

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, July 1, 2022 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Rev. Dr. Ford G'Segner
4. Pledge of Allegiance (BS)
5. Special Presentation - ESG Engineering

Code of Ordinances Public Hearing

6. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 28 (Development Regulations)

Regular Business Meeting

7. Public Comments
8. Consent Agenda
 - a. Approval of Minutes - June 21, 2022 Regular Meeting (staff-CC)
 - b. Approval of 2022 Alcohol License (staff-CC)
9. Approval of Right-of-Way Permit Application from Southern Company (staff-CM)
10. Appointments to the Board of Assessors (staff-CC)

Reports/Announcements

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

Closing

14. Adjournment

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

File Attachments for Item:

5. Special Presentation - ESG Engineering

American Rescue Plan Act (ARPA) Update

For Putnam County, GA

Total Budget

| ARPA BUDGET SUMMARY | |
|-------------------------------|------------------------|
| Total Budget: | \$ 6,127,000.00 |
| Putnam Co.: | \$ 600,000.00 |
| City: | \$ 400,000.00 |
| EPWSA: | \$ 2,063,500.00 |
| 50% Grant: | \$ 3,063,500.00 |
| 50% Match: | \$ 3,063,500.00 |
| Total Project: | \$ 6,127,000.00 |
| Dance Rd./Greensboro | \$ 1,273,270.00 |
| 441-MLK Loop | \$ 1,212,730.00 |
| Primary School Loop | \$ 553,860.00 |
| Alice Walker | \$ 386,300.00 |
| West Sumter | \$ 480,800.00 |
| North Jefferson | \$ 330,340.00 |
| Hydrant Removal & Replacement | \$ 1,091,900.00 |
| Valve Insertion | \$ 647,800.00 |
| Mapping | \$ 100,000.00 |
| Modeling | \$ 50,000.00 |
| Total: | \$ 6,127,000.00 |

Loop Lines

- Dance Road Loop (\$1,273,270)
- Hwy 441 – MLK Loop (\$1,212,730)
- Primary School Loop (\$553,860)

