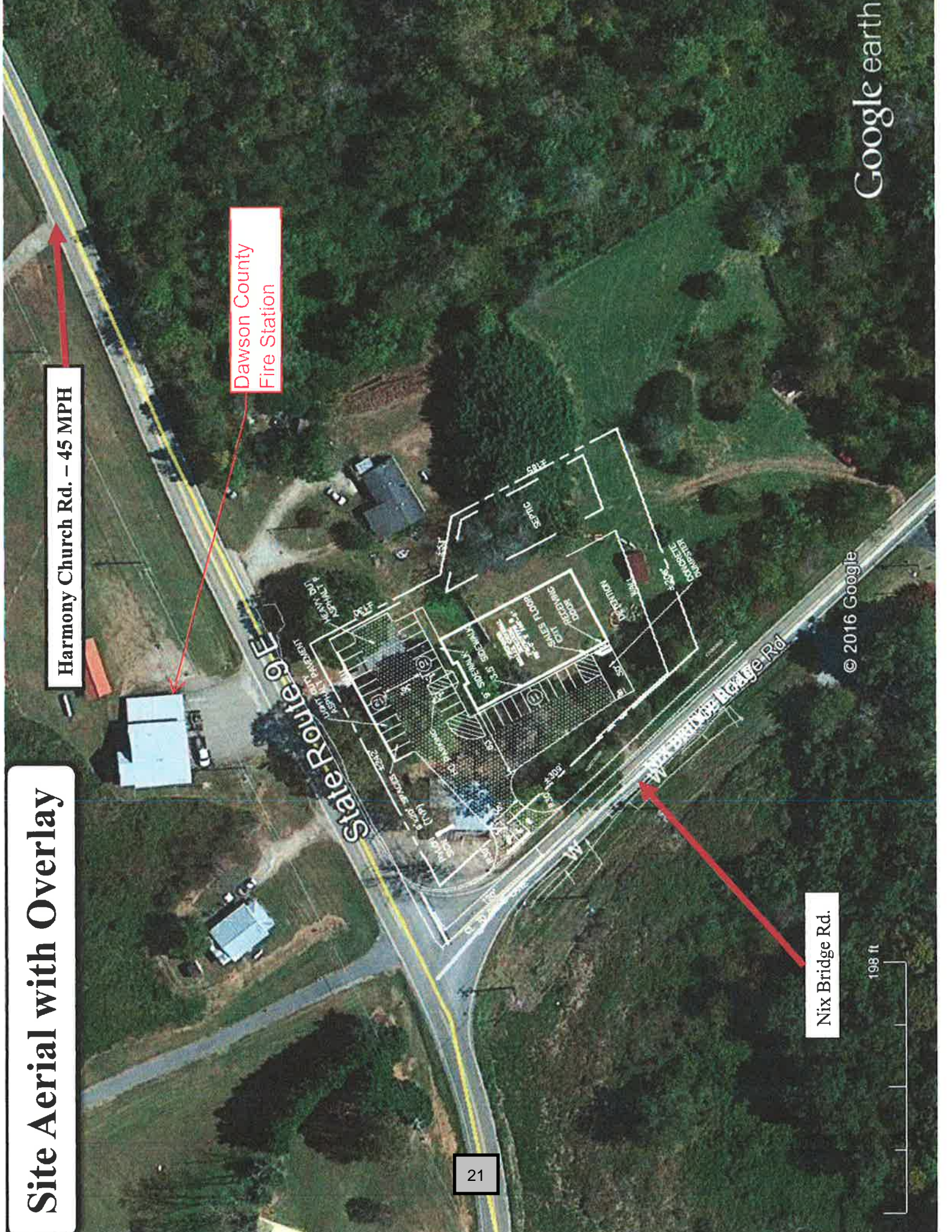
Site Aerial with Overlay

Harmony Church Rd. - 45 MPH

Dawson County
Fire Station

Nix Bridge Rd.

198 ft



Site Aerial with Overlay

Harmony Church Rd. - 45 MPH

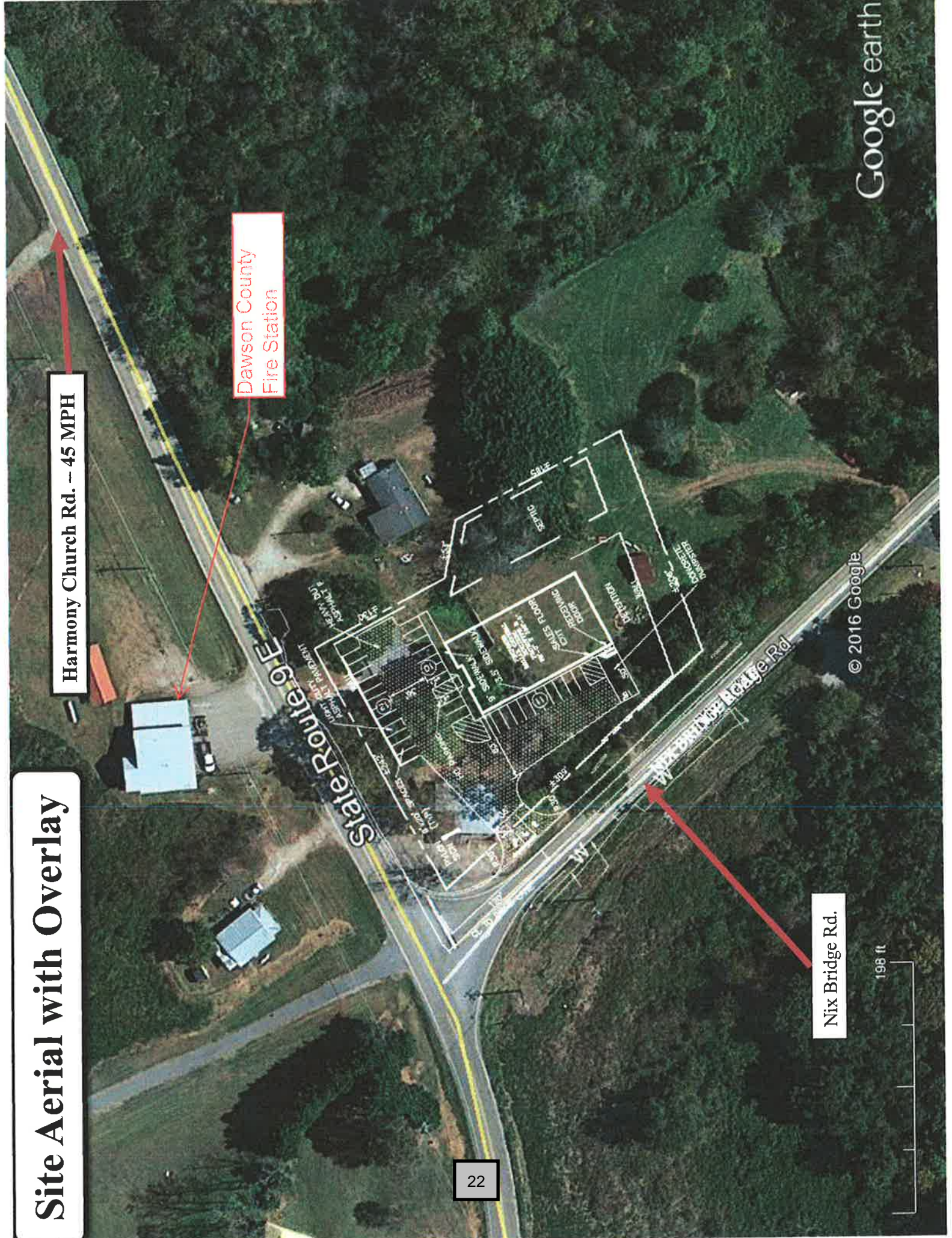
Dawson County
Fire Station

Nix Bridge Rd.

© 2016 Google

Google earth

198 ft



VR# _____

TMP# _____

List of Adjacent Property Owners

It is the responsibility of the Applicant to provide a list of adjacent property owners. This list must include the name and address of anyone who has property touching your property or who has property directly across the street from your property.

****Please note this information should be obtained using the Tax Map and Parcel Number listing any parcel(s) adjoining or adjacent to parcel where variance or rezone is being requested.**

Name

Address

- TMP 119-043 1. Frank Childers- 869 Cothran Rd. Dawsonville, GA 30534
- TMP 119-030 2. Maude Reece Couch- P.O. Box 289 Gainesville, GA 30503
- TMP 119-033 3. Mildred D. Stowers-1067 Harmony Ch. Rd. D-ville 30534
- TMP 119-037 4. Leon Bruce- 811Harmony Ch. Rd., Dawsonville, GA 30534
- TMP 119-040 5. Kelly and Wilda Welling- 182 Nix Br. Rd. D-ville, Ga 30534
- TMP _____ 6. _____
- TMP _____ 7. _____
- TMP _____ 8. _____
- TMP _____ 9. _____
- TMP _____ 10. _____
- TMP _____ 11. _____
- TMP _____ 12. _____
- TMP _____ 13. _____
- TMP _____ 14. _____
- TMP _____ 15. _____

Use additional sheets if necessary.

