

# PUTNAM COUNTY BOARD OF COMMISSIONERS

1



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Tuesday, May 21, 2019 ♦ 6:30 PM

Putnam County Administration Building – Room 203

### Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance (BW)
4. Special Presentation - Safe Boating Proclamation (TA)

### Zoning Public Hearing

5. Request by Huelon F. Thrift to rezone 2 acres at 790 Sparta Highway from AG-1 to R-2 [Map 106, Parcel 057, District 2] (staff-P&D)
6. Request by Jesse Copelan, Jr., executor for Florrie Jones Estate to rezone 15.83 acres at 297 Beaver Dam Road from AG-1 to AG-2 [Map 007, Parcel 005, District 1] (staff-P&D)

### Regular Business Meeting

7. Public Comments
8. Approval of Agenda
9. Consent Agenda
  - a. Approval of Minutes - May 3, 2019 Regular Meeting (staff-CC)
  - b. Approval of Minutes - May 3, 2019 Executive Session (staff-CC)
  - c. Approval of Minutes - May 7, 2019 Work Session (staff-CC)
  - d. Authorization for Chairman to sign Hazard Mitigation Grant Program Recipient-Subrecipient Agreement (staff-CM)
  - e. Ratification of Appointment(s) to the 2020 Census Complete Count Committee (BW)
10. Request for refund of tax penalty and interest fees from Karen S. Smith (BW)
11. Awarding of Solicitation 19-61221-001 Jimmy Davis Park Roof (staff-Recreation-CM)
12. Swimming Pool/Splash Pad Update (staff-Recreation)
13. Authorization for Chairman to sign letter to the Middle Georgia Regional Commission requesting technical assistance with identifying and applying for grant(s) to fund a potential swimming pool/splash pad (BW)

### Reports/Announcements

14. County Manager Report
15. County Attorney Report
16. Commissioner Announcements

### Closing

17. 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.

## Item Attachment Documents:

5. Request by Huelon F. Thrift to rezone 2 acres at 790 Sparta Highway from AG-1 to R-2 [Map 106, Parcel 057, District 2] (staff-P&D)

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.

Request by **Huelon F. Thrift** to rezone 2 acres at 790 Sparta Highway from AG-1 to R-2. **[Map 106, part of Parcel 057, District 2].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

The applicant is requesting to rezone 2 acres of 31.179 acres to cut out a portion of the parcel to place a separate dwelling on the property. To subdivide the parcel, it must be rezoned or combined with another parcel. The remaining 29.179 acres will remain AG-1 (Map 106, Parcel 057). To prevent the 2-acre tract from being nonconforming, it will be rezoned to R-2. The rezoning to R-2 will not cause any excessive or burdensome use of public facilities or services and will promote a reasonable balance between the promotion of the public health, safety and reasonable use of the subject property. The proposed residential use is consistent with the stated purpose of the R-2 District and will not adversely affect the existing use, value or usability of adjacent or nearby properties.

***Staff recommendation is for approval to rezone 2 acres from AG-1 to R-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.***

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*Planning & Zoning Commission’s recommendation is for approval to rezone 2 acres from AG-1 to R-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.*

**PLANNING & ZONING COMMISSION MINUTES:**

Thursday, May 2, 2019

The Putnam County Planning & Zoning Commission conducted a public hearing on Thursday, May 2, 2019 at 6:30 p.m. in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

**PRESENT:**

- Chairman James Marshall, Jr.**
- Member Martha Farley**
- Member Tim Pierson**
- Member Joel Hardie**

**STAFF PRESENT:**

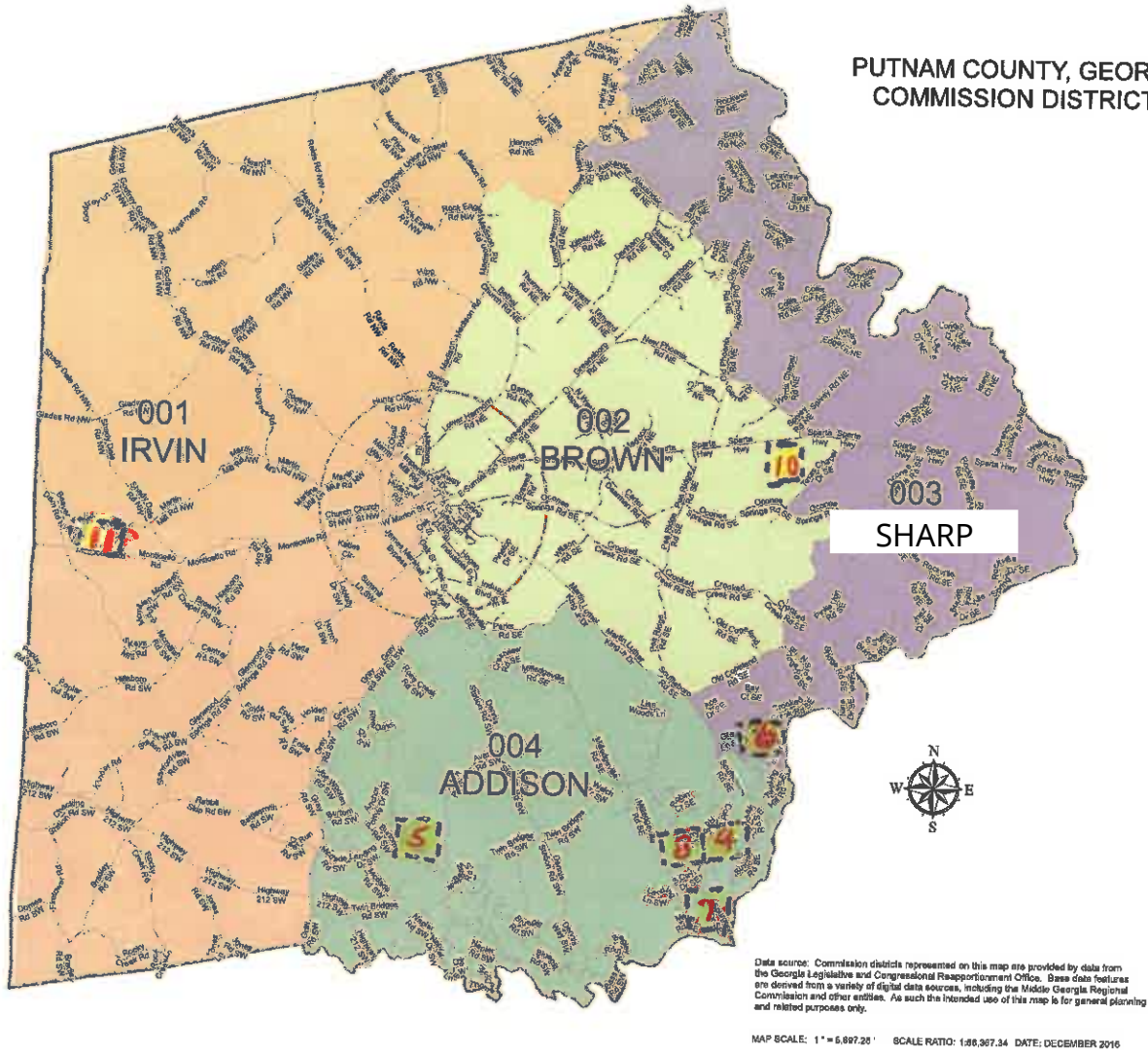
- Lisa Jackson
- Karen Pennamon
- Jonathan Gladden

Courtney Andrews

Request by **Huelon F. Thrift** to rezone 2 acres at 788 Sparta Highway from AG-1 to R- 2. **[Map 106, part of Parcel 057, District 2]. Due to an emergency on the part of the applicants this agenda item was heard first on the agenda. Mr. Huelon Thrift** represented this request. He stated that he had recently purchased this 31.179-acre parcel and would like to cut out and sell two acres of it. The property is zoned AG-1 and to subdivide it must be rezoned to comply with zoning regulations. No one spoke in opposition to this request.

Staff recommendation is for approval to rezone 2 acres from AG-1 to R-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.

Motion for approval made by Member Hardie, Seconded by Member Pierson  
Voting Yea: Chairman Marshall, Member Farley, Member Pierson, Member Hardie



5. Request by **John Schreiner** for a side yard setback variance at 138B Little River Run North. Presently zoned R-2. [Map 057A, Parcel 001, District 4].
6. Request by **Thomas N. Paz** for a side yard setback variance at 255B Clubhouse Road. Presently zoned R-2. [Map 111B, Parcel 030, District 3].
7. Request by **Jef L. Hulgan** for a side yard setback variance at 202 Jackson Road, S.E. Presently zoned R-1. [Map 086B, Parcel 043, District 4].
8. Request by **R. Greg Waddell, agent for Kerry & Laura Murphy** for a rear yard setback variance at 109 Willow Cove. Presently zoned R-1. [Map 087B, Parcel 077, District 4].
9. Request by **Allan R. Curtis** for a rear yard setback variance at 103 Ashwood Cove. Presently zoned R-1. [Map 087B, Parcel 222, District 4].
10. Request by **Huelon F. Thrift** to rezone 2 acres at 790 Sparta Highway from AG-1 to R-2. [Map 106, Parcel 057, District 2]. \*
11. Request by **Jesse Copelan, Jr., executor for Florrie Jones Estate** to rezone 15.83 acres at 297 Beaver Dam Road from AG-1 to AG-2. [Map 007, Parcel 005, District 1]. \*



PUTNAM COUNTY PLANNING & DEVELOPMENT
117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

APPLICATION FOR REZONING

APPLICATION NO 2019-00496 DATE: 3-28-19

MAP 106 PARCEL 057

1. Name of Applicant: Huelon F. Thrift

2. Mailing Address: 788 Sparta Hwy

3. Phone: (home) 706-473-5692 (office) (cell) SAME

4. The location of the subject property, including street number, if any: 790 Sparta Hwy

5. The area of land proposed to be rezoned (stated in square feet if less than one acre): 2 acres From Ag 1 to R2

6. The proposed zoning district desired: R2

7. The purpose of this rezoning is (Attach Letter of Intent) So we can build a home on 2 acre site.

8. Present use of property: wooded area AG-1 Desired use of property: Homesite R-2

9. Existing zoning district classification of the property and adjacent properties: Existing: Ag-1 North: R-20E South: Ag-10E East: Ag-10E West: Ag-10E

10. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned.

11. Legal description and recorded plat of the property to be rezoned.

12. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): Agriculture/Forestry 20

13. A detailed description of existing land uses: wooded Family land 31. Acrea track - AG-1

14. Source of domestic water supply: well [checked], community water, or private provider. If source is not an existing system, please provide a letter from provider.

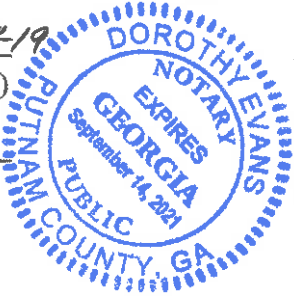
Signature

- 15. Provision for sanitary sewage disposal: septic system , or sewer . If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.
- 16. Complete attachment of Disclosure of Campaign Contributions Form by the applicant and/or the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. 36-67A).
- 17. The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property. (Please attach on separate sheet.)
- 18. Proof that property taxes for the parcel(s) in question have been paid.
- 19. Concept plan. If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. (See attachment.)
- 20. Impact analysis. If the application is for less than 25 single-family residential lots, an impact analysis need not be submitted. (See attachment.)