Dance Rd. Loop



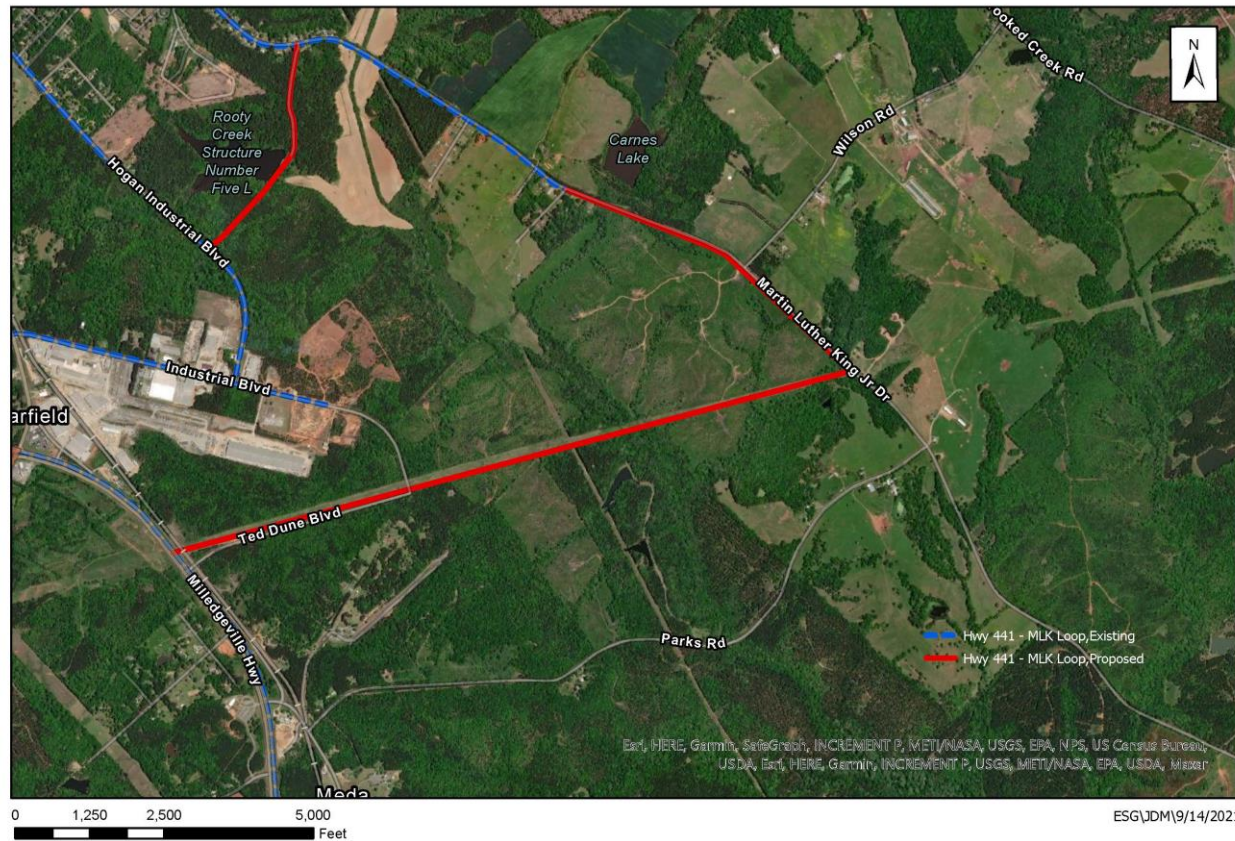
ARPA APPLICATION DANCE ROAD AREA



Hwy 441/MLK Loop



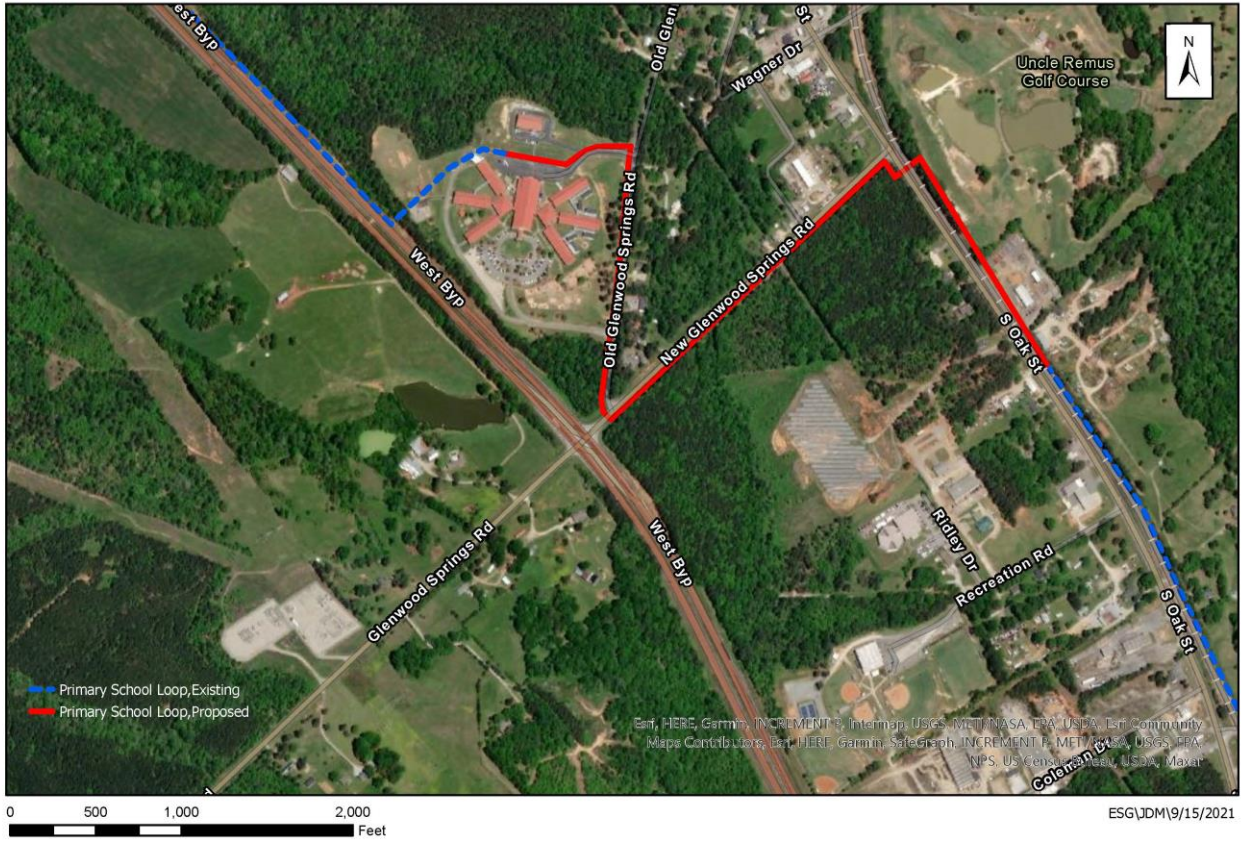
ARPA APPLICATION HWY 441 - MLK LOOP AREA