TMP	First	Last	Address	City/State/Zip	Case#
119-030	Couch Properties, L.P.	c/o Gordon Alexander	P.O. Box 289	Gainesville, GA 30503	VR 17-01
119-043	Frank & Nell	Childers	869 Cothran Road	Dawsonville, GA 30534	VR 17-01
119-040	Kelly & Wilda	Welling	182 Nix Bridge Road	Dawsonville, GA 30534	VR 17-01
119-037	Onie	Bruce	811 Harmony Church Road	Dawsonville, GA 30534	VR 17-01
119-035	Dawson County Fire Station #3		393 Memory Lane	Dawsonville, GA 30534	VR 17-01
119-033	Mildred	Stowers	1067 Harmony Church Road 6300 Bee Cave Road, Building 2, Ste. 500	Dawsonville, GA 30534 Austin, TX 78746	VR 17-01 VR 17-02
078-009	Forestar Petroleum Corporation				
066-023-001; 066-052; 066- 023-002	Melinda	Reynolds	461 Shamrock Lane	Dawsonville, GA 30534	VR 17-02
114-009	Dawsonville Promenade, LLC	c/o Riverwood Properties, L	3350 Riverwood Pkwy, Ste 450	Atlanta, GA 30339	VR 17-03
114-042-003	Dawsonville Commons, LLC	c/o Riverwood Properties, L	3350 Riverwood Pkwy, Ste 450	Atlanta, GA 30339	VR 17-03
114-041-001	Chick-Fil-A, Inc.		5200 Buffington Road	Atlanta, GA 30349-2998	VR 17-03
114-006-001	HD Development of Maryland, Inc. 3Mind Dawson Forest, LLC & SG	c/o Home Depot USA Inc.	P.O. Box 105842	Atlanta, GA 30348-5842	VR 17-03
114-020-001	Atlantlc	c/o Alliance Tax Advisors	433 E. Las Colinas Blvd., Suite 300	Irving, TX 75039	VR 17-03
114-033-005	Georgia 400 Industrial Park, Inc.		6840 Bennett Road	Cumming, GA 30041	VR 17-03
114-033-004	FJH, LLC	c/o Frank J. Hanna, Jr.	5 Concourse Pkwy., N.E., Suite 300	Atlanta, GA 30328	VR 17-03
114-022-005	David, Rocky & Billy	Hughes	244 Thompson Creek Park Road	Dawsonville, GA 30534	VR 17-03
114-012	Thelma	Byrd	5402 Highway 53 East	Dawsonville, GA 30534	VR 17-03
114-013	Community & Southern Bank		P.O. Box G	Ellijay, GA 30540	VR 17-03

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on both the Planning Commission and Board of Commissioners agenda(s) for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission and Board of Commissioners to make an informed determination on my request. I will seek the advice of an attorney if I am not familiar with the zoning and land use requirements.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my special use or rezoning application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature of Applicant or Agent: Barbara Hour Date: 1-5-17
Signature of Witness: Erin Wayne Date: 1-5-17

WITHDRAWAL

Notice: This section only to be completed if application is being withdrawn.

I hereby withdraw application #: _____

Signature: _____ Date: _____

Withdrawal of Application:

Withdrawals of any application may be accommodated within the Planning & Development office if requested before the Planning Commission agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the meeting. Following that written request and publication the Commission will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a decision by the Commission. Further the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal. Please note that no refund of application fee may be made unless directed by the Board of Commissioners.

PROPERTY OWNER AUTHORIZATION

I / we Greg Hayes, Ricky Hayes and Bradley Miller hereby swear that I / we own the property located at (fill in address and / or tax map & parcel #):

The N. E corner of Harmony CH. Rd. at Nix Br. Rd. tax parcels #:119-034, 119-034-001 and 119 052

as shown in the tax maps and / or deed records of Dawson County, Georgia, and which parcel will be affected by this request.

I hereby authorize the person named below to act as the applicant or agent in pursuit of the variance requested on this property. I understand that any variance granted, and / or conditions placed on the property will be binding upon the property regardless of ownership. The under signer below is authorized to make this application. The under signer is aware that no application or reapplication affecting the same land shall be acted upon within 6 months from the date of the last action by the Board of Commissioners.

Printed name of applicant or agent: Hlbbymo Properties-Nix Br., LLC ; Bobby Howard (representative)

Signature of applicant or agent: *Bobby Howard* Date: 1-5-17

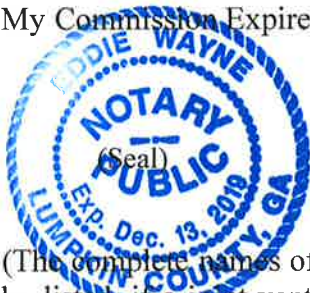
Printed Name of Owner(s): Greg Hayes, Ricky Hayes, Bradley Miller

Signature of Owner(s): *Greg Hayes, Ricky Hayes, Bradley Miller* Date 1-5-17

Sworn and subscribed before me this 5th day of January, 2017.

Eddie Wayne
Notary Public

My Commission Expires: 12-13-19



(The complete names of all owners must be listed, if the owner is a partnership, the names of all partners must be listed, if a joint venture, the names of all members must be listed. If a separate sheet is needed to list all names, please identify as applicant or owner and have the additional sheet notarized also.)



Public Health
Prevent. Promote. Protect.

Dawson County Environmental Health

189 Hwy. 53 W., Ste. 102, Dawsonville, GA 30534
PH: 706-265-2930 FAX: 706-265-7529 • www.phdistrict2.org

David N. Westfall, M.D., MPH, CPE, Health Director

October 11, 2016

Grey Hayes, Ricky Hayes, and Bradley Miller
C/O Russell Owen
443 Elm Street
Calhoun, GA 30701

Re: Pre-purchase evaluation of property at the SE corner of Harmony Church and Nix Bridge Roads, Dawson County, GA.

Mr. Owen:

Our office recently performed a pre-purchase site evaluation at the lot referenced above. The observation of the landscape, combined with the level III soil information that was submitted, revealed that this lot can be permitted for a proposed business with two restrooms.

The soil on the lot was mapped as a Pacolet soil series with an estimated percolation rate of 45 minutes-per-inch, at a trench depth of 18"-36". In this soil series, an 800 gallons/day system would require a 1000 gallon septic tank, and 233 linear feet of a drainfield product that receives a 35% reduction from the gravel & pipe system size of 358 linear feet. There must be a 100% reserve area set aside for future use, in an area large enough to install a full-length (358') gravel & pipe system.

The fee for an On-site Sewage Management System Construction permit is \$300. You will also need a temporary toilet permit (\$50 fee) during construction.

Don't hesitate to contact me if you have any questions.

Thank you,


George W. "Bill" Ringle
Environmental Health Manager

**Hibbymo Properties-Nix Br.,
LLC**

443 Elm St.
Calhoun, Ga. 30701
706-625-1881

January 5, 2017

Attn: Dawson County Planning Commission

Dear Madams and Sirs:

We are requesting consideration to grant 2 zoning variances for a project that we propose for Parcel #119-034, a portion of parcel 119-034-001 and a portion of parcel 119-052 in order to allow us to develop and build a Dollar General Store. We request a variance to allow a 9,100 sf. Dollar General Store in lieu of the 5,000 sf maximum building size. We also request a variance to only provide 33 parking spaces instead of the 46 spaces required by the Dawson County codes.

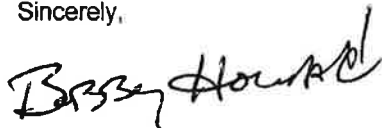
A 5,000 sf building is too small for a Dollar General to operate efficiently and still provide the quality low cost shopping that they are able to provide. The 9,100 sf. prototypical store is cost effective and allows Dollar General to provide a broad product mix that saves time and money for shoppers.

Dollar General shoppers are not as numerous per sf as a convenience store shoppers and do not require long shopping times as grocery store or Walmart shoppers. Dollar General has evaluated their stores nationwide and determined that 30 parking spaces is more than adequate to provide parking for the shoppers and not cause any shopper to leave because of inadequate parking. We are able to provide 33 parking spaces for this site. Extra parking just results in more asphalt and less impervious area at a site.

This site is presently rented to a motorcycle club. The visibility from Nix Br Rd. is hampered by the grades and buildings on the site. Those buildings will be removed and the grades lowered, which should improve driver visibility. The driveway will be located 155' away from the nearest Harmony Ch Rd. travel lane. The Ga DOT has approved 100' separation distances for Dollar General in similar situations. Considering that Harmony Ch Rd speed limit is 45 mph and Nix Br Rd. is 40 mph, the 155' is safe.

Thank you for your consideration. We look forward to hearing the application on 2-21-17. If you have any questions in the mean time, please contact me directly at 678-986-0622.

Sincerely,



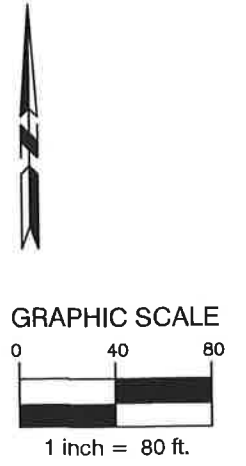
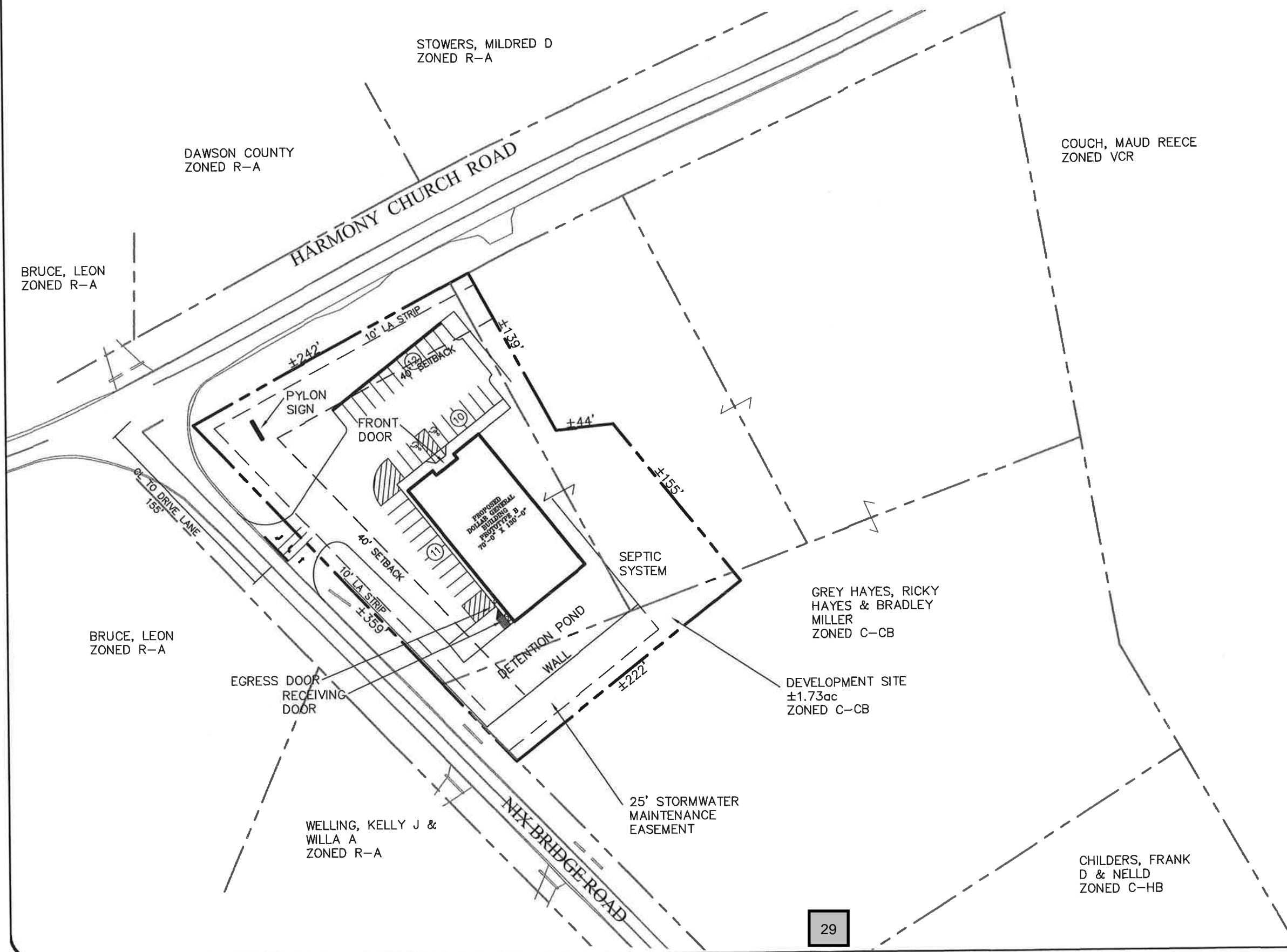
Bobby Howard