THE ABOVE STATEMENTS AND ACCOMPANYING MATERIALS ARE COMPLETE AND ACCURATE. APPLICANT HEREBY GRANTS PERMISSION FOR PLANNING AND DEVELOPMENT PERSONNEL OR ANY LEGAL REPRESENTATIVE OF PUTNAM COUNTY TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE PUTNAM COUNTY CODE OF ORDINANCES.

[Signature] 3-28-19 \_\_\_\_\_  
 Signature (Property Owner) (Date) Signature (Applicant) (Date)

Dorothy Evans \_\_\_\_\_  
 Notary Public Notary Public



Office Use	
Paid: \$ <u>25000</u> (cash) _____ (check) _____ (credit card) <input checked="" type="checkbox"/>	
Receipt No. <u>031966</u>	Date Paid: <u>3/28/19</u>
Date Application Received: <u>3/28/19</u>	
Reviewed for completeness by: _____	
Submitted to TRC: _____	Return date: _____
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____

RECEIVED 3/28/19

[Signature]

Letter of Intent

Request by Huelon Thrift to rezone a 2-acre tract from AG-1 to R-2 at <sup>790</sup>788 Sparta Hwy. Eatonton, Ga, 31024.

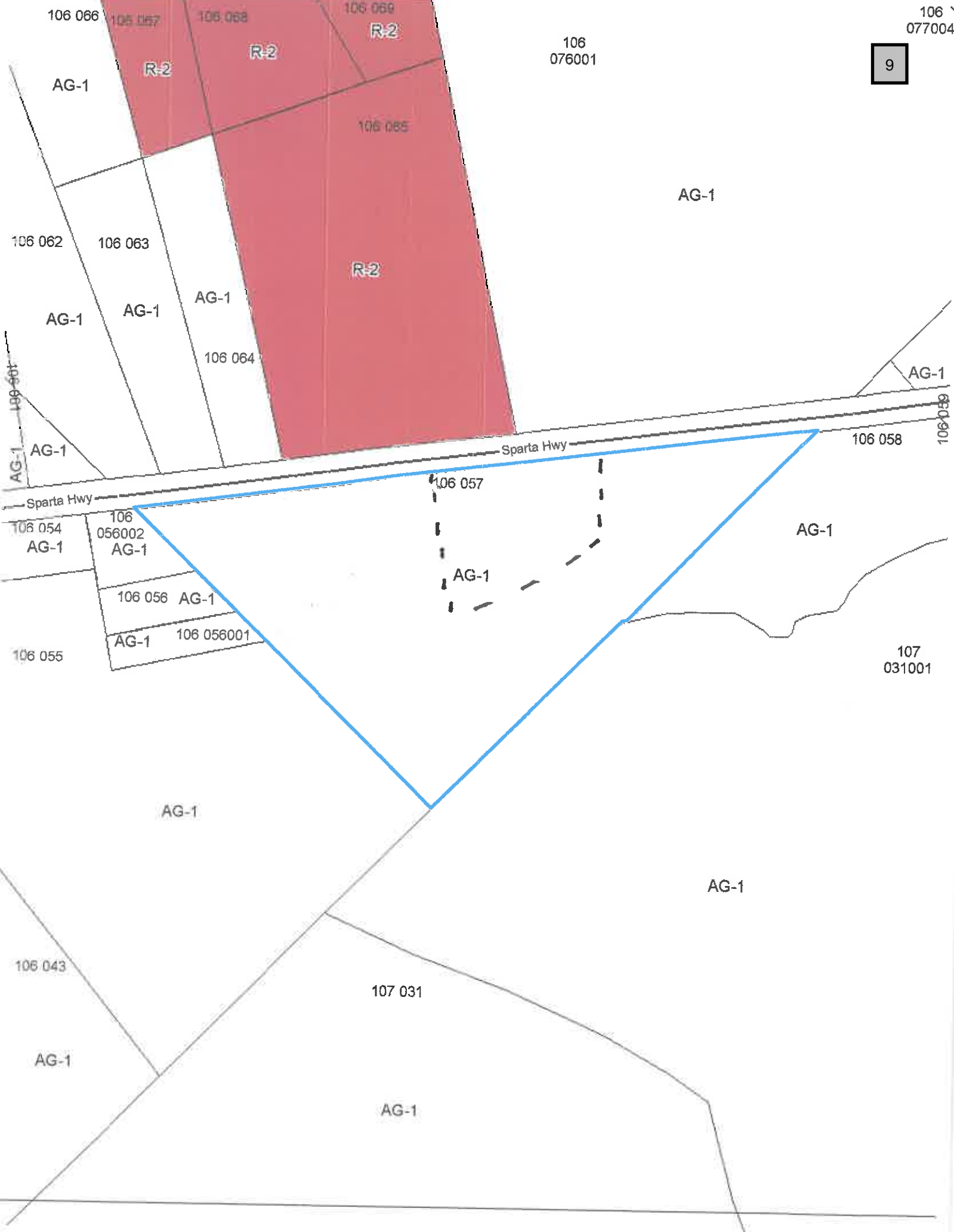
We originally had a 31.179-acre lot, zoned AG-1 (map106, parcel 057), and recently cut out and resurveyed 2 acres. We would like to have a separate dwelling lot for our child and their family. The requirement for AG-1 is to have 20 acres in both tracts that are being divided. We would not meet those requirements. To meet the requirements of the code, this tract would have to be rezoned. The remaining 29.179 acres will remain AG-1.

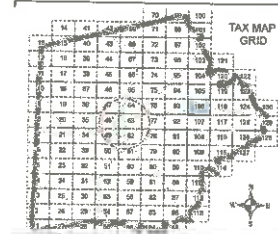
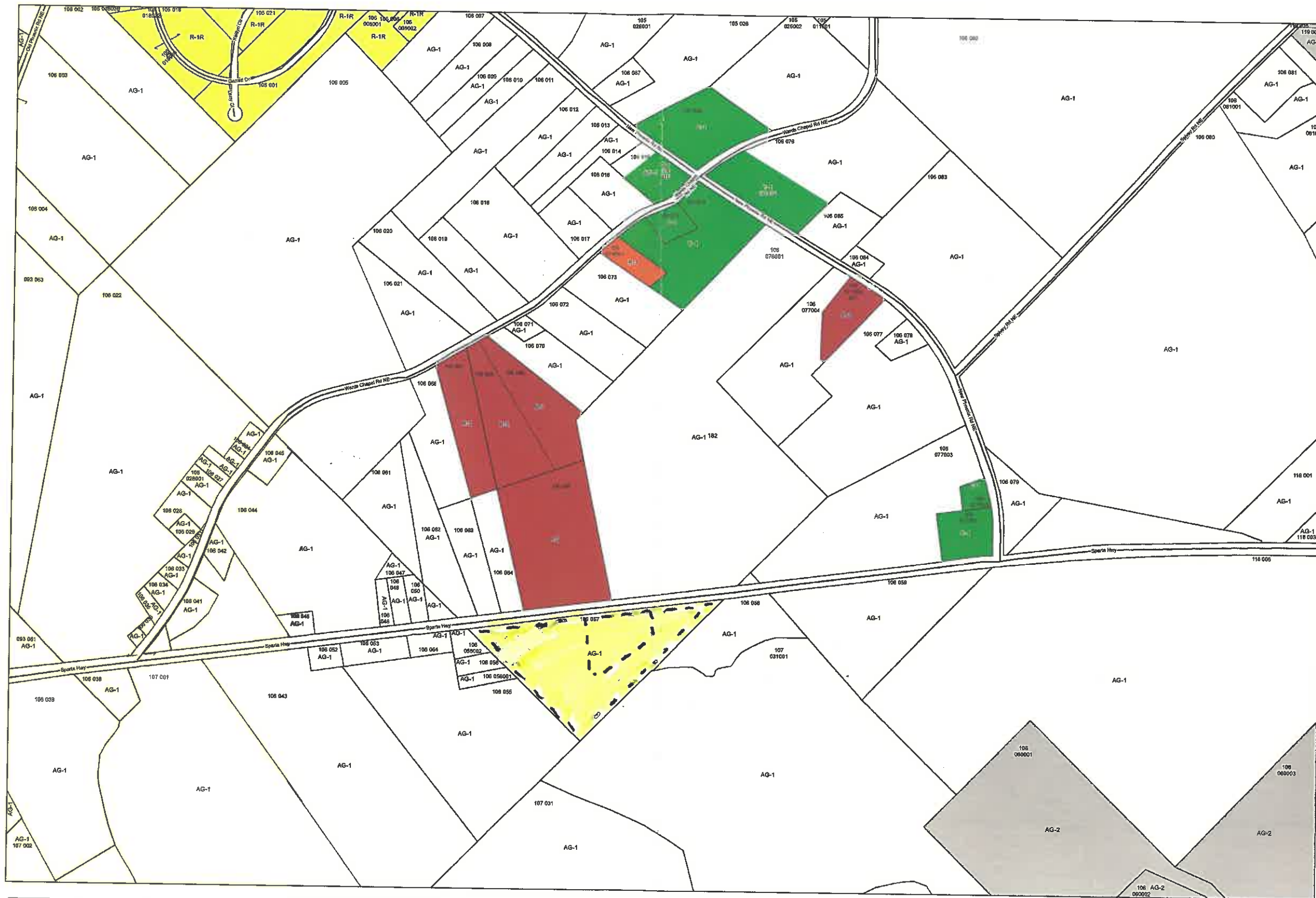
Huelon Thrift  
*[Signature]*  
3/28/19

RECORDED  
*[Signature]*



106 076001





- Eatonton Limits
- County Boundary
- Roads
- Parcels
- Parcel\_Hooks

- Zoning**
- No Code
  - AG-1
  - AG-1 CITY

- GEOGRAPHIC FEATURE LEGEND**
- AG-2
  - C-1
  - C-1 CITY
  - C-2
  - C-2 CITY
  - I-M
  - IND-1 CITY
  - IND-2
  - IND-2 CITY
  - MHP
  - PUBLIC
  - PUBLIC CITY

- R - 1 CITY
- R - 2 CITY
- R - 3 CITY
- R - 4 CITY
- R-1
- R-1R
- R-2
- RM-1
- RM-2
- RM-3
- VILLAGE

**IGRC**  
IT GIS Services  
Middle Georgia Regional Commission  
175 Emory Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6100  
(478) 751-6517  
Web: [www.middlegeorgiajarc.org](http://www.middlegeorgiajarc.org)  
Email: [hg@igrc.org](mailto:hg@igrc.org)