Primary School Loop



ARPA APPLICATION PRIMARY SCHOOL LOOP AREA



Undersized Line Replacement

- Alice Walker (\$386,300)
- West Sumter (\$480,800)
- North Jefferson (\$330,340)

Alice Walker Line Replacement



ARPA APPLICATION ALICE WALKER AREA



West Sumter Line Replacement



ARPA APPLICATION W. SUMTER FIRE PROTECTION AREA



Additional Items

- Hydrant Removal & Replacement (\$1,091,900)
- Valve Insertion (\$647,800)
- Mapping (\$100,000)
- Modeling (\$50,000)

Questions?



File Attachments for Item:

6. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 28 (Development Regulations)

EXPLANATION OF DOCUMENTS:**Red language equals added text.****Struck through language equals deleted text.****Chapter 28 - DEVELOPMENT REGULATIONS****Sec. 28-40. Development consultation and concept plan.**

- (a) *Minor subdivision.*
- (1) The developer who chooses to divide a parcel into four or fewer lots must consult with the director before proceeding with the drawings showing the proposed division of the parcel.
 - (2) The lots in the minor subdivision must front on an existing public or private road classified as other than an arterial or collector whether of the state or county roadway system as defined by this chapter.
 - (3) **Any minor subdivision of property contained within a major subdivision for which a final plat has been submitted within the last __ years must front on the interior public or private roads of the major subdivision.**
- (b) *Major subdivision and site development.*
- (1) A concept plan, drawn to scale, is required reflecting the conditions of the zoning approval, if any were so applied by the board of commissioners, and shall be submitted to and approved by the director prior to the submittal of any other drawings and documents. The director shall have five days to determine compliance with the applicable conditions of zoning approval and shall inform the applicant of the director's remarks or approval before submission to the technical review committee (TRC).
 - (2) If no conditions of approval apply to the land on which the subdivision is proposed, the developer may choose to either meet with the director informally to discuss the concept of the subdivision or to submit an application for preliminary plat approval.
 - (3) The lots in the major subdivision must front on interior public or private road, which are to be designed according to article III, design standards, division 1, infrastructure requirements of this chapter.
- (c) *Site development.*
- (1) The term "site development" means any multifamily or a commercial or industrial project intended to be developed as an entity. Each site development is described, in part, by a site plan, which shows the development in detail.
 - (2) For all multifamily, commercial, or industrial projects, the developer shall submit a concept plan to the director for processing to the TRC that shall comply in all respects to chapter 66, zoning, subsection 66-161(c)(12).
 - (3) Subsequent to the review of the application by the TRC and approval of the concept plan by the director, the applicant shall prepare a detailed site plan to accompany the application for a development permit. (See section 28-52.)

(Res. of 7-17-2007(2); Ord. of 3-15-2016(1))

Sec. 28-65. Design guidelines for major subdivisions and site developments.

- (a) *Continuation of existing streets.* Where feasible, existing streets shall be extended for access into the subdivision. Such extensions shall be continued at the same or greater width, but in no case shall be less than the required width. However, street extensions shall connect developments of similar uses only as defined by the zoning ordinance. In no case shall a street in an industrial development be connected to a street in a residential zoning district. Traffic loading on the existing street system must be considered. If the additional traffic volume is determined by the director to exceed the design specifications of the existing street and/or the nearest street intersection, the director may deny access or require the developer to improve the existing street and/or intersection approaches to accommodate the additional volume.