Manager

HIBBYMO PROPERTIES

NIX BRIDGE ROAD
DAWSON COUNTY, GEORGIA

© RICHARDS & ASSOC. ENGINEERING, INC.
PRELIMINARY—NOT FOR RECORDING—NOT FOR
CONSTRUCTION



- VARIANCE REQUESTED:**
1. REDUCED PARKING REQUIREMENT FROM 46 SPACES TO ~~30~~ SPACES **33**
 2. INCREASED BUILDING AREA FROM 5,000sf TO 9,100sf

VARIANCE PLAN 1/3/17

RAE
RICHARDS & ASSOCIATES ENGINEERING, INC.
(706) 695-0661

**DAWSON COUNTY PLANNING COMMISSION
PLANNING STAFF REPORT & RECOMMENDATION**

Applicant.....HibbyMo Properties

Case Docket #VR-2017-01

Request.....To allow for a larger building (9,100 sq. ft.)
and reduce the amount of parking required
from 46 to 33.

Proposed UseRetail sales (Dollar General)

Size.....1.73± acres to be utilized of 6.74 acres total

Existing ZoningCCB

Applicable Regulations.....Dawson County Land Use Resolution

LocationSouth side of Harmony Church Road at its
intersection with Nix Bridge Road

Tax Parcel #119-034, 119-034.001 pt. & 119-052 pt.

Meeting Date.....February 21, 2017

Staff Recommendation **Approval**

Applicant Proposal

The applicant is seeking two (2) variances: The 1st request is to allow for a larger size commercial building (9,100 sq. ft.) than is allowed in the CCB zoning district (5,000 sq. ft. maximum). The 2nd request is to reduce the minimum amount of parking spaces as required by current code which is 5 spaces per 1000 sq. ft. or one space for every 200 sq. ft. of retail. In this case for 9,100 sq. ft. of retail, the applicant would be required to have 46 spaces.

According to the applicant, Dollar General spends a lot of time and attention researching market trends and customer needs and has a standard “building box” size of 9,100 sq. ft. Additionally, the applicant states that Dollar General finds that the ideal amount of parking spaces is around 30 parking spaces for a 9,100 sq. ft. store and any spaces above this amount is rarely used and leads to greater amounts of disturbed area and impervious surface. The request is for 33 spaces.

History and Existing Land Use

The subject property is currently developed with several structures that would be removed for commercial construction and is fairly flat. Adjacent properties to the North and West are zoned residential with commercial zoned properties to the East and South.

Pictures of Property:



Staff analysis

To be considered for a variance, the following four (4) criteria must be addressed:

- 1.) *That a strict or literal interpretation and enforcement of the specified standard or requirement would result in practical difficulty or unnecessary hardship; and*

A strict or literal interpretation of the code would require the applicant to construct a smaller building than required.

- 2.) *That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties in the same district; and*

The request for a larger building would apply to all properties zoned CCB within the vicinity of this request; the need for less parking is tied to the applicant's desire to reduce impervious surface.

3.) *That the granting of the variance will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the near vicinity; and*

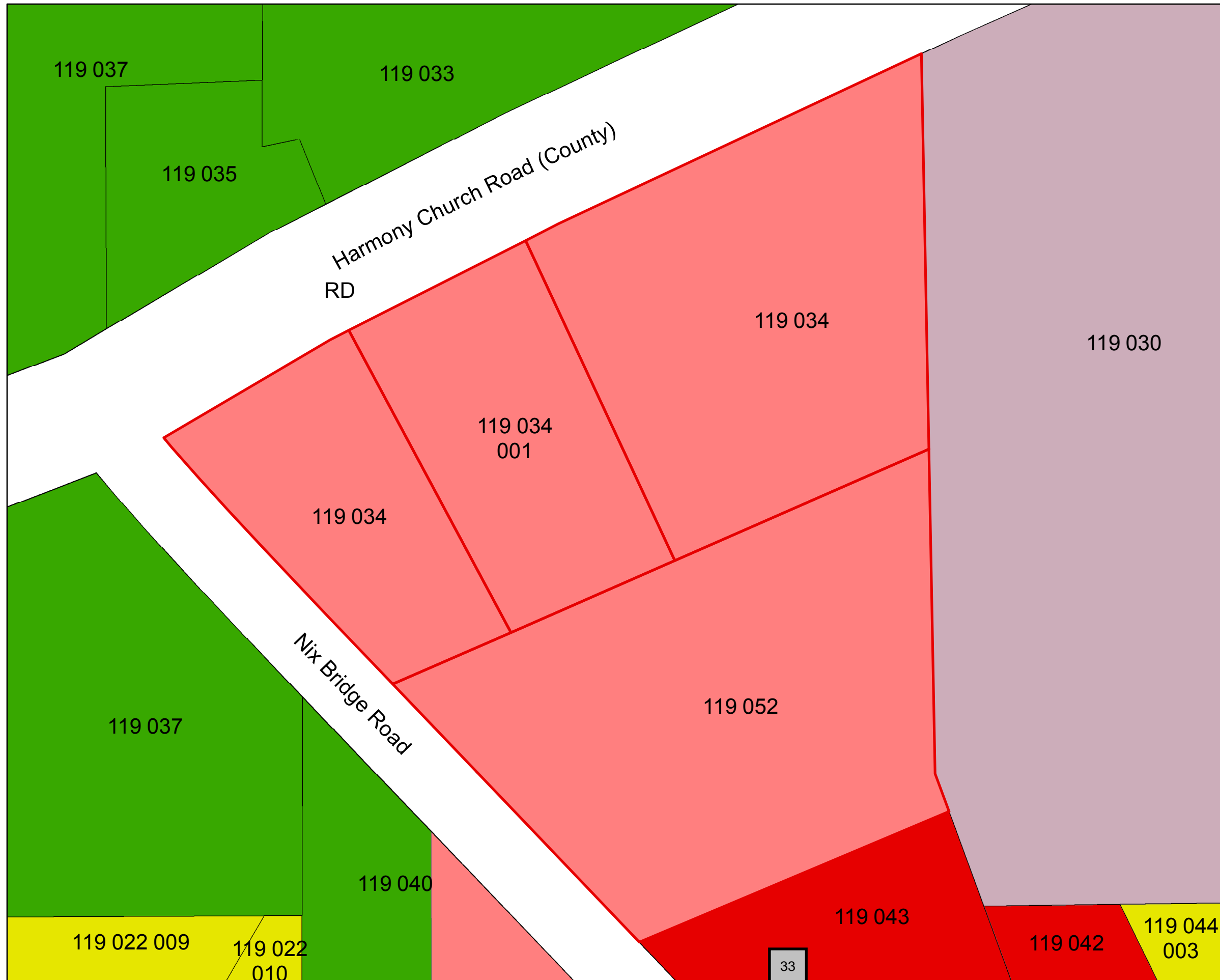
As currently zoned, the applicant can develop the property for commercial purposes within the confines of a 5,000 sq. ft. structure. It is the planning staff's view that approving the multiple variances as proposed should not undermine what would be in the best interest of the County as a whole.

4.) *That the granting of the variance would support general objectives contained within this Resolution.*

As the properties are laid out as several lots, the applicant could potentially place a 5,000 sq. ft. building on each lot. If approved, the applicants request to place a 9,100 sq. ft. building should be no more intense than having numerous 5,000 sq. ft. buildings and therefore the general objectives contained within this resolution should not be undermined.

Based on the preceding analysis, the planning staff recommends **approval** of this request.

Maps Attached:

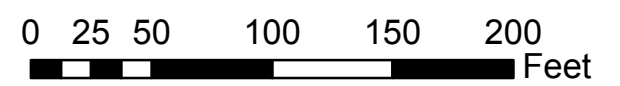
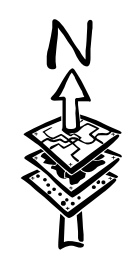


119-034
 119-034 001
 119-052
 Dawson County
 Public Works
 2/6/2017



Legend

- Parcels
- Zoning**
- ZONING_CLASS**
- Historic District
- MIXED USE VILLAGE
- RA
- RPC
- RSR
- RL
- RMF
- RMHP
- RT
- RS
- RRE
- RSRMM
- VC
- VCR
- C-0I
- C-CB
- C-HB
- C-IR
- C-PCD
- C-RB
- C-TB
- CT