**PUTNAM COUNTY, GEORGIA  
ZONING MAPS**

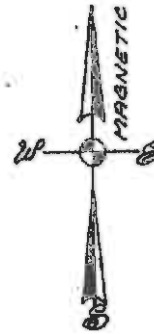
**MAP 106**

MAP SCALE: 1" = 400'    SCALE RATIO: 14,880    DATE: MAY 2018

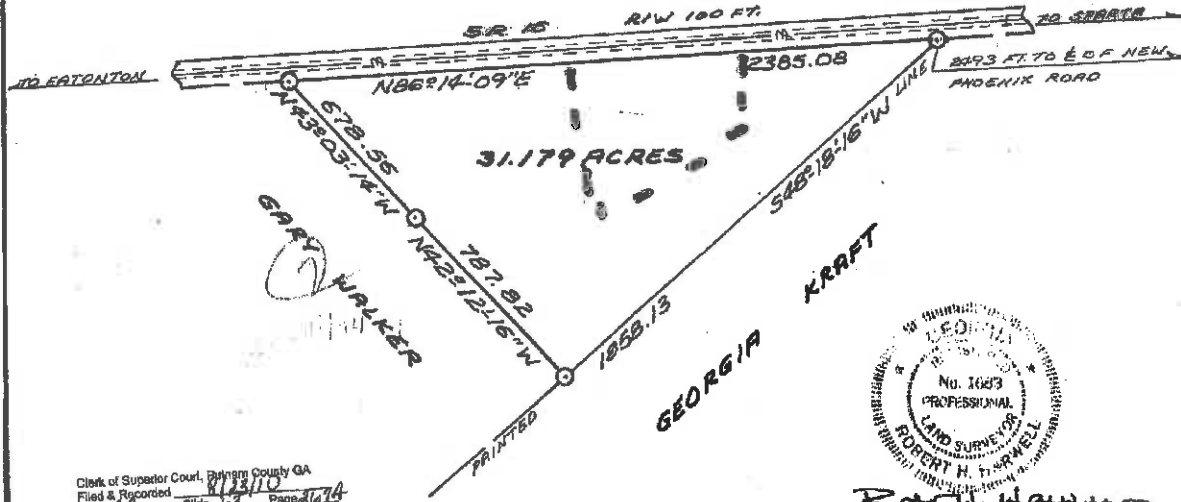


© 1/2" IRON PIN FOUND

THIS PLAT IS SUBJECT TO ALL  
EASEMENTS AND/OR RIGHT-OF-  
WAYS HERETOFORE GRANTED



NOTE: ONE INCH TRANSIT AND A  
100 FT. STEEL TAPE WAS USED ON  
THIS SURVEY



*GARY WALKER*  
11/14

GEORGIA  
KRAFT



*Robert H. Farwell*

Clerk of Superior Court, Putnam County GA  
 Filed & Recorded 8/23/10  
 Book 28 Slide 63 Page 214  
 Title Plat Cabinet 6  
*Margaret Call*  
 Deputy Clerk

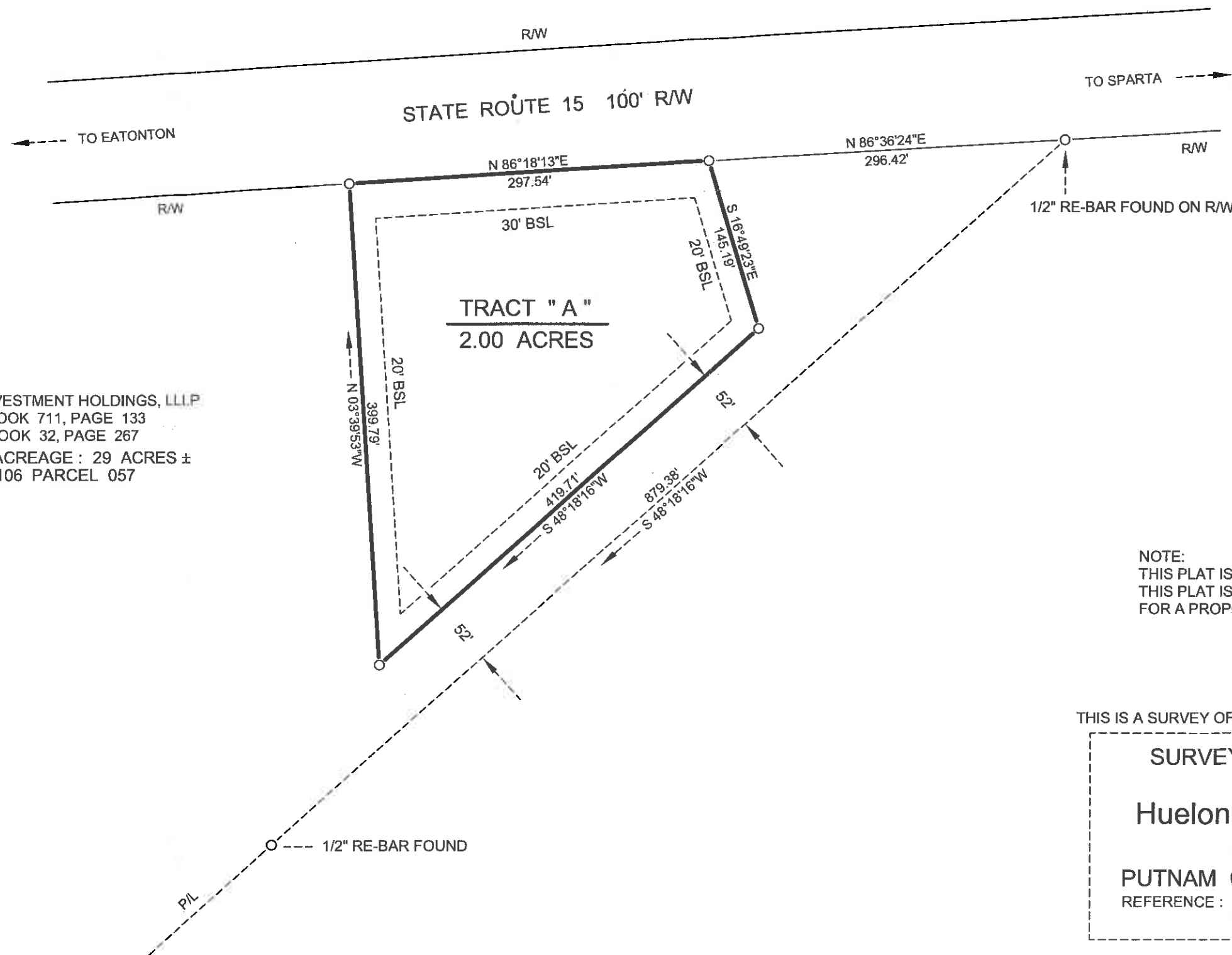
I CERTIFY THAT THE ABOVE IS A CORRECT  
REPRESENTATION OF THE LAND PLATED AND WAS  
PREPARED IN ACCORDANCE WITH THE REQUIREMENTS  
AND REGULATIONS OF THE GEORGIA PLAT LAW.

THIS MAP HAS BEEN PREPARED WITH BEARINGS  
CALCULATED FROM TURNED ANGLES AND WITH DISTANCES  
MADE BY HORIZONTAL MEASUREMENT AND CALCULATED PER  
CLOSURE BY LATITUDES AND DEPARTURES AND IS HELD TO  
BE ACCURATE WITHIN ONE FOOT ON A 500' FEET

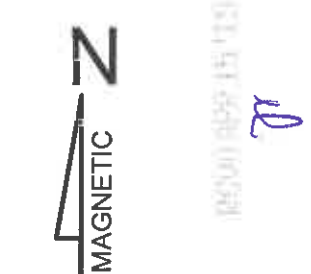
*Lisa Jackson*  
Putnam Co. Planning & Development

PLAT OF PROPERTY OF  
TOM THOMPSON JR.  
 LOCATED IN  
 PUTNAM COUNTY GEORGIA  
 GMD 307  
 SCALE: 1" = 400'  
 DATE: 06-27-94

PLAT NO. 20119



THOMPSON INVESTMENT HOLDINGS, L.L.P.  
 DEED BOOK 711, PAGE 133  
 PLAT BOOK 32, PAGE 267  
 REMAINING ACREAGE : 29 ACRES ±  
 MAP 106 PARCEL 057

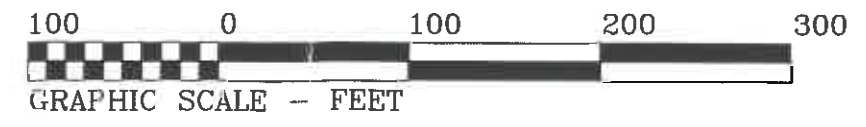


NOTE:  
 THIS PLAT IS NOT FOR RECORDING,  
 THIS PLAT IS FOR USE AS A REFERENCE  
 FOR A PROPOSED VARIANCE.

THIS IS A SURVEY OF A DIVISION OF THE PARENT TRACT.

SURVEY OF PROPERTY  
 FOR  
**Huelon Franklin Thrift**  
 GMD 307  
 PUTNAM COUNTY, GEORGIA  
 REFERENCE : DEED BOOK 711, PAGES 133  
 PLAT BOOK 32, PAGE 267

BSL --- BUILDING SETBACK LINES  
 ○ --- INDICATES A PROPOSED 1/2" RE-BAR SET UNLESS STATED OTHERWISE



## Item Attachment Documents:

6. Request by Jesse Copelan, Jr., executor for Florrie Jones Estate to rezone 15.83 acres at 297 Beaver Dam Road from AG-1 to AG-2 [Map 007, Parcel 005, District 1] (staff-P&D)

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Request by **Jesse Copelan, Jr., executor for Florrie Jones Estate** to rezone 15.83 acres at 297 Beaver Dam Road from AG-1 to AG-2. **[Map 007, part of Parcel 005, District 1].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

The applicant is requesting to rezone 15.83 acres of 213.83 acres to cut out two portions of the parcel to place two separate dwellings on the property as stated in the will and testament of Mrs. Florrie Jones. The minimum lot size in AG-1 is 20 acres. In order to cut out the two smaller portions, they must be rezoned to meet the requirements of the Putnam County Code of Ordinances. The remaining 198 acres will remain AG-1. The 7.79-acre tract and the 8.04-acre tract will be rezoned to AG-2. The rezoning to AG-2 will not cause any excessive or burdensome use of public facilities or services and will promote a reasonable balance between the promotion of the public health, safety and reasonable use of the subject property. The proposed residential use is consistent with the stated purpose of the AG-2 District and will not adversely affect the existing use, value or usability of adjacent or nearby properties.

***Staff recommendation is for approval to rezone 15.83 acres from AG-1 to AG-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.***

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*Planning & Zoning Commission’s recommendation is for approval to rezone 15.83 acres from AG-1 to AG-2 with the following condition: (1) this rezoning shall be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165 (e)(3) of the Putnam County Code of Ordinances.*

**PLANNING & ZONING COMMISSION MINUTES:**

Thursday, May 2, 2019

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- PRESENT:**
- Chairman James Marshall, Jr.**
- Member Martha Farley**
- Member Tim Pierson**
- Member Joel Hardie**

STAFF PRESENT:

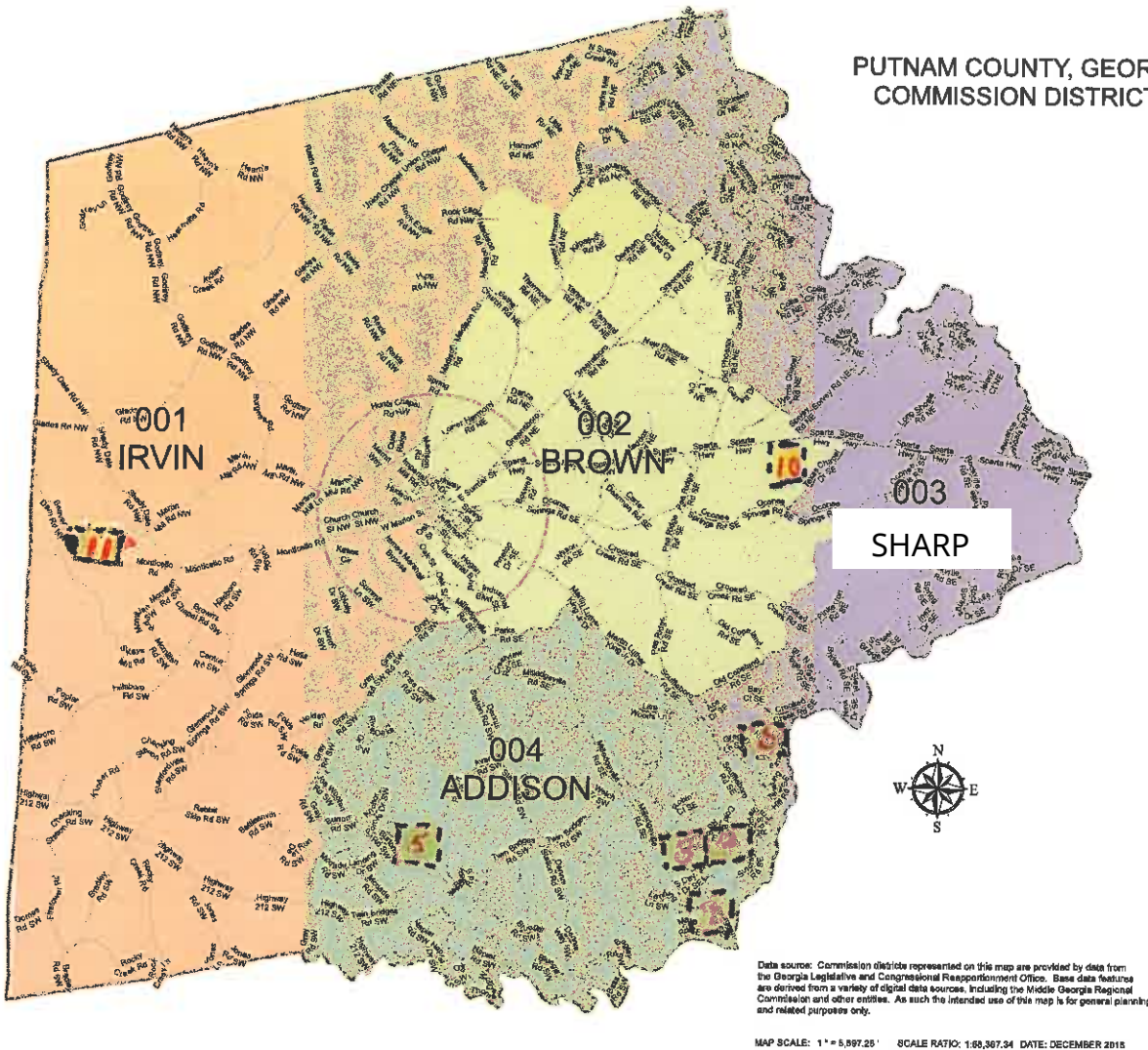
Lisa Jackson  
Karen Pennamon  
Jonathan Gladden  
Courtney Andrews

Request by **Jesse Copelan, Jr., executor for Florrie Hallman Jones** Estate to rezone 15.83 acres at 297 Beaver Dam Road from AG-1 to AG-2. **[Map 007, part of Parcel 005, District 1]. Mr. Jesse Copelan, Jr. represented this request. Mr. Copelan** stated that the applicant owns 213.83 acres which two houses currently located on this property. In order to settle an estate, they are requesting to subdivide and rezone 15.83 acres creating two parcels to separate the two houses on the property which will go to her two children. He added that they may sell some of the property in the future. No one spoke in opposition to this request.

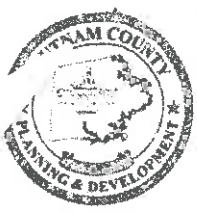
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Motion made by Member Hardie, Seconded by Member Farley  
Voting Yea: Chairman Marshall, Member Farley, Member Pierson, Member Hardie





5. Request by **John Schreiner** for a side yard setback variance at 138B Little River Run North. Presently zoned R-2. [Map 057A, Parcel 001, District 4].
6. Request by **Thomas N. Paz** for a side yard setback variance at 255B Clubhouse Road. Presently zoned R-2. [Map 111B, Parcel 030, District 3].
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# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## APPLICATION FOR REZONING

APPLICATION NO 2019-00421 DATE: 3-15-19

MAP 007 PARCEL 005

1. Name of Applicant: Jesse Capelan Jr Ex of Florrie Jones Estate

2. Mailing Address: PO Box 3099 Eatonton Ga 31024

3. Phone: (~~home~~) 706 816 0962 (office) \_\_\_\_\_ (cell) \_\_\_\_\_

4. The location of the subject property, including street number, if any: 297 Beaver Dam Rd Putnam Co

5. The area of land proposed to be rezoned (stated in square feet if less than one acre): 15.83 AC

6. The proposed zoning district desired: Ag 2

7. The purpose of this rezoning is (Attach Letter of Intent)  
Division of the Estate of Florrie Jones

8. Present use of property: ~~Ag 1~~ Ag 1 Desired use of property: ~~Ag 2~~ Ag 2

9. Existing zoning district classification of the property and adjacent properties:

Existing: AG-1  
North: AG-1 South: AG-1 East: AG-1 West: AG-1

✓ 10. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned: DL BK 229 P 215 Plat 6 p 35

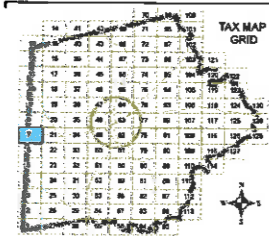
✓ 11. Legal description and recorded plat of the property to be rezoned.

12. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): \_\_\_\_\_

13. A detailed description of existing land uses: Residence adjoining Farm Land of Applicant

14. Source of domestic water supply: well , community water \_\_\_\_\_, or private provider \_\_\_\_\_. If source is not an existing system, please provide a letter from provider.





- Eatonton Limits
- County Boundary
- Roads
- Parcels
- Parcel\_Hooks

**GEOGRAPHIC FEATURE LEGEND**

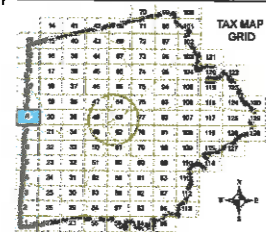
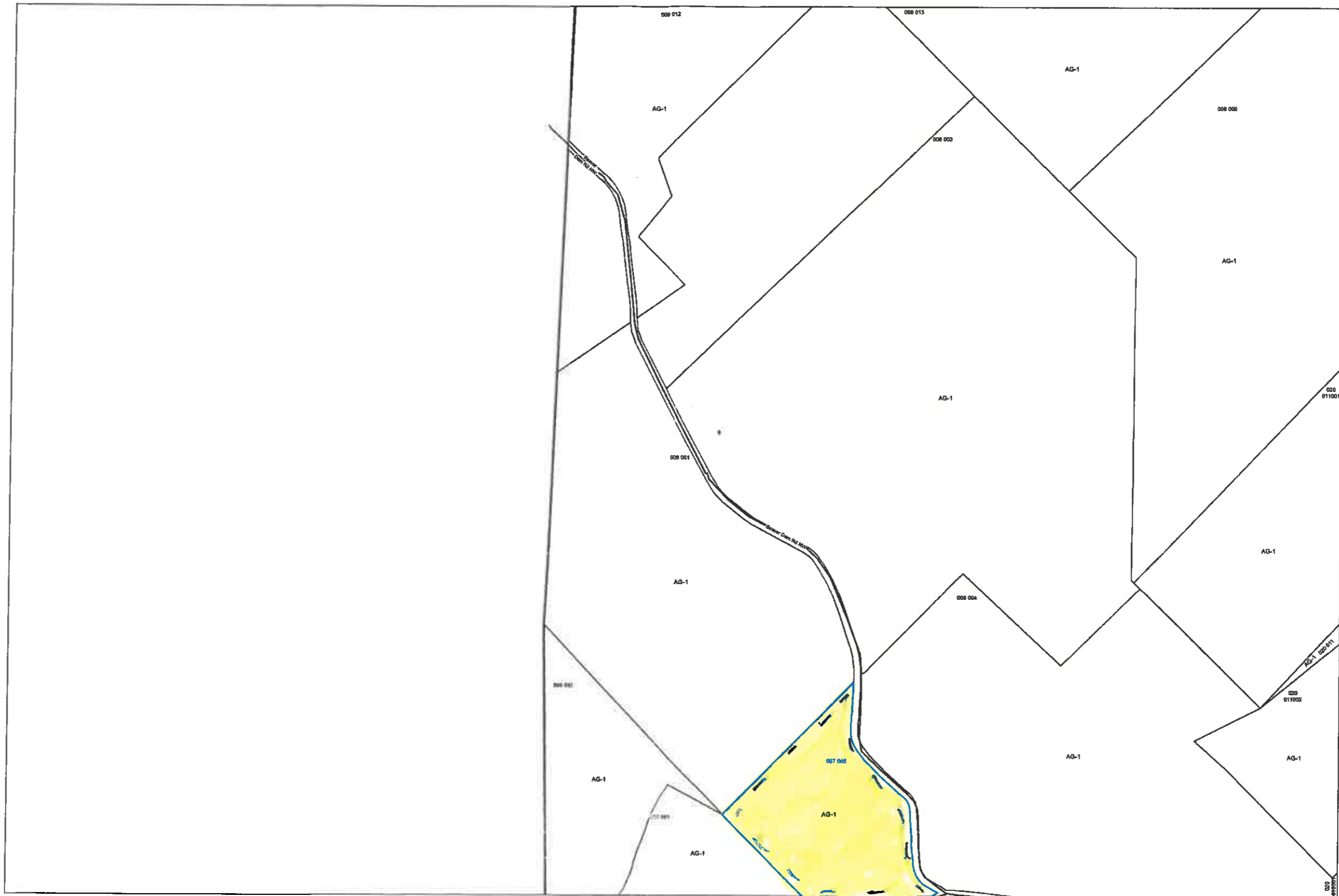
<b>Zoning</b>	AG-2	C-2 CITY	IND-2 CITY	R - 1 CITY	RM-2
No Code	C-1	I-M	MHP	R - 2 CITY	RM-3
AG-1	C-1 CITY	IND-1 CITY	PUBLIC	R - 3 CITY	VILLAGE
AG-1 CITY	C-2	IND-2	PUBLIC CITY	R - 4 CITY	RM-1

**MGRC**  
IT GIS Services  
Middle Georgia Regional Commission  
175 Cheney Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-5100  
(478) 751-0517  
Web: www.middlegeorgia.org  
Email: mgmp@mgc.org

**PUTNAM COUNTY, GEORGIA  
ZONING MAPS**

**MAP 007**

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: APRIL 2019



- Eatonton Limits
- County Boundary
- Roads
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- Zoning**
- No Code
  - AG-1
  - AG-1 CITY

- AG-2
- C-1
- C-1 CITY
- C-2
- C-2 CITY
- I-M
- IND-1 CITY
- IND-2

- IND-2 CITY
- MHP
- PUBLIC
- PUBLIC CITY

- R - 1 CITY
- R - 2 CITY
- R - 3 CITY
- R - 4 CITY
- R-1
- R-1R
- R-2
- RM-1

- RM-2
- RM-3
- VILLAGE



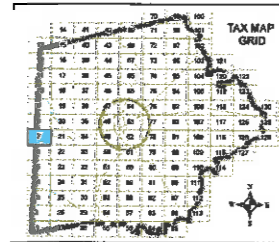
Middle Georgia Regional Council  
 170 Shiloh Hwy  
 Suite C  
 Macon, Georgia 31217  
 (478) 751-6180  
 (478) 751-0517  
 Web: www.middlegeorgiacouncil.org  
 Email: mgrc@mg-c.org

PUTNAM COUNTY, GEORGIA  
 ZONING MAPS



MAP 008

MAP SCALE: 1" = 400' SCALE RATIO: 14,800 DATE: APRIL 2019



- Eatonton Limits
- County Boundary
- Roads
- Parcels
- Parcel\_Hooks

**GEOGRAPHIC FEATURE LEGEND**

- Agriculture/Forestry
- Commercial
- Industrial
- Mixed Use
- Park/Recreation/Conservation
- Public/Institutional
- Residential
- Transportation/Communication/Utilities
- Undeveloped/Vacant