- (b) *Linear street vertical grades.* Maximum and minimum linear street grades shall be as follows:
 - (1) County arterial street: not more than six percent.
 - (2) County collector street: not more than ten percent.
 - (3) Local streets: not more than 12 percent.
 - (4) Alleys: not more than 12 percent.
- (c) *Horizontal curvature.* The minimum radii of centerline road curvature shall be as follows:
 - (1) County arterial street: 300 feet.
 - (2) County collector and local street: 200 feet.
 - (3) Local streets: 100 feet.
- (d) *Tangents.* Between reverse curves, there shall be a tangent having a length not less than 50 feet on local streets and 100 feet on county collectors and 200 feet on county arterials.
- (e) *Vertical alignment.* There shall be a horizontal sight distance at all intersections, when measured from a height of three feet, according to the requirements of Chapter Three of the Georgia Department of Transportation Regulations for Driveway and Encroachment Control.
- (f) *Intersection design.* Street intersections shall be as nearly at right angles as possible. No street intersection shall be at an angle of less than 78 degrees. Street intersections must be separated from each other in accordance with Table 3-1 in Chapter Three of the Georgia Department of Transportation Regulations for Driveway and Encroachment Control.
- (g) *Cross slope.* Street and road cross slopes shall be at least two percent (one-fourth inch per foot) measured tangent to the center run of the road. Appropriate cross slope design considerations shall be made for transitions into and through super elevations at curves.
- (h) *Driveway turnouts/curb cuts.* Where deemed necessary by the director, the driveway or entrance (residential or industrial) shall have a paved turnout, meeting Georgia DOT specifications. Commercial driveways or entrances shall have a paved turnout, meeting Georgia DOT specifications, extending from the edge of the existing pavement of at least 20 feet into the property.
 - (1) Turnouts/curb cuts shall be designed and constructed so as not to release runoff waters onto the roadway but rather into curb inlets or roadside ditches before reaching the existing street/road. Runoff waters from a 25-year or less storm event are not allowed to drain off a driveway onto a street/road. In high traffic/volume areas (typically county arterials and collectors) designs accommodating larger storm events will be required.
 - (2) No curb cut shall be located closer to the nearest radius return of the intersection of two streets than 100 feet. Curb cut spacing shall adhere to Table 3-1 "Driveway Spacing Criteria" in Chapter Three of the Georgia Department of Transportation Regulations for Driveway and Encroachment Control unless the width of the parcel requesting the curb cut is insufficient to achieve this standard because of the existence of curb cuts on adjacent parcels **or where the length of the street on which such curb cut is proposed is less than 100 feet and only one parcel is served by such street.** ~~In which case~~ **If either condition exists for a curb cut to be within 100 feet of the intersection of two streets,** the director shall determine which location protects the rights of the property owner and the protection of safety of the public.

(Res. of 7-17-2007(2); Ord. of 3-15-2016(1))

Editor's note(s)—An ordinance adopted March 15, 2016 changed the title of § 28-65 from "design" guidelines for subdivisions and site developments to read as herein set out.

File Attachments for Item:

- 8. Consent Agenda
 - a. Approval of Minutes - June 21, 2022 Regular Meeting (staff-CC)
 - b. Approval of 2022 Alcohol License (staff-CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, June 21, 2022 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, June 21, 2022 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Adam Nelson
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:30 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

2. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

3. Invocation

County Attorney Adam Nelson gave the invocation.

4. Pledge of Allegiance (DB)

Commissioner Brown led the Pledge of Allegiance.

| | | |
|---------------|-------------|--|
| Draft Minutes | Page 1 of 6 | |
| June 21, 2022 | | |

Zoning Public Hearing

5. Request by Roger Reaves to rezone 13.51 acres on Edward Reaves Road from AG to R-1 [Map 061, Part of Parcel 023, District 2] (staff-P&D)

Mr. Dyrrol Reaves spoke in support of this request. No one signed in to speak against this item. Staff recommendation was for approval to rezone 13.51 acres on Edwards Reaves Road from AG to R-1 [Map 061, Part of Parcel 023] with the following condition:

- 1. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.