119-034
 119-034 001
 119-052

Dawson County
 Public Works
 2/6/2017

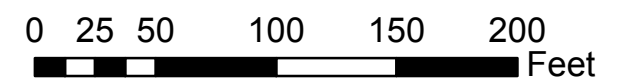


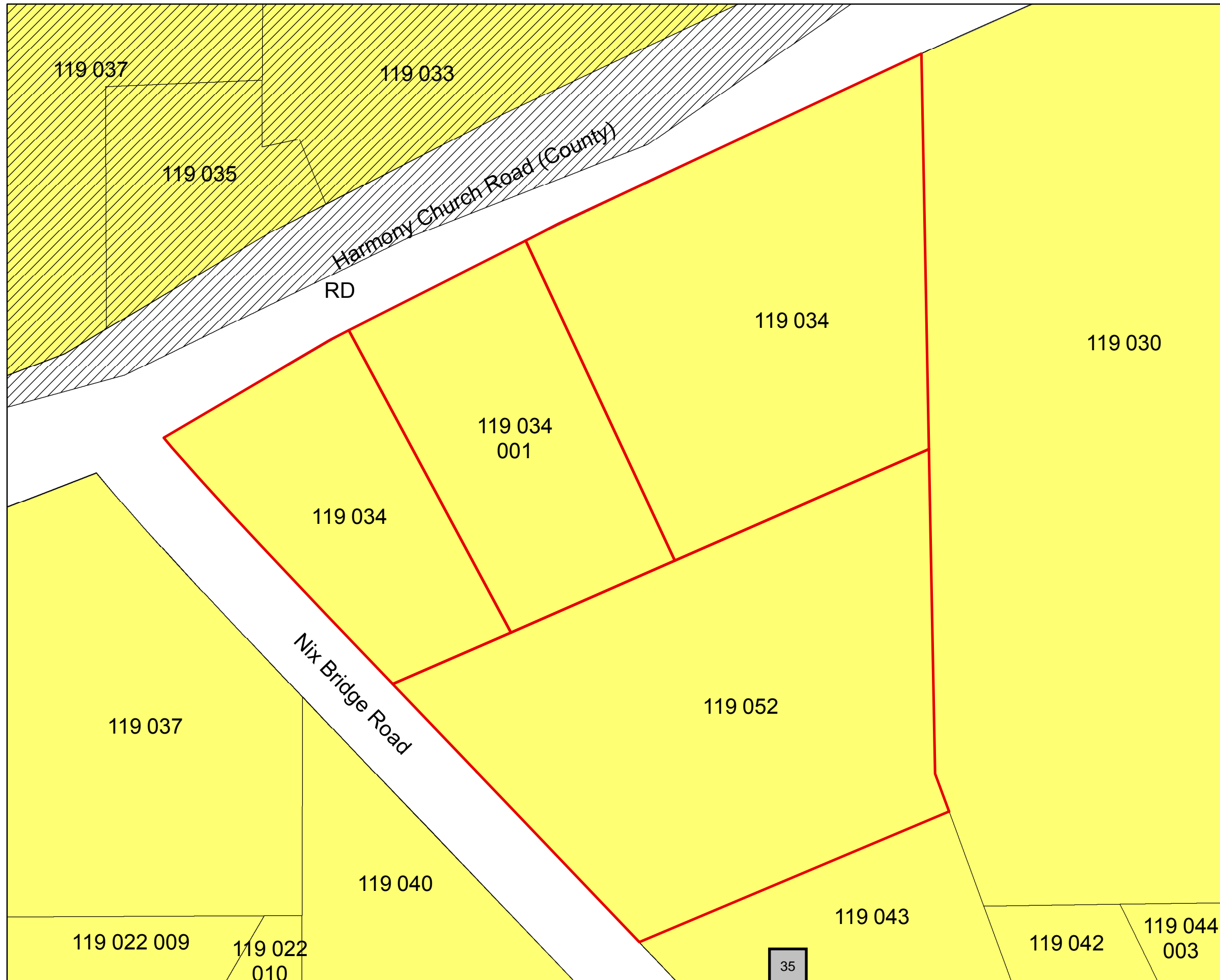
Legend

-  Parcels
-  Water
-  10 ft Contours
-  2 ft Contours



2015 Aerial Imagery





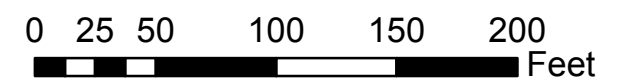
119-034
 119-034 001
 119-052

Dawson County
 Public Works
 2/6/2017



Legend

- | | |
|---------------------------------------|--|
| Parcels | Lakefront Residential |
| Rural Corridor Protection | Commercial - Highway |
| Scenic Byways | Crossroads Commercial |
| Groundwater Recharge Areas | Campus-Style Business Park |
| mountain_protection | Office/Professional |
| River Protection | Mixed Use Village |
| Watershed Protection Overlay District | Public/Institutional |
| Future Landuse | Light Industrial |
| Exurban Residential | Transportation/Communication/Utilities |
| Rural Residential | Agriculture |
| Sub-Rural Residential | Parks/Recreation/Conservation |
| Suburban Residential | Forestry |
| Planned Residential Community | Water |
| Town Residential | Water Supply Protection Area |
| Multiple-family Residential | |



Richards & Associates Engineering, Inc.
PO Box 220
601 North Third Avenue
Chatsworth, GA 30705
(706) 695-0661

March 14, 2017

Trip Generation Study for a Convenience Store with Gas Pumps
Intersection of Nix Bridge Rd and Harmony Church Rd
Dawson County, GA
(ref ITE Trip Generation Report, 8th ed)

This study has been prepared for a potential Convenience Store with Gas Pumps at the southeast corner of the intersection of Nix Bridge Rd and Harmony Church Rd in Dawson County, GA. Both roads are 2-lane and the speed limit is 45mph. Per the Georgia DOT website the AADT on Harmony Church Rd is 6,540 west of the intersection and 3,950 east of the intersection. No traffic count is available for Nix Bridge Rd.

Based on the zoning a Convenience Store with Gas Pumps is allowed with a maximum of one cash register and no repair garage and a minimum lot size of one acre. Per the ITE Trip Generation Report a Convenience Store with Gas Pumps will generate approximately 163 trips per day per fueling position.

A Convenience Store with Gas Pumps having 8 fueling positions will generate approximately 1,304 trips per day.

Richards & Associates Engineering, Inc.
PO Box 220
601 North Third Avenue
Chatsworth, GA 30705
(706) 695-0661

March 14, 2017

Trip Generation Study for a Daycare
Intersection of Nix Bridge Rd and Harmony Church Rd
Dawson County, GA
(ref ITE Trip Generation Report, 8th ed)

This study has been prepared for a potential Daycare at the southeast corner of the intersection of Nix Bridge Rd and Harmony Church Rd in Dawson County, GA. Both roads are 2-lane and the speed limit is 45mph. Per the Georgia DOT website the AADT on Harmony Church Rd is 6,540 west of the intersection and 3,950 east of the intersection. No traffic count is available for Nix Bridge Rd.

Based on the zoning, a Daycare is limited to a maximum of 5,000 square feet and a minimum lot size of one acre. Per the ITE Trip Generation Report a Daycare will generate approximately 79 trips per day per 1,000 square feet of gross floor space.

A 5,000 square foot Daycare will generate approximately 395 trips per day. The majority of the trips will occur during the peak hours of 7am-9am and 4pm-6pm.

Richards & Associates Engineering, Inc.
PO Box 220
601 North Third Avenue
Chatsworth, GA 30705
(706) 695-0661

March 14, 2017

Trip Generation Study for a Hardware Store and Plant Nursery
Intersection of Nix Bridge Rd and Harmony Church Rd
Dawson County, GA
(ref ITE Trip Generation Report, 8th ed)

This study has been prepared for a potential Hardware Store and Plant Nursery at the southeast corner of the intersection of Nix Bridge Rd and Harmony Church Rd in Dawson County, GA. Both roads are 2-lane and the speed limit is 45mph. Per the Georgia DOT website the AADT on Harmony Church Rd is 6,540 west of the intersection and 3,950 east of the intersection. No traffic count is available for Nix Bridge Rd.

Based on the zoning, each use is limited to a maximum of 5,000 square feet and a minimum lot size of one acre. Per the ITE Trip Generation Report a Hardware Store will generate approximately 51 trips per day per 1,000 square feet of gross floor space and a Plant Nursery will generate approximately 36 trips per day per 1,000 square feet of gross floor space.

A 5,000 square foot Hardware Store and 5,000 square foot Plant Nursery combined will generate approximately 436 trips per day.

Richards & Associates Engineering, Inc.
PO Box 220
601 North Third Avenue
Chatsworth, GA 30705
(706) 695-0661

March 14, 2017

Trip Generation Study for a Strip Mall
Intersection of Nix Bridge Rd and Harmony Church Rd
Dawson County, GA
(ref ITE Trip Generation Report, 8th ed)

This study has been prepared for a potential Convenience Store with Gas Pumps at the southeast corner of the intersection of Nix Bridge Rd and Harmony Church Rd in Dawson County, GA. Both roads are 2-lane and the speed limit is 45mph. Per the Georgia DOT website the AADT on Harmony Church Rd is 6,540 west of the intersection and 3,950 east of the intersection. No traffic count is available for Nix Bridge Rd.

Based on the zoning each user is limited to a maximum space 5,000 square feet, but includes the uses of bakery, art gallery, retail store, laundromat photo studio, kennels, animal grooming general office and others. The maximum building size is 15,000 square feet and a minimum lot size of one acre.

The following list is a sample of potential uses in a Strip Mall:

Copy Shop (photo shop)	12 trips per hour per 1,000 square feet
Hair Salon	2 trips per hour per 1,000 square feet
General Office	1.5 trips per hour per 1,000 square feet
Arts & Crafts Store	6 trips per hour per 1,000 square feet
Pharmacy with no drive-thru	90 trips per hour per 1,000 square feet
Medical/Dental Office	36 trips per hour per 1,000 square feet

Harmony Ch. Rd at Nix Br Rd.

Trip Generation Analysis

17-Mar-17

	Trips/day	Acreage	Trips/day/acre	Rounded Trips Per acre/day
Dollar General	202	1.66	121.686747	122/acre
Convenience Store	800	1	800	800/acre
Daycare	395	1	395	395/acre
Hardware/Nursery	436	2	218	218/acre
Retail Strip Center	261	1	261	261/acre

Note: Dollar General is taking a 1.66 acre corner lot out of the 7 acre assemblage. The corner is the preferred location for a Convenience Store. This will most likely prohibit a convenience store from interest in the remaining property.

Untitled Map

Write a description for your map.

Legend

100 ft

1" = 31'



Backup material for agenda item:

1. Consideration of Request to Dispose of Surplus Assets



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet Maintenance

Work Session: 3/23/17

Prepared By: Shannon Harben

Voting Session: 3/30/17

Presenter: Shannon Harben

Public Hearing: Yes _____ No X

Agenda Item Title: Surplus assets for disposal

Background Information:

Current surplus items that are in need of disposal. These are vehicles and equipment that have been turned into the Fleet Department for disposal due to receiving new vehicles or equipment.