**MGRC**  
IT GIS Services  
Middle Georgia Regional Commission  
176 Emory Hwy  
Suite C  
Macon, Georgia 31217  
478 781-6100  
478 781-6117  
Web: [www.mgarc.org](http://www.mgarc.org)  
Email: [mg@mg-rc.org](mailto:mg@mg-rc.org)

**PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS**



**MAP 007**

MAP SCALE: 1" = 400'    SCALE RATIO: 14,800    DATE: APRIL 2019

STATE PLANE COORDINATES  
 POR — N 1207583.671 E 2491043.158  
 POB — N 1207630.755 E 2491158.829



POINT OF BEGINNING ( POB )  
 5/8" RE-BAR SET ON R/W

POINT OF REFERENCE ( POR )  
 5" X 5" CONCRETE RIGHT-OF-WAY  
 MARKER FOUND AT THE PROPERTY  
 LINE SEPARATING THE LANDS OF USNF  
 AND FLORRIE H. JONES AS SHOWN ON  
 A PLAT RECORDED IN PLAT BOOK 6,  
 PAGE 35. CALL FROM POR TO POB :  
 N 67° 51' 04" 124.89'

USNF  
 DEED BOOK 5-R, PAGE 881  
 PLAT BOOK 2, PAGE 259

Points	Description
1	5/8" RE-BAR SET ON R/W ( POB )
2	COMPUTED POINT ON R/W
3	COMPUTED POINT ON R/W
4	COMPUTED POINT ON R/W
5	COMPUTED POINT ON R/W
6	COMPUTED POINT ON R/W
7	COMPUTED POINT ON R/W
8	5/8" RE-BAR SET ON R/W
9	5/8" RE-BAR SET
10	5/8" RE-BAR SET
11	5/8" RE-BAR SET
12	5/8" RE-BAR SET

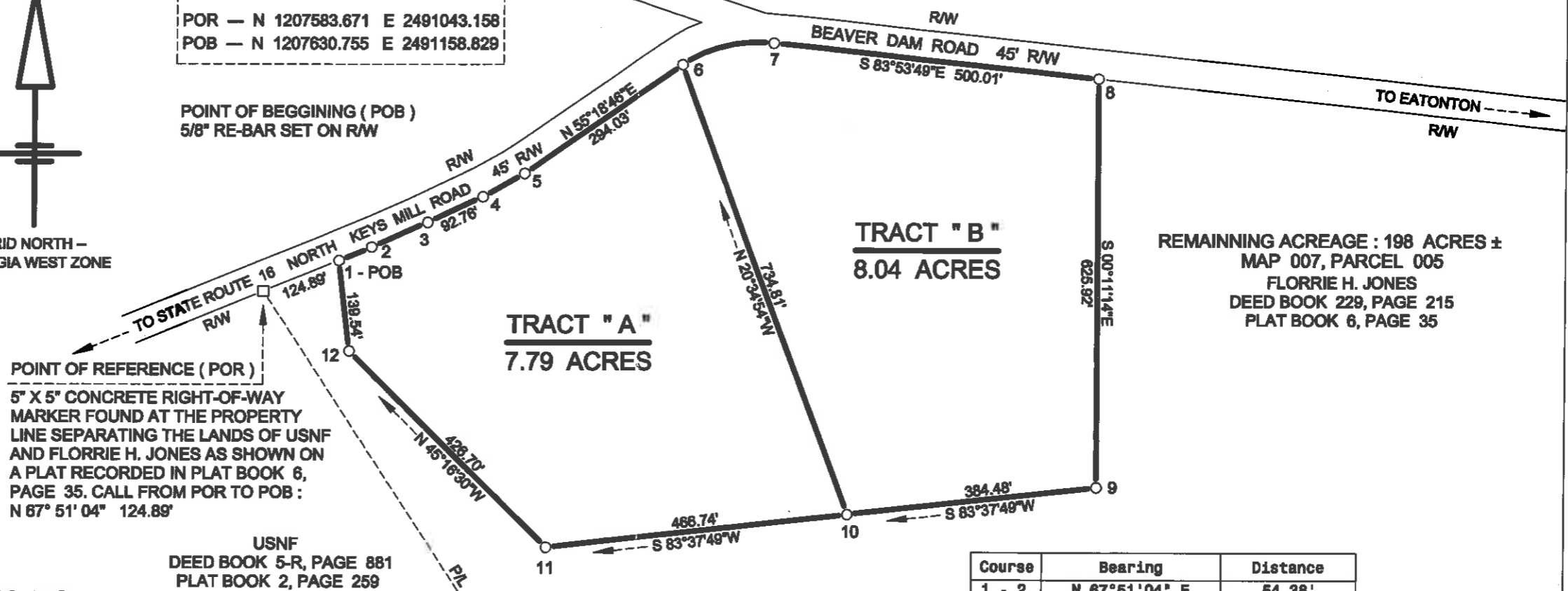
**SURVEYOR'S CERTIFICATION**

AS REQUIRED BY SUBSECTION ( d ) OF O.C.G.A. SECTION 15 - 6 - 87, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR. THIS PLAT HAS BEEN APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS THAT REQUIRED PRIOR APPROVAL FOR RECORDING THIS TYPE OF PLAT OR ONE OR MORE OF THE APPLICABLE LOCAL JURISDICTIONS DO NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT, THE NAMES OF THE INDIVIDUALS SIGNING OR APPROVING THIS PLAT, THE AGENCY OR OFFICE OF THAT INDIVIDUAL, AND THE DATE OF APPROVAL ARE LISTED IN THE APPROVAL TABLE SHOWN HEREON. FOR ANY APPLICABLE LOCAL JURISDICTION THAT DOES NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT, THE NAME OF SUCH LOCAL JURISDICTION AND THE NUMBER OF THE APPLICABLE ORDINANCE OR RESOLUTION PROVIDING THAT NO SUCH APPROVAL IS REQUIRED ARE LISTED IN THE APPROVAL TABLE SHOWN HEREON. SUCH APPROVALS, AFFIRMATIONS, OR ORDINANCE OR RESOLUTION NUMBERS SHOULD BE CONFIRMED WITH APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15 - 6 - 87.



APPROVED FOR RECORDING ONLY  
 PUTNAM COUNTY  
 PLANNING AND DEVELOPMENT  
 \_\_\_\_\_  
 DATE

SURVEYED : FEBRUARY 20 - 25, 2019 PLAT : MARCH 7, 2019 JOB NUMBER : 19028P  
 EQUIPMENT USED : JAVAD TRIUMPH II ( SERIAL NUMBER 00294 ) AND TRIUMPH LS ( 00235 ) DUAL FREQUENCY AND RTK



REMAINING ACREAGE : 198 ACRES ±  
 MAP 007, PARCEL 005  
 FLORRIE H. JONES  
 DEED BOOK 229, PAGE 215  
 PLAT BOOK 6, PAGE 35

REMAINING ACREAGE : 198 ACRES ±  
 MAP 007, PARCEL 005  
 FLORRIE H. JONES  
 DEED BOOK 229, PAGE 215  
 PLAT BOOK 6, PAGE 35

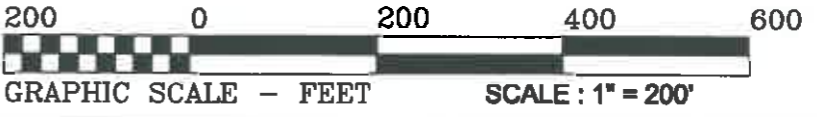
Course	Bearing	Distance
1 - 2	N 67° 51' 04" E	54.38'
2 - 3	N 66° 11' 19" E	93.70'
3 - 4	N 64° 40' 10" E	92.76'
4 - 5	N 60° 43' 37" E	72.61'
5 - 6	N 55° 18' 46" E	294.03'
6 - 7	Rad: 199.77' Tan: 77.93' Chd: N 76° 31' 50" E	Arc: 148.60' CA: 42° 37' 10" 145.20'
7 - 8	S 83° 53' 49" E	500.01'
8 - 9	S 00° 11' 14" E	625.92'
9 - 10	S 83° 37' 49" W	384.48'
10 - 11	S 83° 37' 49" W	466.74'
11 - 12	N 45° 16' 30" W	426.70'
12 - 1	N 06° 43' 03" W	139.54'

**SURVEYOR'S CERTIFICATION**

THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A POSITIONAL TOLERANCE OF 0.04 FEET. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO WITHIN ONE FOOT IN 160,631 FEET.

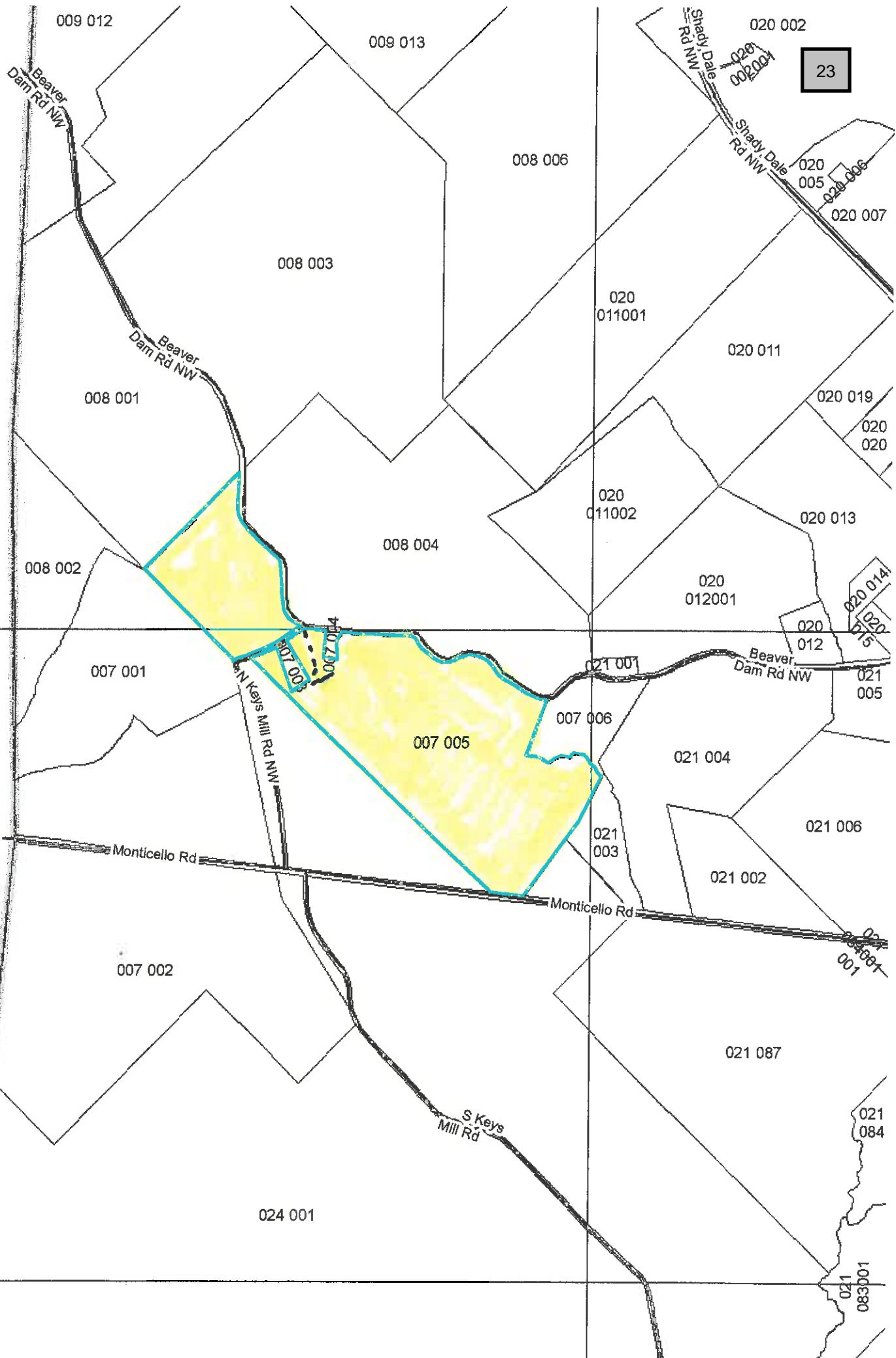
SURVEYOR: BYRON L. FARMER  
 259 COUNTY LINE CHURCH ROAD, SW  
 MILLEDGEVILLE, GEORGIA 31061  
 PHONE: 478-932-5755  
 GEORGIA REGISTRATION NUMBER 1679

NOTE :  
 THIS PROPERTY IS SUBJECT TO UTILITY AND OTHER EASEMENTS,  
 BOTH VISIBLE AND NOT VISIBLE AT THE TIME OF THE SURVEY.  
 THESE EASEMENTS MAY OR MAY NOT BE OF RECORD.