Motion to approve the request by Roger Reaves to rezone 13.51 acres on Edward Reaves Road from AG to R-1 [Map 061, part of Parcel 023] with the following condition:

- 1. This rezoning approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.**

Motion made by Commissioner Brown, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

6. Request by Jeremy Crosby, agent for William B. Jones, to rezone 0.94 acres at 114 Briarpatch Road from R-2 to C-1 [Map 096B, Part of Parcel 063, District 1] (staff-P&D)

Applicant is requesting to withdraw without prejudice.

Mr. Jeremy Crosby requested to withdraw the rezoning request without prejudice. Mr. Steve Hersey spoke against the rezoning of the property saying it encroaches on established residential areas.

Motion to approve the request to withdraw without prejudice the request by Jeremy Crosby, agent for William B. Jones, to rezone 0.94 acres at 114 Briarpatch Road from R-2 to C-1 [Map 096B, Part of Parcel 063, District 1].

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

7. Request by Brandon Burgess, agent for Molfin Investments, LLC, for conditional use at 170 Scott Road [Map 102, Parcel 001002, District 3] (staff-P&D)

Mr. Brandon Burgess spoke in support of the request. No one signed in to speak against this item.

Staff recommendation was for approval of the proposed conditional use located at 170 Scott Road [Map 102, Parcel 001002, District 3] with the following conditions:

- 1) All storage and display of boats shall be wholly within the existing building, and no outside display or storage shall be allowed as stated in Section 66-102 of the Putnam County Code of Ordinances.
- 2) This use shall not expand beyond the established showroom area of the previous owner of 14,000 sq. ft.
- 3) The uses allowed under the conditional use shall be limited to those that conform to boat sales only and any other use or accessory use allowed within C-1.

Motion to approve the request by Brandon Burgess, agent for Molfin Investments, LLC, for conditional use to allow interior boat sales at 170 Scott Road [Map 102, Parcel 001002] with the following conditions:

- 1) All storage and display of boats shall be wholly within the existing building, and no outside display or storage shall be allowed as stated in Section 66-102 of the Putnam County Code of Ordinances.**
- 2) This use shall not expand beyond the established showroom area of the previous owner of 14,000 square feet.**
- 3) The uses allowed under the conditional use shall be limited to those that conform to boat sales only and any other use or accessory use allowed within C-1.**

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Regular Business Meeting

8. Public Comments

Mr. Steve Hersey commented on senior tax relief by means of an increase in homestead exemption.

9. Consent Agenda

- a. Approval of Minutes - June 3, 2022 Regular Meeting (staff-CC)
- b. Approval of Minutes - June 3, 2022 Executive Session (staff-CC)
- c. Authorization for Chairman to sign ACCG-GHBP Health Promotion & Wellbeing Grant Application (staff-HR)

Motion to approve the Consent Agenda.

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

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

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|---------------|-------------|--|
| Draft Minutes | Page 3 of 6 | |
| June 21, 2022 | | |

10. Authorization for Chairman to sign Resolution for revision to the Putnam County Financial Policy effective July 1, 2022 (staff-Fin)

Motion to authorize the Chairman to sign the Resolution for revision to the Putnam County Financial Policy effective July 1, 2022.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

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

11. Authorization for staff to schedule a Public Hearing for proposed changes to the Putnam County Code of Ordinances - Chapter 28 (Development Regulations and Chapter 32 (Fire Protection and Prevention) (staff-CM & Fire)

County Manager Van Haute explained the proposed changes.

Motion to authorize staff to schedule a Public Hearing for proposed changes to the Putnam County Code of Ordinances - Chapter 28 (Development Regulations) and Chapter 32 (Fire Protection and Prevention).

Motion made by Commissioner Sharp, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

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

12. Request to begin the Road Abandonment process for Dennis Station Lane and a portion of McDade Road and Battlesmith Road (JW & staff-PW)

Commissioner Wooten advised that he had received numerous complaints about Dennis Station Lane being used as a trash dump. He also explained that a portion of McDade Road is continually being washed away and is only used by one person who will have means on ingress and egress from the other end of the road. Commissioner Wooten also mentioned that Battlesmith Road, while not in his district, is another road with only one resident that requires constant maintenance.

Mr. Mark Smith spoke against the abandonment of Battlesmith Road as his sister lives on that road and would not be able to maintain it herself.

Motion to begin the abandonment process of Dennis Station Lane and a portion of McDade Road.

Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Motion to table the request to abandon Battlesmith Road until the July 19, 2022 meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

| | | |
|---------------|-------------|--|
| Draft Minutes | Page 4 of 6 | |
| June 21, 2022 | | |

13. Authorization for Chairman to sign Resolution to Return Jimmy Davis Park to the City of Eatonton (staff-CM)

County Manager Van Haute briefly explained some of the history of Jimmy Davis Park and that it was purchased by the City of Eatonton in the 1960s with a grant from the Land and Water Conservation Fund and therefore it must be maintained by the City in perpetuity.

County Attorney Nelson advised that the City and County are in violation of the original grant and this action will remedy the ownership issue.

Mr. Richard Garrett commented on the treatment of Jimmy Davis Park and that this transfer is not good for the people. He asked for the issue to be tabled and to seek public input. Mrs. Karen Henry-Garrett commented that the community needs the park.

Motion to authorize the Chairman to sign the Resolution to Return Jimmy Davis Park to the City of Eatonton.

Motion made by Commissioner Brown, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of resolution and deed made a part of the minutes on minute book pages _____ to _____.)

14. Authorization for Chairman to sign Certificate of Distribution for Local Option Sales Tax (BW)

Chairman Webster briefly reviewed the negotiations to date.

Motion to authorize the chairman to sign a Certificate of Distribution for the Local Option Sales Tax starting at 29% to the City in the first year, 28% to the City in second year, 27% to the City in the third year, 26% to the City in the fourth year, and 25% to the City in the remaining years and to be signed by the City within 30 days.

Motion by Commissioner Wooten, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

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

15. Authorization for Chairman to sign Board of Education Tax Levy Resolution (BW)

Motion to authorize the Chairman to sign the Board of Education Tax Levy Resolution.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten

Voting Nay: Commissioner Sharp

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

Reports/Announcements

16. County Manager Report

County Manager Van Haute reported the following:

- Recognized and thanked the Public Works employees for their hard work this past weekend cleaning up after storms.
- Budget estimates are coming in higher than usual.

17. County Attorney Report

No report.

18. Commissioner Announcements

Commissioner McElhenney: none

Commissioner Brown: none

Commissioner Sharp: thanked public safety employees for helping a Crooked Creek resident in need from the recent storm

Commissioner Wooten: echoed Commissioner Sharp's comments and also thanked Tri County EMC workers for their quick response restoring power to customers. He led a standing ovation for all these hard workers.

Chairman Webster: advised that Mr. Hanson will be arrested soon.

Closing

19. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 7:52 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

| | | |
|---------------|-------------|--|
| Draft Minutes | Page 6 of 6 | |
| June 21, 2022 | | |



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

Approval of 2022 Alcohol Licenses

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

| Individual Name | Business Name | Address | License Type |
|------------------------|---|-------------------------|---|
| Scott Giacomelli | The Grill at Crooked Creek Marina (new ownership) | 208 Crooked Creek Drive | Retail Package Sales of Beer and/or Wine and Retail Consumption on Premises of Malt Beverages and/or Wine |

File Attachments for Item:

9. Approval of Right-of-Way Permit Application from Southern Company (staff-CM)

RECEIVED
By Lynn Butterworth at 5:38 pm, Jun 21, 2022

Official Use Only
Permit No. _____



PUTNAM COUNTY RIGHT-OF-WAY PERMIT APPLICATION

Date: 06/21/2022

CONTRACTOR NAME: Phillip and Jordan TELEPHONE NO. (678) 381-3173
WORK TO BE DONE ON R.O.W. OF Dennis Station Rd AND Near Twin Bridges Rd

DESCRIPTION OF WORK: Randy Robison, Sr. Project Manager with Phillip and Jordan, and Team will be preparing the drainage ditch along the side of the road for hydroseeding. Once the area has been prepared, HydroGreen, sub to P & J, will travel down the side of Dennis Station Road and hydroseed the whole ditch. The estimated time to complete this project is 1 to 2 days.