Current Information:

With approval from the Board of Commissioners, surplus items will be sold and proceeds will be put in a vehicle replacement fund per our current policy. This fund is used for the replacement of vehicles.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends the Board of Commissioners approve the list of surplus assets as presented.

Department Head Authorization: Shannon Harben

Date: 3/15/17

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Current Surplus Asset List 2017

Year	Make	Model	VIN #	Mileage	Reason for Surplus
	Ford	3930 Tractor	BD 90288	737Hrs inaccurate	Damaged in accident
2006	Ford	Tarus	1FAFP53U76A212341	157,575	Cost to repair/Trans failure
2007	Ford	Crown Vic	2FAFP71W97X122679	175,747	Cost to repair/age
2000	Ford	Expedition	1FMPU16LXYLB52805	unreadable	Cost to repair/age
2000	Ford	F250	1FTNF20L3YEE13071	231,570	Age/Condition
1997	Ford	F150	1FTDX1766VNB73903	126,146	Age/Condition
2007	Ford	Crown Vic	2FAFP71W27X134561	unreadable	Cost to repair/age
2007	Ford	Crown Vic	2FAFP71W87X134564	217,998	Cost to repair/age
2007	Ford	F450	1FDXF47P67EA96040	236,324	Cost to repair/age
2012	Dodge	Charger	2C3CDXAT3HC266684	unreadable	Wrecked
1998	Ford	Expedition	1FMPU18LXWLC36696	unreadable	Cost to repair/age
1993	Ford	F350	1FDKF37MOPNA37320	132,854 Inaccurate	Age/Condition
1999	Ford	Expedition	1FMPU18LXXLB57529	unreadable	Age/Condition
2000	Ford	Tarus	1FAFP53UIYA267564	162,703	Age/Condition
2001	FreightLiner	Fl-60	1FV3GJBC31H957891	2,913 inaccurate	Cost to repair/age/condition
1999	Ford	Crown Vic	2FAFP71W8XX188365	196,361	Age/Condition
1999	Ford	F450	1FDXF47ESXEA98465	184,498	Cost to repair/age/condition
2003	Ford	Crown Vic	2FAFP71W63X178556	275,415	Age/Condition
2004	Ford	Crown Vic	2FAFP7W14X138936	235,854	Age/Condition
1995	Chevy	S-10	1GCCS14Z258237244	148,295	Age/Condition
	Kubota	108S Tractor	71104	1,319 hrs	Cost to repair/history
	Kubota	108S Tractor	71395	1,576hrs	Cost to repair/history
	Bush Hog	286 Rotary Cutter		no meter	Age/Condition
2003	Ford	Explorer	1FMZU72K63UB91824	170,745	Cost to repair/age
1999	Ford	Expedition	1FMRU1867XLA71713	unreadable	Cost to repair/age
2001	Ford	F250	1FTNF21S41EC09357	303,150	Age/Condition
	Generac	GP Portable Gen		no meter	Age/Condition
2006	Ford	F550	1FDAF57P46EA71535	175,885	Age/Condition

Unreadable denotes digital odometer not working

Backup material for agenda item:

2. Consideration of Revised Dawson County Take Home & Vehicle Policy



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet Maintenance

Work Session: 3/23/17

Prepared By: Shannon Harben

Voting Session: 3/30/17

Presenter: Shannon Harben

Public Hearing: Yes No

Agenda Item Title: Vehicle and Vehicle Take-Home Policy

Background Information:

Current vehicle policy has some vague areas and needed updating. Shannon Harben, Fleet Director was tasked with updating the vehicle and take home policy.

Current Information:

Research was conducted to see what surrounding counties were requiring in their vehicle policies. Take-home vehicle policies were also looked at. Using the current Dawson County Vehicle Policy and information obtained, a new proposed vehicle policy was written. The proposed policy's purpose is to protect Dawson County and plainly state what is to be expected from drivers of Dawson County vehicles.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends the Board of Commissioners approve the Vehicle and Take Home Policy as written.

Department Head Authorization: Shannon Harben

Date: 3/15/17

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: David Headley

Date: 3/16/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Dawson County Vehicle Policy

Policy Statement:

Vehicles owned, leased, and controlled by the Dawson County Board of Commissioners or their authorized designee (“County Vehicle”) shall be used only for essential duties to complete job tasks assigned by Elected Officials and/or Department Heads. Dawson County vehicles will not be used for unauthorized activities not pertaining to county business, or the transportation of unauthorized cargo or persons. The use of a vehicle controlled by the Dawson County Board of Commissioners is a privilege and is subject to being terminated for noncompliance with the Vehicle Policy. Vehicles owned by the Dawson County Board of Commissioners are a direct representation of Dawson County. Dawson County employees should always take extra caution to obey traffic laws and present a professional appearance when performing work related duties.

Vehicle Usage:

Only Employees who have been deemed eligible by the Human Resources Department in accord with employee policies will be assigned or able to operate a County Vehicle. When an employee and/or Elected Official has been approved to operate a county owned vehicle, special caution should be exercised to establish a positive presence to the citizens and general public by following traffic laws and following the authorized uses of a County vehicle.

Authorized use of a Dawson County Vehicle:

- When performing job duties that require a County Vehicle to travel to the site and/or to perform required job duties.
- Stopping at a convenience store/restaurant/business for lunch/break while between official county business appointments.
- While performing official duties, employees may use a County Vehicle to attend medical/dental appointments within Dawson County. Deviation requires prior approval from the County Manager.
- Utilizing vehicle to travel to temporary lodging for official Dawson County business.
- While traveling for official Dawson County business, driving vehicle to obtain meals and/or medical assistance.
- May transport employees, elected officials, and other Dawson County staff.
- The Dawson County Senior Center may transport clients in county vehicles as job duties and responsibilities.
- May transport vendors if in the direct interest of Dawson County.
- May transport representatives from local, State, or Federal government when the interest of Dawson County is involved.
- Transportation of small personal item. The personal item should be limited to a hand held size. Dawson County is not responsible for theft, loss, or misplaced personal items transported in County vehicles.

- Dawson County employee's family members can only be transported in a County vehicle with prior approval from the County Manager. An insurance rider must be in place during the time of the approved transportation of family members. Human Resources must be provided a copy of this insurance rider prior to transporting family members.
- In an emergency situation, the transportation of any person and/or item is permitted.

Unauthorized use of a Dawson County Vehicle:

- Transportation of family members in any situation, except as authorized herein.
- Transportation of friends and other persons that are not related directly to the business/interest of Dawson County.
- Transporting hitchhikers.
- Transporting large bulky personal items.
- A Dawson County vehicle shall not be loaned to persons not employed by Dawson County, employees who are not authorized by Human Resources to operate a County vehicle, or for non-County functions.
- A County Vehicle shall not be utilized to transport weapons, ammunition, explosives, toxic materials, or highly flammable material except if official job duties require these items to be transported. If an employee has an official Georgia Weapons Carry License issued by the State of Georgia, then the employee may possess a firearm in a County vehicle, except at Dawson County Facilities. A copy of the Georgia Weapons Carry License shall be provided to Human Resources.

Driver Requirements and Safety:

- Dawson County employees will maintain the appropriate State of Georgia license class required for the vehicle operated. The minimum license requirement shall be "Class C".
- Eligibility to operate a County Vehicle will be determined by the Dawson County Human Resources Department through an employee's Motor Vehicle Record (MVR). The Human Resources Department will check County vehicle operators' MVR annually.
- Each employee assigned a vehicle will be required to operate that vehicle in accordance with all laws of Dawson County, the State of Georgia, and applicable Traffic and Safety laws.
- Employees will use County Vehicles for official/authorized use only.
- Employees who operate County Vehicles will follow County Drug and Alcohol policies.
- All accidents must be reported within 24 hours to the vehicle operator's Department Director, Human Resources, and the Fleet Maintenance Director. In the case of accidents involving damage to other vehicles or property, the accident must be investigated by the Georgia State Patrol unless otherwise directed by the Georgia State Patrol. Post-accident protocol must be followed, which includes drug screening.
- In the event of an accident with property damage, consult with Human Resources Department before making any statement about the accident.
- Vehicle operators are responsible for driving violations and fines they receive in a County Vehicle. Violations must also be reported to the Human Resources Department and the respective Department Head within 24 hours.

- Drivers must report any arrest for drug or alcohol related violations to the Human Resource Department within 24 hours.
- All vehicle operators and passengers of County Vehicles must wear seatbelts at all times.
- Operators of County Vehicles must insure they have properly secured any cargo/items and insure that items are not protruding from the vehicle that may present a safety hazard.
- Dawson County employees will not operate a County Vehicle at any time, under any circumstance, under the influence of drugs or alcohol.
- The transportation of alcohol or drugs in a County Vehicle is strictly prohibited.
- The use of any tobacco products in a County Vehicle is strictly prohibited. This includes smoking and smokeless tobacco.

Maintenance and Record Keeping:

- Employees who are assigned a County Vehicle or who utilized a County Vehicle assigned to their department are responsible for insuring maintenance is performed when necessary, required, or due. The employee shall insure that preventative maintenance service (oil change) is timely performed, which can be monitored by the service due decal applied by Fleet Maintenance.
- The employee will contact their Department Head about service needed. When the Department Head approves the service, the Department Head or employee may contact Fleet Maintenance to schedule the service.
- If major safety defects are discovered on a County Vehicle, Fleet Maintenance reserves the right to “Red Tag” or remove a vehicle from service until the vehicle’s safety concern has been resolved.
- The engine oil and critical fluids must be checked. If the vehicle operator is not comfortable or capable of checking oil and critical fluids, the Fleet Maintenance Department will aid in checking fluid levels.
- Fleet Maintenance may also perform spot checks of County Vehicles to insure proper maintenance and/or critical fluid checks are being performed.
- Employees who are assigned a County Vehicle or who utilize a County Vehicle assigned to their department are responsible for the upkeep/cleanliness of the vehicle, which includes washing the outside and cleaning the inside of the vehicle. Cleaning the inside of the vehicle will consist of cleaning window glass, vacuuming floors, and cleaning/wiping down of vehicle interior as needed.
- The Fleet Maintenance Department will record preventative maintenance and repair history of County Vehicles.
- The Fleet Maintenance Department will store and maintain fuel usage records for Dawson County departments.
- Department Heads are responsible for collecting fuel receipts from their employees from the Fuel Center receipt printer on a monthly basis. Departments may also use a manual fuel log instead of receipts from the Fueling Center printer. Department Heads must maintain the receipts or logs for one year.