THIS IS A SURVEY OF A DIVISION OF THE PARENT TRACT.

**SURVEY OF PROPERTY  
 FOR  
 The Estate of Florrie H. Jones  
 LYING IN LAND LOT 181  
 FOURTEENTH LAND DISTRICT  
 GMD 390  
 PUTNAM COUNTY, GEORGIA  
 REFERENCE : DEED BOOK 229, PAGES 215  
 PLAT BOOK 6, PAGE 35**



009 012

009 013

020 002

23

008 006

Beaver Dam Rd NW

Shady Dale Rd NW

Shady Dale Rd NW

008 003

020 005  
020 006  
020 007

008 001

Beaver Dam Rd NW

020 011001

020 011

020 019

008 002

008 004

020 011002

020 013

007 001

N Keys Mill Rd NW

020 012001

020 012

020 014  
020 013  
020 012

007 005

007 006

021 001

Beaver Dam Rd NW

021 005

021 004

007 002

Monticello Rd

Monticello Rd

021 003

021 006

021 002

021 001

021 087

S Keys Mill Rd

021 084

024 001

021 083001



**JESSE COPELAN, JR.**  
SENIOR JUDGE - STATE COURT  
POST OFFICE BOX 3099  
EATONTON, GEORGIA 31024  
(706) 816-0862  
jessecopelanjr@gmail.com

April 2, 2019

Putnam County Planning and Development  
117 Putnam Drive  
Suite B  
Eatonton, Georgia 31024

Re: Application for Rezoning  
Portion of 297 Beaver Dam Road,  
Putnam County, Ga.

To Whom It May Concern:

In regards to the rezoning of a portion of 297 Beaver Dam Road in Putnam County, I would request that consideration be given to rezone this property from A1 to A2. The property is currently titled in the Estate of Florrie Jones.

Mrs. Jones died on May 1, 2018 and owned approximately 194 acres located on Beaver Dam Road. At the time of her Mrs. Jones's death, the property was zoned A-1.

In order to disperse the land according to the Last Will and Testament of Mrs. Jones, a new survey was made. The two houses located on said property were surveyed out and application was made to have the two houses rezoned to A-2 as required by the County Ordinance.

The two tracts of land with the two houses are shown on a new plat. A copy of said plat is attached as a part of this rezoning application.

In accordance with our County's Ordinance, the two house tracts are required to be re-zoned to A-2. This application request is made to abide with the new zoning designation so that the property may be divided among Mrs. Jones's children.

RCAD 2019 APR 2

KP



Page Two:

As the Executor of Mrs. Jones's Estate, I request that this new designation change from A-1 to A-2 so that I may comply with Mrs. Jones's bequest within her Last Will and Testament.

I thank you for your consideration. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jesse Copelan, Jr." in a cursive style.

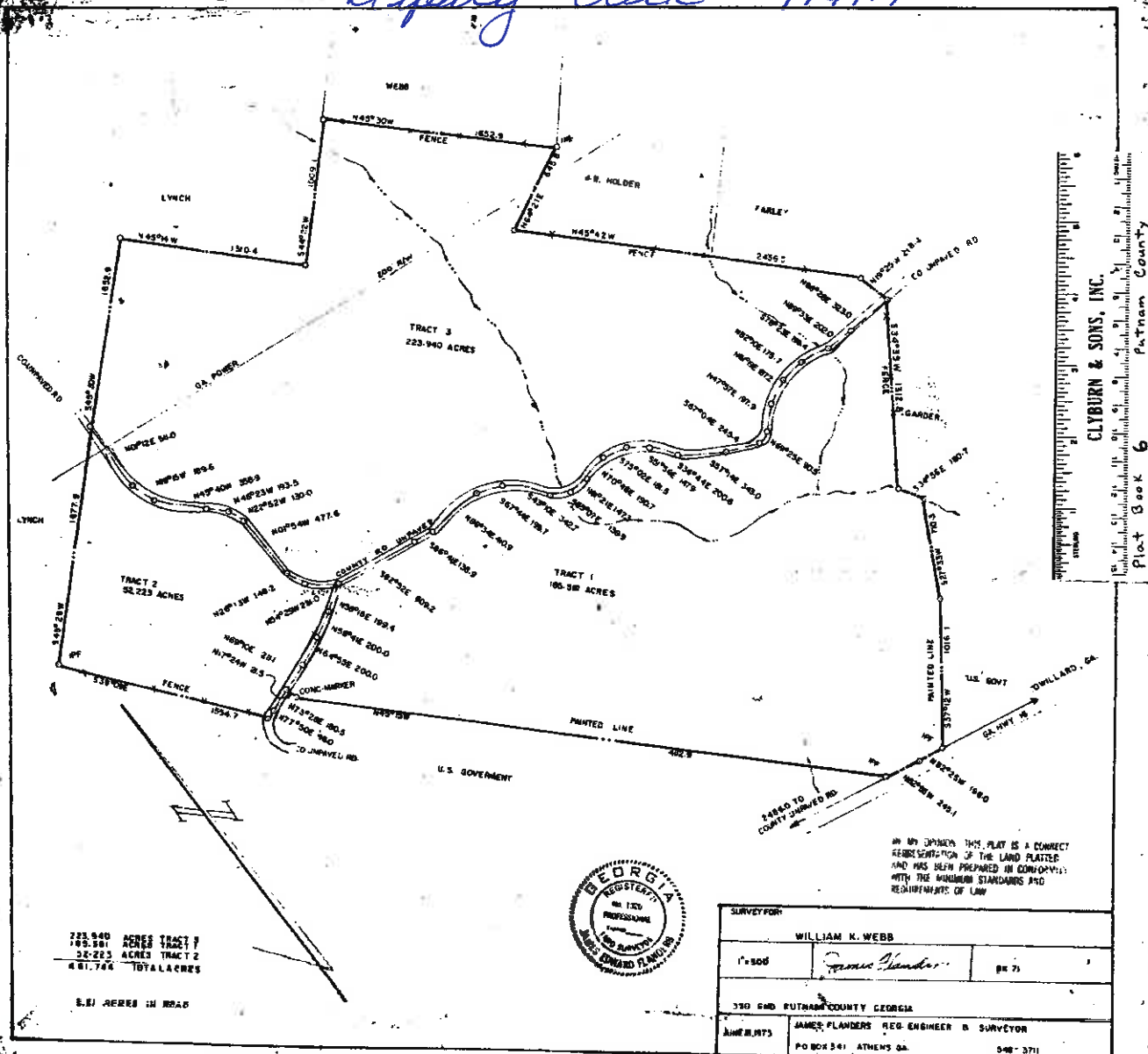
Jesse Copelan, Jr.,  
Executor of the Estate of Florrie Jones

RCVD 2018 APR 2

Handwritten initials in blue ink, possibly "JP".

*Revised 7/1/1911*

*Audrey R. Maddall  
Deputy Clerk 3/14/19*



223.940 ACRES TRACT 3  
100.581 ACRES TRACT 1  
52.223 ACRES TRACT 2  
481.744 TOTAL ACRES

5.81 ACRES IN ROAD



BY MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTER AND HAS BEEN PREPARED IN CONFORMANCE WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW

SURVEYOR		
WILLIAM K. WEBB		
1"=500'	<i>James Flanders</i>	PK 71
330 5th BUTNAM COUNTY GEORGIA		
WITNESSES	JAMES FLANDERS REG. ENGINEER & SURVEYOR	
	PO BOX 541, ATHENS GA 30607-0541	



CLYBURN & SONS, INC.  
Plat Book 6  
Butnam County

9. Consent Agenda
  - a. Approval of Minutes - May 3, 2019 Regular Meeting (staff-CC)
  - b. Approval of Minutes - May 3, 2019 Executive Session (staff-CC)
  - c. Approval of Minutes - May 7, 2019 Work Session (staff-CC)
  - d. Authorization for Chairman to sign Hazard Mitigation Grant Program Recipient-Subrecipient Agreement (staff-CM)
  - e. Ratification of Appointment(s) to the 2020 Census Complete Count Committee (BW)

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.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Friday, May 3, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, May 3, 2019 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

### *PRESENT*

Chairman Billy Webster  
 Commissioner Kelvin Irvin  
 Commissioner Daniel Brown  
 Commissioner Bill Sharp  
 Commissioner Trevor Addison

### *STAFF PRESENT*

County Attorney Barry Fleming  
 County Manager Paul Van Haute  
 Deputy County Manager Lisa Jackson  
 County Clerk Lynn Butterworth

### **Opening**

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 9:02 a.m.

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

2. Invocation - Pastor James Smith

Pastor James Smith gave the invocation.

3. Pledge of Allegiance (BW)

Mr. Bob Landau led the Pledge of Allegiance.

#### 4. Special Presentations

##### a. 21st Century Partnership

Ms. Chrissy Miner, President/CEO of the 21<sup>st</sup> Century Partnership and the Museum of Aviation Foundation and Mr. Daniel Rhoades, Chief Operations Officer of the 21<sup>st</sup> Century Partnership distributed information and provided an update on achievements of the 21<sup>st</sup> Century Partnership. (Copy of documents made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

##### b. Preliminary Report by Courthouse Landscaping Committee

Committee Chairman Keith Fielder distributed handouts and provided a preliminary report of the committee's activities and findings.

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

##### c. Departmental Report-Finance Department

Finance Director Linda Cook reported on her department. She explained some of the services and procedures that are performed in the Finance Department. She introduced her staff and went over the training they have received or are working on. She also showed her new web page and the information that can be obtained there and demonstrated the new Tyler software.

### **Regular Business Meeting**

#### 5. Public Comments

Chief Appraiser Chuck Anglin reported on the current property values and possible increase in the county digest. There are currently 19,200 parcels in the county. The Lake Sinclair area could see an increase of 6.7%; Lake Oconee-8%; Eatonton-3-4%; Countywide-6%. There were 94 new houses built in 2017; 97 new houses built in 2018; and 30 new houses built so far this year. There were also two new developments in 2018. Tax Assessment notices will go out on May 14<sup>th</sup>.