DATE WORK TO BEGIN: no sooner than 06/27/2022

COMPLETION DATE: no later than 07/29/2022

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

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

| | | | |
|--|------------------------------|--|------------------|
| WORK AREA UNDER THIS PERMIT IS APPROXIMATELY | | <u>800'</u> LENGTH | <u>35'</u> WIDTH |
| DOES YOUR BOND COVER PATCH WORK | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |
| WILL THIS PERMIT REQUIRE BORING | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |
| WILL YOU NEED TO CLOSE A ROAD | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |
| WILL YOU NEED TO CUT A SIDEWALK | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |

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

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

Applicant: Kevin Mendenhall Contact, If not Applicant _____
Telephone: _____

Company Name: Southern Company Fax: _____
Mobile Phone: (205) 837-9948 Address: 1100 Milledgeville Road
City: Milledgeville State: GA Zip Code: 31061



OFFICE USE ONLY:
Payment Received: \$55.00 Date _____ Receipt # N/A

File Attachments for Item:

10. Appointments to the Board of Assessors (staff-CC)

| NAME | ADDRESS | DISTRICT | AT LEAST AGE 21 | HIGH SCHOOL DIPLOMA OR EQUIVALENT | DATE APPLICATION RECEIVED |
|--------------------------|-------------------------|-----------------|------------------------------------|--|--|
| Virginia Daley | 201 E. Magnolia Street | 2 | yes | yes | 6/9/2022 |
| Shona Bales | 154 Harbor Drive | 3 | yes | yes | 6/9/2022 |
| Mechelle Shiver | 106 Elmwood Drive | 3 | yes | yes | 6/13/2022 |
| Claude Morris | 178 Pine Knoll Lane | 4 | yes | yes | 6/15/2022 |
| | | | | | |
| There are two vacancies: | | | | | |
| Kelley Chitwood | Term Expires 02-03-2025 | Resigned | Need to fill remainder of term | | |
| Virginia Daley | Term Expires 07-06-2022 | | Need to fill a full four-year term | | |

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking interested Putnam County residents to serve on the **Board of Assessors**. Persons eligible to serve on the Board of Assessors must be at least 21 years of age and have a valid high school diploma or its equivalent. The successful candidate must complete 80 hours of training and pass the assessor examination during the first year of appointment. Additionally, the successful applicant must complete 40 hours of continuing education every two years. There are two vacancies: one to fill an unexpired term which ends on February 3, 2025 and one to fill a full term which ends on July 6, 2026.

This board is responsible for determining taxability, value, and equalization of all assessments within the county. The County Board of Tax Assessors notifies taxpayers when changes are made to the value of the property; receives and reviews all appeals filed; and ensures that the appeal process proceeds properly. In addition, they approve all exemptions claimed by the taxpayer. Meetings of the Board of Assessors are usually held once per month on a weekday between the hours of 2:00 PM and 6:00 PM. During appeal time, meetings can increase to at least three or four times per month. Compensation is \$50.00 per board meeting.

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

06/16/2022 & 06/23/2022

| MEMBER | TERM BEGINS | TERM EXPIRES | | |
|--|-------------|--------------|-------------------------|--|
| Kelley Chitwood*** 108 River Lake Drive Eatonton, GA 31024 | 9/3/2021 | 2/3/2025 | Resigned 4-27-22 | |
| John L. Richter 142 Tanglewood Road SW Eatonton, GA 31024 | 11/18/2021 | 11/17/2025 | | |
| Evan Reese 122 S. Leisure Lane Milledgeville, GA 31061 | 2/3/2021 | 2/3/2025 | | |
| Virginia M. Daley** 201 E. Magnolia Street Eatonton, GA 31024 | 3/16/2021 | 7/6/2022 | | |
| Shelby J. Storey, Chair 2021 169 Cedar Cove Drive Buckhead, GA 30625 | 3/20/2020 | 3/20/2024 | | |
| **to fill the unexpired term of Ronald Gilpin | | | | |
| ***to fill the unexpired term of John Chaklos | | | | |

4 year terms (effective 3/97)

Appointed by BOC

Need to be sworn in by Clerk of Court

Need to provide information to HR

Need to prepare resolution for DOR

Last Updated 6/24/2022

PUTNAM COUNTY BOARD OF COMMISSIONERS



[Handwritten Signature]

JUN 9 2022 AM 8:10

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

• APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Virginia Daley Home Phone: 706-485-3564
 Address: 201 E. Magnolia St Work Phone: _____
 Cell Phone: [REDACTED]
 Occupation: retired E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:
Board of Assessors (re-apply as my term ends July 6, 2022)

Which district do you live in? 1 2 3 4

Briefly explain your educational background High School Graduate, Certified real estate appraiser and r
previously held a real estate broker's license.