Pool Vehicle Policy:

The purpose is to establish procedure for the utilization of a pool vehicle to allow for an efficient process. The Fleet Maintenance Department will maintain the Pool Vehicles inventory, be responsible for the

checking out of Pool Vehicles, and checking in of Pool Vehicles. Pool Vehicles, if available, can be used when an employee's assigned vehicle breaks down or is at Fleet Maintenance for repairs/ maintenance and a vehicle is needed to perform job duties. Pool vehicles can also be utilized for employees to drive to training and official Dawson County events.

- The driver must be employed by Dawson County or work far elected official to be eligible to utilize a Pool Vehicle.
- The driver must be assigned a County vehicle for which the driver is responsible for and use daily/ regularly. If the County employee is not assigned a County vehicle then the employee must contact the Human Resources Department. The Human Resources Department will check the employees Motor Vehicle Record (MVR) to insure the employee is eligible to operate a County vehicle. When the employee is authorized by the Human Resources Department, HR will contact the Fleet Director about approval.
- Employees who need a pool vehicle for an upcoming event must notify the Fleet Maintenance Director one week in advance. The Fleet Director will then reserve the vehicle for the specified time frame, if a Pool Vehicle is available for the requested date.
- Prompt return of the Pool Vehicle to Fleet Maintenance is required.
- The Pool Vehicle must be returned with a full tank of gas. If the user does not have a Fuel Center User ID to fill the vehicle, the user will use the approving Department Head or Elected officials User ID temporarily. If a department uses the pool vehicle and no one has an assigned User ID, then the Fleet Director will assign a temporary User ID for the vehicle to be fueled. If utilizing the Pool Vehicle out of town on County business, employee must obtain a WEX or approved card from the Finance Department for fueling purposes. The passenger compartment must be clean; which includes vacuuming and cleaning windows if required. The outside of the vehicle must be washed if necessary; which will be at the discretion of the Fleet Department upon return. The cleaning of the vehicle will be completed by the user.
- The Pool Vehicle will then be inspected for damages. If no damages are found, the vehicle will be checked in. If damage is found, then the current policy for County property damage will be followed.

Vehicle Take Home Policy

The use of a take-home vehicle is a privilege. Dawson County expects employees who have take-home vehicles to act responsibly and use necessary discretion in the operation of the vehicle. Violation of any policy may lead to vehicle usage being reviewed/ terminated. Dawson County will provide take-home vehicles to on-call employees whose responsibilities require that the employee respond and/or frequently need to respond to emergency calls directly related to job duties to protect life and property. Options other than a take-home vehicle should be assessed first. The County Manager will be responsible for approving the assignment of a County provided take home vehicle.

Criteria for Take-Home Vehicle:

- The employee must frequently have to respond to after hours and weekend emergency calls pertaining to the employee's department for the purpose of protecting life and property.
- The Department Head must complete a Request/ Justification for Take-Home Vehicle Form to recommend an employee to have a take-home vehicle. The Department Head must provide

sound reasoning with supporting data to justify the employee having a take-home vehicle. Supporting data should be provided through Dawson County Communications (E911), because call outs occur after hours and on weekends. Departments who would not normally receive notification through E911 Communications about an afterhours/weekend emergency must create a log of these callouts. The log must then be sub-mitted to the County Manager for justification for a take home vehicle.

- The Request/Justification for a Take-Home Vehicle Form must then be submitted to the County Manager for final approval or denial for the take-home vehicle.
- Any deviation from the stated criteria and rules for a take-home vehicle must be submitted to the County Manager in writing. After reviewing any written request, the County Manager will then approve or deny the written request. If a take-home vehicle is part of an employee's compensation, then any discrepancies with the Vehicle Policy/Take- Home Policy must be approved in writing. **No verbal contracts or special conditions will be honored or accepted.** All variances will be in writing and approved by the County Manager.

Possible option for current take-home vehicle users due to current agreements:

Current Take-home vehicle assignments will remain intact whether verbal or written. As attrition takes place the County Manager will make determinations whether the position will retain a take-home vehicle.

Rules for Take-Home Vehicles:

The same Authorized, Unauthorized, Driver Requirements, and Safety Requirements apply to take-home vehicles. The exceptions that apply to take home vehicles are as follows:

- The employee must reside within the geographical boundaries of Dawson County. Any exceptions must be approved by the County Manager.
- When utilizing a take-home vehicle brief stops on the way to work or on the way home should be limited and must be on the route to and from home.
- Take-Home vehicles shall only be used for official business of the county. Employees shall not utilize County vehicles after hours or on weekends unless for official county business. County Vehicles shall be driven directly to County offices for official duties and shall be driven directly home when the employee's duties have been completed.
- Department Head(s) or Elected Official(s) who have employees who rotate on-call status must limit take-home vehicle usage to one vehicle and one employee per rotation. On-call rotation durations will be determined by the Department Head or Elected Official.

Current Dawson County Take-Home Vehicles and Yearly Cost

Yearly cost is based on mileage to Dawson County Government Center from employee residence and from Dawson County Government Center back to employee residence only. This does not include county business mileage. Cost is calculated using travel mileage, Miles Per Gallon (MPG) per Dawson Counties Fuel Master fuel program, cost per mile vehicle wear using Dawson Counties RTA Vehicle data system, and a 50 week year allowing for vacation and Holidays. There are currently 16 take-home vehicles. The below data shows the cost per vehicle and driver to drive home each year.

Community Development

Driver	Jason Streetman
Take-Home mileage a day	156
Yearly Take-Home mileage	39,000
Vehicle	2003 Ford Expedition
Vehicle MPG	10.5MPG
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$7,428.00
Maintenance Cost per mile	\$0.023 per mile
Yearly maintenance Cost	\$897.00
Yearly Operating Cost	<u>\$8,325.00</u>

Marshal's Office

Driver	Kenneth Moss
Take-Home mileage a day	54
Yearly Take-Home mileage	13,500
Vehicle	2006 Ford F150
Vehicle MPG	13.7
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,970.80
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$540.00

Facilities Maintenance

Driver	James Tolbert
Take-Home mileage a day	8.8
Yearly Take-Home mileage	2,200
Vehicle	2003 Ford F150
Vehicle MPG	13.9
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$316.60
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$88.00
Yearly Operating Cost	<u>\$404.60</u>

Fleet Maintenance

Driver	Shannon Harben
Take-Home mileage a day	12.4
Yearly Take-Home mileage	3,100.00
Vehicle	2016 Ram 2500
Vehicle MPG	11.75
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$527.60
Maintenance Cost per mile	\$0.03
Yearly maintenance Cost	\$93.00

Yearly Operating Cost **\$2,510.80**

Driver Tony Ashe
Take-Home mileage a day 48
Yearly Take-Home mileage 12,000
Vehicle 2006 Ford F150
Vehicle MPG 14.9
Average fuel cost \$2.00 per gallon
Yearly fuel cost \$1,610.00
Maintenance Cost per mile \$0.03
Yearly maintenance Cost \$360.00
Yearly Operating Cost **\$1,970.00**

Roads and Bridges

Driver Eddie Savage
Take-Home mileage a day 15
Yearly Take-Home mileage 3,750
Vehicle 2007 Ford F250
Vehicle MPG 11.8
Average fuel cost \$2.00 per gallon
Yearly fuel cost \$635.60
Maintenance Cost per mile \$0.14
Yearly maintenance Cost \$525.00
Yearly Operating Cost **\$1,160.60**

Driver Stephen Thomas
Take-Home mileage a day 22
Yearly Take-Home mileage 5,500
Vehicle 2007 Chevy 2500HD
Vehicle MPG 8.67
Average fuel cost \$2.00 per gallon
Yearly fuel cost \$1,268.80
Maintenance Cost per mile \$0.44

Yearly Operating Cost **\$620.60**

Parks

Driver Lisa Henson
Take-Home mileage a day 7.8
Yearly Take-Home mileage 1950
Vehicle 2008 Ford Sport Track
Vehicle MPG 12.8
Average fuel cost \$2.00 per gallon
Yearly fuel cost \$304.60
Maintenance Cost per mile \$0.05
Yearly maintenance Cost \$97.50
Yearly Operating Cost **\$402.10**

Public Works

Driver David Mckee
Take-Home mileage a day 29.6
Yearly Take-Home mileage 7,400.00
Vehicle 2008 Ford Explorer
Vehicle MPG 13.9
Average fuel cost \$2.00 per gallon
Yearly fuel cost \$1,064.80
Maintenance Cost per mile \$0.08
Yearly maintenance Cost \$592.00
Yearly Operating Cost **\$1,656.80**

Emergency Services

Driver Lanier Swafford
Take-Home mileage a day 6.2
Yearly Take-Home mileage 1,550.00
Vehicle 2008 Ford Expertdion

Yearly maintenance Cost	\$2,420.00
Yearly Operating Cost	<u>\$3,688.80</u>
Driver	Gary Millholland
Take-Home mileage a day	27
Yearly Take-Home mileage	6,750
Vehicle	2016 Ram 5500HD
Vehicle MPG	8.6
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,570.00
Maintenance Cost per mile	\$0.03
Yearly maintenance Cost	\$202.50
Yearly Operating Cost	<u>\$1,772.50</u>

Emergency Services

Driver	Danny Speaks
Take-Home mileage a day	38
Yearly Take-Home mileage	9,500
Vehicle	2016 Ram 2500HD
Vehicle MPG	10.89
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,744.80
Maintenance Cost per mile	\$0.02
Yearly maintenance Cost	\$190.00
Yearly Operating Cost	<u>\$1,934.80</u>

Driver	Stephen Knowles
Take-Home mileage a day	26
Yearly Take-Home mileage	6,500.00
Vehicle	2004 Ford F150
Vehicle MPG	11.9
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,092.40

Vehicle MPG	12.51
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$247.80
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$62.00
Yearly Operating Cost	<u>\$309.80</u>

Driver	Tim Satterfield
Take-Home mileage a day	22.6
Yearly Take-Home mileage	5,650.00
Vehicle	2016 Ram 2500 HD
Vehicle MPG	10.45
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,081.40
Maintenance Cost per mile	\$0.05
Yearly maintenance Cost	\$282.50
Yearly Operating Cost	<u>\$1,363.90</u>