#### 6. Approval of Agenda

**Motion to approve the Agenda with the addition of an Executive Session for personnel.**

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

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

#### 7. Consent Agenda

a. Approval of Minutes - April 16, 2019 Regular Business Meeting (staff-CC)

b. Approval of Minutes - April 16, 2019 Executive Session (staff-CC)

c. Approval of Minutes - April 26, 2019 Work Session (staff-CC)

d. Approval of 2019 Alcohol Licenses (staff-CC)

e. Approval of Resolution requesting Sales Tax Information from DOR and Naming a Designated Officer (staff-Finance)

**Motion to approve the Consent Agenda.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

8. Approval of 2019 Budget Amendment #1 (staff-Finance)

**Motion to approve 2019 Budget Amendment #1.**

**Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

9. Approval of 2020 Budget and 2019 Mill Rate Schedule (staff-Finance)

**Motion to approve the 2020 Budget and 2019 Mill Rate Schedule.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

10. Appointments to the 2020 Census Complete Count Committee (staff-CC)

Mr. Bob Landau asked for the Complete Count Committee appointments to be made today and to keep open until 21 members are appointed.

Chairman Webster appointed the following to the 2020 Census Complete Count Committee: Walter Hatcher, David Owens, Charles Pate, Donald Cottrell, Gail Farmer, John Mitchell Sr., Tammy Lankford, Larry Manley, Janelle Reid, Janie Reid, Leila Williams, Melissa Williams, Lynsol Terrell, and Eugene Hubert.

**Motion to ratify the Chairman's appointments to the 2020 Census Complete Count Committee.**

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Chairman Webster encouraged the board to find additional applicants. He advised that a called meeting will be held to make the remaining appointments, if necessary. He also appointed Commissioner Sharp, as well as himself, to serve as Ex-Officios on the committee.

11. Approval of 2019-2020 Employee Insurance Benefits (staff-CM)

Mr. Johnathan Shaw of ShawHankins distributed a booklet with two new health insurance options, went over the differences and answered questions.

**Motion to approve the BCBS alternate on page 4 of the new booklet for \$1,676,623.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

12. Authorization for Chairman to sign Supplemental Agreement #1 between GDOT and Putnam County for Local Bridge Replacement Project PI #0015658 CR 29 (Martins Mill Road) at Little River (staff-CM)

**Motion to authorize the Chairman to sign Supplemental Agreement #1 between GDOT and Putnam County for Local Bridge Replacement Project PI #0015658 CR 29 (Martins Mill Road) at Little River.**

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

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

### **Reports/Announcements**

13. County Manager Report

County Manager Van Haute reported on the following:

- 21st Century Partnership is seeking a contribution from the county in the amount of \$4,612.80
- courthouse landscaping was performed by a private contractor, but the work was suspended in 2010
- thanked Linda Cook and the Finance Department, HR Director Cynthia Miller and Mr. Johnathan Shaw of ShawHankins for all their work on the benefit package

14. County Attorney Report

No report.

15. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: none

Commissioner Sharp: invited everyone to services at First Baptist Church

Commissioner Addison: commented on the great National Day of Prayer service yesterday and thanked Chairman Webster for his part of the event.

Chairman Webster: none

16. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

**Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel.**

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting closed at approximately 10:43 a.m.

17. Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

**Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

Meeting reopened at approximately 11:50 a.m.

18. Action, if any, resulting from the Executive Session

County Attorney Fleming advised that two personnel matters were discussed with no final action taken.

**Closing**

19. Adjournment

**Motion to adjourn the meeting.**

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

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting adjourned at approximately 11:51 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman





---

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](mailto:lbutterworth@putnamcountyga.us) ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

The draft minutes of the May 3, 2019 Executive Session are available for Commissioner review in the Clerk's office.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Work Session

### Minutes

Tuesday, May 7, 2019 ♦ 9:30 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, May 7, 2019 at approximately 9:30 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203/204, Eatonton, Georgia

#### *PRESENT*

Chairman Billy Webster  
 Commissioner Kelvin Irvin  
 Commissioner Daniel Brown  
 Commissioner Bill Sharp  
 Commissioner Trevor Addison

#### *STAFF PRESENT*

County Manager Paul Van Haute  
 Deputy County Manager Lisa Jackson  
 County Clerk Lynn Butterworth

#### *OTHERS PRESENT*

From Collaborative Infrastructure Services, Inc:  
 Mr. Larry Kaiser  
 Mr. Colton Wheeler

### **Opening**

#### 1. Welcome - Call to Order

Chairman Webster called to order at approximately 9:46 a.m.

#### 2. Pledge of Allegiance

Chairman Webster led the Pledge of Allegiance.

### **Work Session**

#### 3. Electronic Voting Training (staff-CC)

County Clerk Lynn Butterworth showed a video of the new Legislator Interface of the Municode Meetings software. Commissioners were trained to log in to the program to view documents and vote electronically. No action was taken.

Meeting recessed at approximately 10:04 a.m. to move to Room 204  
Meeting reconvened at approximately 10:08 a.m.

4. Road Inventory Discussion (staff-CM)

Mr. Larry Kaiser provided an update on the Womack Paving schedule. They are very behind, only 20% complete, and are predicting a completion date in September. We expected completion in July. Liquidated damages are already accruing and the bond may have to be called.

Mr. Kaiser presented a road inventory list indicating public versus private status and known conflicts. Each commissioner will look at the list for their district and get back to Larry with any questions. We will meet for a second work session on May 23, 2019 2:00 p.m.

Commissioner Irvin had to leave at approximately 11:30 a.m.

Mr. Kaiser also announced that a Public Information Open House (PIOH) for the Scott Road extension will be held on May 23, 2019 from 6:00 p.m. to 8:00 p.m. at a location still to be determined. He will handle advertising the PIOH.

No action was taken.

**Closing**

5. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting adjourned at approximately 12:04 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

**GEORGIA EMERGENCY MANAGEMENT AGENCY  
HOMELAND SECURITY**

36

**BRIAN KEMP**  
GOVERNOR



**HOMER BRYSON**  
DIRECTOR

April 29, 2019

Honorable Billy Webster  
Chairman  
Putnam County Board of Commissioners  
117 Putnam Drive  
Eatonton, Georgia 31024

Dear Commissioner Webster:

On behalf of Governor Brian Kemp, it is my pleasure to inform you that a Hazard Mitigation Grant Program (HMGP) Award has been approved by the Federal Emergency Management Agency. The grant will be used to update the Putnam County Multi-Jurisdictional Hazard Mitigation Plan to meet the federal requirements of the Disaster Mitigation Act of 2000. The total approved cost is \$26,000 with a federal share of \$19,500, a state share of \$2,600, and a local share of \$3,900.

These funds are subject to the execution of the enclosed Recipient-Subrecipient Agreement. Please keep in mind that your current Hazard Mitigation Plan will expire on November 21, 2022. The end date of this grant is December 31, 2021. In order to keep your current plan active and meet the end date of this grant, please submit an initial draft to your assigned Hazard Mitigation Planner at least six months prior to the earliest of either the plan expiration date or the grant end date.

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

Thank you for your commitment to protect Georgia Citizens. I appreciate your efforts to ensure that Georgia continues to be a safer place for us to live and raise our families. By working together, we are continuing to reduce the impacts caused by natural hazards. Should you have any questions regarding this grant, please contact Terry Lunn, Hazard Mitigation Manager, at (404) 635-7016.

Sincerely,

A handwritten signature in blue ink that reads 'Homer Bryson'.

Homer Bryson

hb/kfa

Enclosures

cc: Howard Sills, Director

Putnam County Emergency Management Agency

Collin Hopf, Area Coordinator

Georgia Emergency Management Agency/Homeland Security

## **HAZARD MITIGATION GRANT PROGRAM Recipient-Subrecipient Agreement**

On September 16, 2017, the President declared that a major disaster exists in the State of Georgia. This declaration was based on damage resulting from Hurricane Irma. This document is the Recipient-Subrecipient Hazard Mitigation Assistance Agreement for the major disaster, designated FEMA-4338-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended by Public Law 100-707, 42 USC 5121 et seq. ("The Act"), in accordance with 2 CFR Part 200, Hazard Mitigation Grant Program. Under this Agreement, the interests and responsibilities of the Recipient, herein after referred to as the State, will be executed by the Georgia Emergency Management Agency/Homeland Security (GEMA/HS). The individual designated to represent the State is Mr. Homer Bryson, Governor's Authorized Representative. The Subrecipient to this Agreement is Putnam County. The interests and responsibilities of the Subrecipient will be executed by Putnam County's agent, the Subrecipient's Authorized Representative.

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

- Exhibit "A": Application for Federal Assistance, Standard Form 424
- Exhibit "B": Assurances-Non-Construction Programs, Standard Form 424B
- Exhibit "C": Hazard Mitigation Grant Program Project Administration Guidelines: Financial Assistance
- Exhibit "D": Certification Regarding Drug-Free Workplace Requirements
- Exhibit "E": Certification Regarding Lobbying
- Exhibit "F": Scope of Work
- Exhibit "G": HMGP Progress Payment Request Form
- Exhibit "H": Federal Funding Accountability and Transparency Act Certification

2. Pursuant to Section 404 of the Act, funds are hereby awarded to the Subrecipient on a 75 percent federal cost share and 10 percent state cost share basis for the hazard mitigation project(s) described in Exhibits "A" and "F". The Subrecipient shall be responsible for the remaining 15 percent share of any costs incurred under Section 404 of the Act and this Agreement. Allowable costs will be governed by 2 CFR Part 200.
3. If the Subrecipient violates any of the conditions of disaster relief assistance under the Act, this Agreement, or applicable federal and state regulations; the State shall notify the Subrecipient that additional financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subrecipient for other disaster relief projects under the Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.
4. The Subrecipient agrees that federal or state officials and auditors, or their duly authorized representatives may conduct required audits and examinations. The Subrecipient further agrees that they shall have access to any books, documents, papers

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

5. The Subrecipient will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subrecipient actions pursuant to this Agreement.
6. The Subrecipient agrees that the mitigation planning project contained in this agreement will be completed by Putnam County on or before December 31, 2021. Completion dates may be extended upon justification by the Subrecipient and approval by FEMA and the Governor's Authorized Representative.
7. The written assurances provided by Putnam County pertaining to FEMA's post award approval conditions apply to this Award Agreement and are incorporated by reference.
8. The Subrecipient shall follow Uniform Administrative Requirements for awards found in 2 CFR Part 200 and FEMA HMA (Hazard Mitigation Assistance) program guidance to implement this award
9. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

\_\_\_\_\_  
Governor's Authorized  
Representative

\_\_\_\_\_  
Subrecipient's Authorized  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT "A"**  
**APPLICATION FOR FEDERAL ASSISTANCE**

**INSERT CURRENT  
APPLICATION FOR FEDERAL ASSISTANCE**

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

\_\_\_\_\_

**\* Other (Specify):**

\_\_\_\_\_

**\* 3. Date Received:**

11/16/2018

**4. Applicant Identifier:**

HHM338040

**5a. Federal Entity Identifier:**

HMGF 4338-0026

**5b. Federal Award Identifier:**

HMGF 4338-0026

**State Use Only:**

**6. Date Received by State:** 12/06/2018

**7. State Application Identifier:** HHM338040

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Putnam County Government

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

56-6000878

**\* c. Organizational DUNS:**

0101120840000

**d. Address:**

**\* Street1:**

PO Box 3637

**Street2:**

\_\_\_\_\_

**\* City:**

Eatonton

**County/Parish:**

\_\_\_\_\_

**\* State:**

GA: Georgia

**Province:**

\_\_\_\_\_

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

31024-3637

**e. Organizational Unit:**

**Department Name:**

Putnam County EMA

**Division Name:**

\_\_\_\_\_

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Howard

**Middle Name:**

\_\_\_\_\_

**\* Last Name:**

Sills

**Suffix:**

\_\_\_\_\_

**Title:**

EMA Director

**Organizational Affiliation:**

\_\_\_\_\_

**\* Telephone Number:**

7064858557

**Fax Number:**

7064854840

**\* Email:**

sheriffsills@putnamcountysheriff.org



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Federal Emergency Management Agency

**11. Catalog of Federal Domestic Assistance Number:**

97.039

**CFDA Title:**

Hazard Mitigation Grant Program

**\* 12. Funding Opportunity Number:**

4338

**\* Title:**

Hazard Mitigation Grant Program

**13. Competition Identification Number:**

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Hazard Mitigation Plan Update.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

## Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

## 17. Proposed Project:

\* a. Start Date: \* b. End Date: 

## 18. Estimated Funding (\$):

* a. Federal	<input type="text" value="19,500.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="2,600.00"/>
* d. Local	<input type="text" value="3,900.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="26,000.00"/>

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

## Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: 

\* Signature of Authorized Representative:

\* Date Signed:

**EXHIBIT "B"**

**ASSURANCES – NON-CONSTRUCTION PROGRAMS**

**INSERT CURRENT  
ASSURANCES NON-CONSTRUCTION PROGRAMS**

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.