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: Real Estate appraiser with the c
Madison, Wisconsin

Briefly explain why you seek this appointment: I have been on the board of assessors for a little over a
year and would like to be re-appointed.

If appointed, I agree to serve.

Virginia M Daley
Signature

6-08-22
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Shona Bales Home Phone: [REDACTED]
 Address: 154 Harbor Drive Work Phone: 706-485-9941
Eatonton, GA. 31024 Cell Phone: [REDACTED]
 Occupation: Loan Officer E-mail: [REDACTED]

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

Board of [REDACTED] Assessors

Which district do you live in? 1 2 3 4

Briefly explain your educational background Putnam Co High School Graduate 1992
Consumer & Commercial Lending through CBA

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: Loan Officer
Farmers & Merchants Bank

Please explain any previous experience with State or Local Government: None

Briefly explain why you seek this appointment: To serve my community and become familiar with issues
concerning my community and also to get to know the elected and government officials serving the
community now.

If appointed, I agree to serve.

Shona Bales
Signature

6/9/22
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PUTNAM COUNTY BOARD OF COMMISSIONERS



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JUN 13 2022 AM 11:37

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APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Mechelle Shiver Home Phone: [REDACTED]
 Address: 100 Elmwood Dr Work Phone: [REDACTED]
Eatonton Ga 31024 Cell Phone: [REDACTED]
 Occupation: home healthcare giver, E-mail: [REDACTED]
poll manager for Bd of Elections.
 I would like to apply for appointment to the following Board, Committee, or Authority:
Bd of Assessors

Which district do you live in? 1 2 3 4

Briefly explain your educational background Associate degree allied health

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: I have served for 8+ years as a poll manager for Bd of Elections still currently involved.

Briefly explain why you seek this appointment: I like being involved in our county and affairs relating to our county.

If appointed, I agree to serve.

Mechelle Shiver
Signature

6/13/2022
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PUTNAM COUNTY BOARD OF COMMISSIONERS

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JUN 15 2022 AM 9:44



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706-485-5826 ♦ 706-923-2345 fax
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APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

| | |
|--|-------------------------------|
| Name: <u>Claude Morris</u> | Home Phone: <u>[REDACTED]</u> |
| Address: <u>178 Pine Knoll Lane</u> | Work Phone: <u>[REDACTED]</u> |
| <u>Eatonton GA 31024</u> | Cell Phone: <u>[REDACTED]</u> |
| Occupation: <u>Senior Utilities Engineer</u> | E-mail: <u>[REDACTED]</u> |

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

Which district do you live in? 1 2 3 4

Briefly explain your educational background Please see "Attachment 1"

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: N/A

Please explain any previous experience with State or Local Government: Please see "Attachment 1"

Briefly explain why you seek this appointment: I would like to be more involved in my community in a position that allows me to use my skill set to the benefit of my neighbors and community members.

I have the ability and knowledge to perform the duties required by this position.

If appointed, I agree to serve.

Morris, Claude (hnf3831) Digitally signed by Morris, Claude (hnf3831) Date: 2022.06.09 08:53:17 -0400

Signature *Claude Morris*

06JUNE2022

Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.



JUN 15 2022 AM 9:45

Attachment 1 Board of Assessors Application

Educational Background:

- Bachelor of Science in Nuclear Engineering (BSAST)
- Naval Nuclear Power School
- Environmental Protection Agency Universal License CFC/HCFC Refrigerant Processing
- Red Vector Training:
 - Facility Maintenance Management
 - Facility Management Essentials
 - Facility Asset Management
- OSHA 30 Hr Construction Safety and Health Program Certification
- OSHA 10 Hr General Industry Safety and Health Program Certification

Please explain any previous experience with State or Local Government:

Responsible for programs adhering to OSHA, ESH, NAVOSH, and various other environmental and safety regulating authorities in multiple states during construction and operational phases.

I also served in the military for 9 years giving me various experiences with federal and local government agencies.