Driver	Ricky Rexroat
Take-Home mileage a day	13.6
Yearly Take-Home mileage	3,400.00
Vehicle	2006 Chevy Trail Blazer
Vehicle MPG	13.92
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$488.60
Maintenance Cost per mile	\$0.07
Yearly maintenance Cost	\$238.00
Yearly Operating Cost	<u>\$726.60</u>

Driver	Bill Tanner
Take-Home mileage a day	28
Yearly Take-Home mileage	7,000.00
Vehicle	2007 Ford Expedition
Vehicle MPG	13.17

Maintenance Cost per mile	\$0.11	Average fuel cost	\$2.00 per gallon
Yearly maintenance Cost	\$715.00	Yearly fuel cost	\$1,063.00
Yearly Operating Cost	<u>\$1,807.40</u>	Maintenance Cost per mile	\$0.06
		Yearly maintenance Cost	\$420.00
		Yearly Operating Cost	<u>\$1,483.00</u>

Approximate total cost to Dawson County for 16 Take-home vehicles per year
\$30,137.30

Departments yearly take-home vehicle total with precentage of yearly total take-home cost

Department	Yearly department total	Department % of yearly total
Community Dev/Planning	\$8,325.00	28%
Marshal's Office	\$4,480.80	15%
Public Works/Eng	\$1,656.80	5.50%
Road Department	\$6,621.90	22%
Facilities Maint	\$404.60	1.20%
Fleet Maint	\$620.60	2.10%
Park and Rec	\$402.10	1.20%
Emergency Services	\$7,625.50	25%
Total	\$30,137.30	100%

Backup material for agenda item:

3. Consideration of #287-17 Bobcat Compact Excavator IFB Results



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 03/23/17

Prepared By: Melissa Hawk/David McKee

Voting Session: 04/06/17

Presenter: David McKee/Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: #288-17 Bobcat Compact Excavator IFB Results

Background Information:

Dawson County Public Works currently rents a mini excavator, or borrows other equipment from other departments when needed; SPLOST VI approved purchase.

Received pricing from the National Joint Powers Alliance. Due diligence to ensure contract pricing was the best option for the County revealed an informal quote of \$9,324.80 less than the contract. IFB was released for sealed bids for a Bobcat Excavator, 59.3 HP, Tier 4 Compliant Engine. Vendor submitting the informal quote did not respond to sealed IFB

Current Information:

IFB containing a detailed specification was released on February 28, 2017. Solicitation was advertised according to the Purchasing Policy Ordinance. 65 vendors were notified of the solicitation through the Georgia Procurement Registry and the Vendor Registry. 5 responses were received. The Fleet/Public Works Departments opted to exercise the Purchasing Ordinance to standardize compact equipment to Bobcat. Only one response received as a Bobcat Manufactured product.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: To reject all responses received from the IFB #288-17 Bobcat Compact Excavator and to approve to issue a purchase order to Bobcat of Atlanta in the amount of \$64,876.48 through a cooperative agreement with NJPA.

Department Head Authorization: David McKee

Date: 03/09/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 03/09/2017

County Manager Authorization: David Headley

Date: 3/16/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

59

Bobcat Compact Excavator Bid #288-17

WORK SESSION MARCH 23, 2017



Background

- ▶ Dawson County Public Works currently rents, or borrows the excavator to complete needed repairs.
- ▶ Allow Department Staff to complete needed repairs quickly in house. (culvert replacement, ditch clean out, debris removal, riprap placement, etc.)
- ▶ SPLOST VI approve purchase
- ▶ Received pricing from the National Joint Powers Alliance
- ▶ Due diligence to ensure contract pricing was the best option for the County revealed an informal quote of \$9,324.80 less than the contract.
- ▶ IFB was released for sealed bids for a Bobcat Excavator, 59.3 HP, Tier 4 Compliant Engine
- ▶ Vendor submitting the informal quote did not respond to sealed IFB

Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **65 vendors received solicitation**
- ▶ **County received 5 submissions**

Evaluation of Products

- ▶ Fleet/Public Works received approval from the County Manager and the County Purchasing Manager for standardization of the compact equipment to be Manufactured by Bobcat
- ▶ Bid document stated that the Public Works Department is exercising the Purchasing Policy Ordinance to standardize equipment
- ▶ David McKee, Public Works Director reviewed the detailed specification sheet and manufacturer sheets for each received submittal
- ▶ There was only one submission received for a Bobcat Compact Excavator, 59.9 HP, Tier 4 Compliant Engine

Bid Tabulation versus Contract Price

- ▶ Bobcat of Atlanta submitted a sealed bid price of \$66,031.12
- ▶ The National Joint Powers Alliance contracted price for the same equipment is \$64,876.48 with the same company, Bobcat of Atlanta
- ▶ This is a difference of \$1,154.64
- ▶ Pricing difference between our IFB versus the NJPA contract is due to the possible quantities of equipment in which pricing was requested. Our needs is for one piece of equipment versus an open quantity of equipment purchased over a fiscal year.

Recommendation

Staff respectfully requests the Board to reject all responses received for #288-17 Bobcat Compact Excavator and award a purchase order to Bobcat of Atlanta for a total of \$64,876.48 from SPLOST VI funds through a Cooperative Agreement with the NJPA, which has been executed.

Backup material for agenda item:

4. Consideration of the #287 Multi-Jurisdictional Mitigation Plan Update RFP Results



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS

Work Session: 03/23/17

Prepared By: Melissa Hawk

Voting Session: 04/06/17

Presenter: Lanier Swafford/Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: #287-17 Multi-jurisdictional Hazard Mitigation Plan Update RFP Results

Background Information:

The current Multi-jurisdictional Hazard Mitigation Plan expires on September 30, 2018. A Recipient-Sub-Recipient Agreement for Dawson County's Hazard Mitigation Grant Program (HMGP) planning project, designated HNGP-4215-0007, was executed by the Dawson County Board of Commissioners and the Georgia Emergency Management Agency on July 11, 2016. This agreement awarded to Dawson County \$20,400.00 to update the Dawson County Multi-jurisdictional Hazard Mitigation Plan to meet the Federal requirements of the Disaster Mitigation Act of 2000. The grant monetary funding has been received. Dawson County has a match of \$3,600.00 which was included in the fiscal year 2017 Budget. The total project budget is \$24,000.00.

Current Information:

Scope of work was released through a sealed Request for Proposal. Solicitation was advertised according to the Purchasing Policy Ordinance. 1742 vendors were notified of the solicitation through the Georgia Procurement Registry and the Vendor Registry. 2 responses were received.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	3928	521200	\$24,000.00	\$24,000.00	\$3,600.00	\$24,000.00

Recommendation/Motion: To approve a contract with Lux Mitigation and Planning Corp to facilitation the completion of the update of the Multi-jurisdictional Hazard Mitigation Plan.

Department Head Authorization: Lanier Swafford

Date: 03/09/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 03/09/2017

County Manager Authorization: David Headley

Date: 3/16/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Multi-jurisdictional Hazard Mitigation Plan Update Bid #287-17 RFP

WORK SESSION MARCH 23, 2017



Background

- ▶ The current Multi-jurisdictional Hazard Mitigation Plan expires on September 30, 2018.
- ▶ A Recipient-Sub-Recipient Agreement for Dawson County's Hazard Mitigation Grant Program (HMGP) planning project, designated HNGP-4215-0007, was executed by the Dawson County Board of Commissioners and the Georgia Emergency Management Agency on July 11, 2016.
- ▶ This agreement awarded to Dawson County \$20,400.00 to update the Dawson County Multi-jurisdictional Hazard Mitigation Plan to meet the Federal requirements of the Disaster Mitigation Act of 2000. The grant monetary funding has been received.
- ▶ Dawson County has a match of \$3,600.00 which was included in the fiscal year 2017 Budget. The total project budget is \$24,000.00.
- ▶ Bid according to policy.
- ▶ Standard Professional Services Contract
 - ▶ Term – Award date until final acceptance of the project by the County, anticipated to be a total 543 days.

Scope of Work

- ▶ The contracted firm shall:
 - ▶ Act as the facilitator of the planning process as well as the development and the transcription of the plan updates.
 - ▶ Provide all equipment, materials and labor to complete the scope of work.
 - ▶ Combine existing data, plans and EMA capabilities into a comprehensive draft report (to include the base Local Natural Hazard, Risk and Vulnerability analysis provided by GEMA, local data and the contractor's efforts) to create a comprehensive updated plan.
 - ▶ Work with the Task Force to update the current inventory of existing and proposed buildings, infrastructure and critical facilities in hazard areas.
 - ▶ Update the loss estimate to reflect any changes to the hazard profile and/or inventory of structures.
 - ▶ Update the Plan Maintenance and Implementation to include an analysis of whether the previously approved plan's method and schedule for monitoring, evaluating and updating the plan worked and what elements or processes, if any, were changed.

Scope of Work - Continued

- ▶ The contracted firm shall:
 - ▶ Discuss the method and schedule to be used over the next five (5) years.
 - ▶ Describe how the community was kept involved during the plan maintenance process over the previous five (5) years.
 - ▶ Work with the planning committee, comprised of internal staff at Dawson County EMS and other specified individuals from the stakeholder group as described above, and GEMA staff throughout the State and Federal plane review process to ensure that the County has a federally approved updated Multi-jurisdictional Hazard Mitigation Plan by the end of the contract period.
 - ▶ Responsible for completing reports, as required by the County, including quarterly reports. Although the tentative contract period does not begin until April 3, 2017; the Recipient-Sub-recipient Agreement stipulates that the quarterly reports are due June 30th, September 30th and December 31st. The Director of Dawson County EMS and the Contractor will define all reports necessary throughout the project.

Dawson County Responsibilities

- ▶ The County will complete the following:
 - ▶ Critical Facility Inventory in the Georgia Mitigation Information System.
 - ▶ GEMA Worksheets 3A for each participating jurisdiction for each identified hazard.
 - ▶ High level detail for all mitigation action steps as required by GEMA and FEMA.
 - ▶ Ensure all recommended revisions from the previous FEMA plan review are addressed in the plan update.
- ▶ The County will ensure that the plan update is consistent with the most current requirements from FEMA and will:
 - ▶ Identify all changes to the plan within each section including revisions to the planning process; risk assessment; goals and objectives; plan maintenance process.
 - ▶ Update the planning process.

Dawson County Responsibilities – Continued

- ▶ The County will ensure that the plan update is consistent with the most current requirements from FEMA and will:
 - ▶ Improve the Risk Assessment.
 - ▶ Analyze, update and continue development of goals, objectives and action steps.
 - ▶ Describe the information dissemination to the public for previous five (5) years as well as the next five (5) years.
 - ▶ Review and adopt the plan.

Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry (GPR)
- ▶ Emailed notification through Vendor Registry (VR)
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notified previous vendors
- ▶ 1742 vendors notified through GPR and VR
- ▶ **2 bids received**

Evaluation Committee

- ▶ Lanier Swafford, Chief
- ▶ Ricky Rexroat, Deputy Chief
- ▶ Jason Dooley, Battalion Chief
- ▶ Melissa Hawk, Purchasing Manager (Facilitator)

Evaluation Criteria and Proposer Scores

Company	Points Allowed	Lux Mitigation and Planning Corp	Plans & More, LLP
Company Background and Structure	25	22	22
Experience & Qualifications of Dedicated Staff	25	21	20
Approach to Scope of Work & Methodology	25	22	19
References	15	14	12
Price Proposal	10	10	7
TOTAL POINTS	100	89	80

Scores are rounded up to nearest whole number

Cost Proposals

Tasks	Lux Mitigation and Planning Corp	Plans & More, LLP
Total Cost to Dawson County for the Project	\$18,000.00	\$25,472.00

Recommendation

Staff respectfully requests the Board to award RFP #287-17 Multi-jurisdictional Hazard Mitigation Plan Update to the most responsive, responsible bidder, Lux Mitigation and Planning Corp., from Shady Dale, GA; and approve the contract with pricing of \$18,000.00 for the total cost to Dawson County for the complete project as submitted.

Backup material for agenda item:

5. Consideration of FY2017 Budget Amendment for Salary Study Implementation



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Administration

Work Session: 3/23/2017

Prepared By: Ginny Tarver

Voting Session: 4/06/2017

Presenter: County Manager David Headley

Public Hearing: Yes No

Agenda Item Title: Budget Amendment for Salary Study Implementation

Background Information:

Motion passed unanimously on March 2, 2017, to approve "Option 2" of the recommended salary study implementation plans to include a 2% COLA for all employees; placement into range with moderate progression; and a payroll effective date of April 8, 2017.

The FY2017 Budget will need to be amended to cover the increase.

Current Information:

	Salary	FICA	Ret	Total
Salary cost of option 2 (Full year)	937,227.00	71,697.87	37,489.08	1,046,413.95
Cost per pay period	40,246.69			
Number of pay periods impacted	18.00			724,440.42
Amount budgeted				<u>350,000.00</u>
Increase to budget for FY 2017				374,440.42

Budget Information: Applicable: Not Applicable:

Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to increase the FY2017 Budget by \$374,440.42.

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: David Headley

Date: 3/16/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

**DAWSON COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2017 BUDGET AMENDMENT RESOLUTION**

WHEREAS, The Dawson County Board of Commissioners authorized the preparation of a salary study to assist with achieving internal pay equity, to improve market competitiveness in relation to comparable government entities, and to show appreciation of employee efforts, achievements and qualifications; and

WHEREAS, the Board of Commissioners has reviewed and considered the salary study carried out by the Archer Company and on March 2, 2017, voted unanimously to adopt Option 2 of the recommended plan implementation alternatives from said study; and

WHEREAS, in order to implement said Option 2 and provide the approved salary adjustments it is necessary to amend the Fiscal Year 2017 budget as heretofore adopted by the Board of Commissioners.

NOW, THEREFORE, the Dawson County Board of Commissioners does hereby approve and adopt the following amendment to the existing FY 2017 budget:

The amount previously established for salaries and compensation in the General Fund is hereby increased by the sum of \$374,441 to implement the Cost of Living Adjustment and other adjustments called for by the Board's approval of Option 2, such sum representing the additional cost beyond what is currently budgeted, to be effective as of April 8, 2017, to fund said adjustments for 18 payroll periods remaining in FY 2017. The funds so allocated shall be appropriated from the existing Fund Balance.

SO RESOLVED, this ____ day of April, 2017.

Billy Thurmond, Chairman

Danielle Yarbrough, Clerk

Vote: ____ Yes ____ No

Backup material for agenda item:

6. Consideration of LifeLink National Donate Life Month Proclamation



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioner

Work Session: 03/23/17

Prepared By: Danielle Yarbrough

Voting Session: 04/06/17

Presenter: Chairman Billy Thurmond

Public Hearing: Yes _____ No X

Agenda Item Title: Presentation of LifeLink National Donate Life Month Proclamation

Background Information:

Current Information:

We have been asked by LifeLink to approve the attached proclamation in support of April being "Donate Life Month."

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to approve the LifeLink National Donate Life Month Proclamation as written

Department Head Authorization: Billy Thurmond

Date: 03/16/17

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: David Headley

Date: 3/16/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



National Donate Life Month Proclamation

Dawson County, PROCLAMATION

WHEREAS, one of the most meaningful gifts that a human being can bestow upon another is the Gift of Life; and

WHEREAS, more than 121,000 men, women, and children await life-saving or life-enhancing organ transplants, of which over 5,590 reside in Georgia; and

WHEREAS, the need for organ, eye, and tissue donation grows daily as a new patient is added to the national waiting list for an organ transplant every 10 minutes; and

WHEREAS, the critical donor shortage remains a public health crisis as an average of 22 people die daily due to the lack of available organs; and

WHEREAS, organ, eye, and tissue donation can provide families the comfort of knowing the gift of donated organs and tissue endows another person with renewed hope for a healthy life; and

WHEREAS, donating life through organ, eye, and tissue donation is the ultimate act of generosity and kindness we **Dawson County** citizens can perform; and

WHEREAS, more than 4.7 million Georgians have already registered their decision to give the Gift of Life at www.donatelifegeorgia.org or when getting or renewing their driver license or state identification card at a driver license office; and

WHEREAS, LifeLink® of Georgia is the non-profit, community service organization dedicated to the recovery of high quality organs and tissues for transplantation therapy; and

WHEREAS, **Dawson County** supports the life-saving mission of LifeLink® of Georgia; and

NOW, THEREFORE, I, Billy Thurmond **in Dawson County**, do hereby proclaim April 2017 as

DONATE LIFE MONTH

In **Dawson County**, to honor all those who made the decision to give the gift of life, to focus attention on the extreme need for organ, eye and tissue donation, to encourage all residents to take action and sign up on Georgia's Donor Registry at www.donatelifegeorgia.org, to discuss the miracle of transplantation as a family, and to make a family commitment to organ, eye, and tissue donation

On This day, _____ of April 2017



Backup material for agenda item:

8. Consideration of Board Appointment:

- **Dawson County Planning Commission**

- o Penny Pinion- Term: April 2017 to March 2018

DAWSON COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO COUNTY
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for Development Authority Board

Name Penny L Pinion

Home Address 239 Hugh Stowers Rd

City, State, Zip Dawsonville, GA 30534

Mailing Address (if different) _____

City, State, Zip _____

Telephone Number _____ Alternate Number _____

Fax Telephone Number _____

E-Mail Address _____

Additional information you would like to provide:

Signature *Penny L. Pinion* Date 3/14/17

Please note: Submission of this application does not guarantee an appointment.

Return to: Dawson County Board of Commissioners
Attn: County Clerk
25 Justice Way, Suite 2313
Dawsonville, GA 30533
(706) 344-3501 FAX: (706) 344-3889

**Penny Lynn Pinion
239 Hugh Stowers Road
Dawsonville, GA 30534**

OBJECTIVE

To work in a challenging environment to help others.

EDUCATION

1983 - Graduated / Lumpkin County High School

1984-1990 - Lanier Tech & North Georgia College
Various Computer Classes

1991-1998 - Georgia Bankers Association
Robbery Procedures and Safety
Principles of Banking
Legal Issues for New Accounts
Law & Banking: Principles
Introduction to Supervision
Economics for Bankers
Financial Accounting

1996-1997 - University of Georgia
Operations Degree

WORK HISTORY

April 16 to Present – **Beyond Home/Home Décor/Thrift Store**
Owner/Operator

April 15 to April 16 – **New 2 You/Thrift Store**
½ Owner/Operator

Mar 13 to April 15 - **Northeast Georgia Medical Center**

Patient Liaison/Imaging Center

Helping patients when they arrive and gathering all paperwork to perform the procedures ordered by the physician.

Prepare daily reports for site supervisor and radiologist.

Prepare folders for each days patients to include all paperwork/orders needed for the physician's orders.

Prepare CD's for patients as needed.

Upload CD's for previous procedures from other hospitals.

Oct 99 to Feb 13 - **SleeveCo Inc.**

Human Resource Administrator

I am responsible for all new hire paperwork and setting up in the payroll system.

Input employees' time and balance for payroll processing. Setup-administer all employees' medical, dental and other insurance offered.

Help employees with any questions they have regarding payroll, insurance, or any other issues.

Audit and approve insurance billings.

Deposits-Post deposits daily to customer accounts in receivables.

Purchasing Director

Type and transmit all in house orders to vendors, then make sure received in correctly when the orders arrives.

I work with an overseas vendor by placing order and making sure they are shipped and delivered on time. This includes working with a U.S. Customs firm and Consolidator service.

Inventory

I make sure that various departments inventory is in balance at month end.

Customer Service

I have handled customer service accounts by entering their orders, following new artwork through until order is complete and shipped to customer, and help with the customer questions.

April 91 to Aug 99- **First Community Bank of Dawsonville/Century South Banks**

Operations Officer

Supervisor of Bookkeeping

Pay or return NSF check

Collection of overdrafts

New hire setup

Employee time for payroll

Employee Insurance

Handle employee questions

Computer issues (System update)
Filled in for Customer Service
Responsible for Regulations
Assist President with various projects

Previous- Process loans
Head Teller
Bookkeeper/Proof Operator

1988-1991 Crawford & Company
Insurance Adjuster Firm/Accounts Payable Dept.

1985-1987 Dawson County Bank
Bookkeeping Dept/Proof Operator
Loan Dept.

1982-1984 Security Finance
Branch Manager/Loans

PERSONAL REFERENCES - Upon request