**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.</li> <li>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li> <li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li> <li>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</li> <li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li> <li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation</li> </ol> | <p>Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> <ol style="list-style-type: none"> <li>7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</li> <li>8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li> </ol> |
|---|---|

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

**EXHIBIT "C"**  
**GEORGIA EMERGENCY MANAGEMENT AGENCY/HOMELAND SECURITY**  
**Hazard Mitigation Grant Program**  
**Project Administration Guidelines: Financial Assistance**  
**4338-0026**

This fact sheet provides a synopsis of information contained in the Recipient-Subrecipient Agreement and other applicable documents. Its purpose is to provide general guidelines for efficient and timely Hazard Mitigation Grant Program project administration.

1. **Project Identification.** The Federal Emergency Management Agency (FEMA) has assigned project number HMGP-4338-0026 to this project. Please reference this number in all correspondence, as doing so will greatly assist us in processing any actions for this project.
2. **Documentation.** You must keep full documentation to get maximum payment for project related expenditures. Documentation will be required as part of the approved Hazard Mitigation Grant Program project file. Documentation consists of:
  - A. Recipient-Subrecipient Agreement.
  - B. Copies of checks, vouchers or ledger statements.
  - C. Contracts awarded.
  - D. Invoices or other billing documents.
  - E. Progress reports.
  - F. Record of advance or progress payments (where applicable).
3. **Funding.** Cost sharing has been established at 75% federal, 10% state, and 15% applicant.
4. **Debarred and Suspended Parties.** You must not make any award or permit any award (subaward or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".
5. **Procurement Standards.** You may use your own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. Below is a summary of key procurement standards that a subrecipient should incorporate as discussed in 2 CFR Sections 200.318 to 200.326.
  - A. **Conflict of Interest Policy**  
The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts as required in 2 CFR Section 200.318.
  - B. **Procurement**

1. Perform procurement transactions in a manner providing full and open competition
  2. Contracts and Procurements must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. FEMA finds five methods of procurement acceptable:
    - a. Micro-purchase procedures: an informal method for securing services or supplies that do not cost more than \$3,000. Micro-purchases may be awarded without soliciting competitive quotes if the subrecipient considers the price to be reasonable.
    - b. Small purchase procedures: an informal method for securing services or supplies that do not cost more than \$100,000 by obtaining several price quotes from different sources
    - c. Sealed bids: a formal method where bids are publicly advertised and solicited, and the contract is awarded to the responsive bidder whose proposal is the lowest in price
    - d. Competitive proposals: a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price
    - e. Non-competitive proposals: a method whereby a proposal is received from only one source, because the item is available only from a single source; there is an emergency requirement that will not permit delay;
  - C. Maintain sufficient records to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, and contractor selection or rejection.
  - D. Take affirmative steps to assure the use of small and minority firms, women's business enterprises, and labor surplus area firms when possible
  - E. Include specific provisions in subrecipients' contracts to allow changes, remedies, changed conditions, access and records retention, suspension of work and other clauses approved by the Office of Federal Procurement Policy.
6. Payments
- A. Progress Payments
    - 1) When progress payments are desired, you must submit a written request (on provided form at Exhibit "G") and provide supporting documentation, such as an invoice and copies of check.

- 2) The Mitigation Planning Specialist reviews the request and supporting documentation. The Hazard Mitigation Manager reviews and approves or denies the request.
- 3) If the request is denied, the Hazard Mitigation Manager will inform you in writing that additional documentation is required to support the request.
- 4) If the request is approved, the Hazard Mitigation Manager will authorize payment of the requested amount less final 10%, which will be withheld pending final project completion.
- 5) Quarterly report submissions must be current in order to receive progress payments.

B. Advance Payments - Advance payments will be made on an exception basis only.

7. Subrecipient Performance - The scope of work (see Exhibit F) must be initiated within 90 days of this award notification.

- A. If documentation, inspections or other reviews reveal problems in performance of the scope of work, the Hazard Mitigation Manager will inform you in writing of the deficiencies.
- B. In addition, the State may also withhold all or any portion of financial assistance which has been made available under this agreement until adequate corrective action is taken.

8. Award Expiration Date

- A. The award expiration date runs through December 31, 2021 and has been established based on project milestones established by the applicant in their grant application. The award expiration date is the time during which the Subrecipient is expected to complete the scope of work. You may not expend FEMA or state funds beyond this date. All costs must be submitted for reimbursement within 60 days of the end of the award expiration date.
- B. Requests for time extensions to the Award Expiration Date will be considered but will not be granted automatically. A written request must be submitted to the Hazard Mitigation Manager with an explanation of the reason or reasons for the delay. Without justification, extension requests will not be processed. Extensions will not be granted if the sub-recipient has any overdue quarterly progress reports. If an extension is requested, it must be received 90 days prior to the award expiration date. When fully justified, the Hazard Mitigation Manager may extend the award expiration date.

9. Project Termination



- A. The Recipient, Subrecipient, or FEMA may terminate award agreements upon giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail.
  - B. The Subrecipient's authority to incur new costs will be terminated upon the date of receipt of the notice or the date set forth in the notice. Any costs incurred prior to the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Close out of the award will commence and be processed as prescribed under final inspection procedures described in this Recipient-Subrecipient Agreement.
10. Equipment/Supplies
- A. The Subrecipient must comply with the regulations listed in 2 CFR 200.313 Equipment and 2 CFR 200.314 Supplies, and must be in compliance with state laws and procedures.
12. Award Modifications
- A. Any award modifications, including deviation from the approved scope of work or budget, must be submitted in writing for approval prior to implementation. Award Modifications include:
    - 1) Any revision which would result in the need for additional funding.
    - 2) Transfers between budget categories.
  - B. The subrecipient shall follow prior approval requirements for budget revisions found in 2 CFR 200.308. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.
13. Appeals - You may submit an appeal on any item related to award assistance. Appeals must be submitted to the Hazard Mitigation Manager within 90 days of the action which is being appealed.
14. Progress Reports
- A. Quarterly progress reports are required. The report will be supplied to you by GEMA/HS on a quarterly basis for your completion.
  - B. The initial progress report will cover the period through June 30, 2019. It must be submitted no later than July 15, 2019.

- C. Subsequent reports must be filed by you within fifteen days after the end of each calendar quarter (March 31, June 30, September 30, and December 31).

15. Interim Inspections

Interim inspections may be conducted by GEMA/HS staff and/or FEMA staff.

16. Project Closeout

- A. When all work has been completed, you must notify your Mitigation Planning Specialist in writing to request project closeout.
- B. A desk review will be conducted by your Mitigation Planning Specialist.

Audits

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

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

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

## **EXHIBIT "D"**

### **Certification Regarding Drug Free Workplace Requirements**

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

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

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

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

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

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

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

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

(e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph

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

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

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

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

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

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

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

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

---

Subrecipient Authorized Representative

---

Date

**EXHIBIT "F"**

**PROJECT SCOPE**

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

Materials	Equipment	Labor	Fees/ Contractor	TOTAL COST
\$0.00	\$0.00	\$6,500	\$19,500	\$26,000

Federal Share	State Share	Local Share	TOTAL COST
\$19,500	\$2,600	\$3,900	\$26,000

**Condition:**

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

## Scope of Work

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

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

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

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

**EXHIBIT "G"**

Date: \_\_\_\_\_

**Putnam County HMGP Progress Payment Request**

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

AGREEMENT NUMBER: HMGP-4338-0026

FEMA Project Number: HMGP-4338-0026

SUBRECIPIENT NAME: Putnam County

GMS ID. Number: HHM338040

Site Reference or Element of Work	Approved Amount	Previous Payment	Current Request	Description of Documentation Attached in Support of this Payment Request
<u>Fees / Contractor</u>	<u>\$19,500</u>			<u>Invoice</u> Proof of payment (Check, purchase order, etc.)
<u>Labor</u>	<u>\$6,500</u>			<u>Labor Expense Sheet</u>
<u>Materials</u>	<u>\$0.000</u>			Invoice and Proof of Payment
<u>Equipment</u>	<u>\$0</u>			Invoice and Proof of Payment
	(from continuation sheet attached) <b>SUBTOTAL</b>			
	<b>TOTAL</b>			
	<b>Less Subrecipient Share (15%)</b>			
	<b>NET AMOUNT REQUESTED</b>			

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

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

**EXHIBIT "H"**  
**Federal Funding Accountability and Transparency Act Certification**

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

Sub-award Number: HHM338040

Federal Agency Name: Federal Emergency Management Agency

CFDA Program Number and Program Title: 97.039 Hazard Mitigation Grant Program (HMGP)

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

1. Sub-awardee DUNS Number 010112084
2. Sub-awardee Name Putnam County Board of Commissioners
3. Sub-awardee DBA Name N/A
4. Sub-awardee Address 117 Putnam Drive, Suite A, Eatonton, GA 31024
5. If DBA, Sub-awardee Parent DUNS Number N/A
6. Sub-award Principle Place of Project Performance Same as #4
7. In the preceding fiscal year, did the sub-awardee receive 80% of its annual gross revenues from the Federal government?  
 Yes \_\_\_\_\_ No    
 If Yes, continue to question 8. If No, questionnaire is complete.
8. In the preceding fiscal year, were the sub-awardee's annual gross revenues from the Federal government more than \$25 million annual? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, continue to question 9. If No, questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-awardee's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If No, continue to question 10. If Yes, questionnaire is complete.



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

1.	<del>_____</del>	\$ _____
2.	<del>_____</del>	\$ _____
3.	<del>_____</del>	\$ _____
4.	<del>_____</del>	\$ _____
5.	<del>_____</del>	\$ _____

N/A

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Sub-award Obligation/Agency Name: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Sub-award Obligation/Action Date: \_\_\_\_\_



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

**APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES**

Name: Barry Chambers Home Phone: \_\_\_\_\_  
Address: 176 Cold Branch Rd Work Phone: \_\_\_\_\_  
Occupation: Retired Cell Ph: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I would like to apply for appointment to the following Board, Committee, or Authority:  
2020 Census

Which district do you live in?  1  2  3  4

Briefly explain your educational background College Graduate

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: \_\_\_\_\_

Briefly explain why you seek this appointment: Willing to donate my time to serve the residents of Putna

If appointed, I agree to serve.

Barry Chambers  
Signature

4-29-19  
Application Date

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

**Item Attachment Documents:**

10. Request for refund of tax penalty and interest fees from Karen S. Smith (BW)

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.

Tax Commissioner Request Submitted on Behalf of Taxpayer

Date: 5/13/2019
Name on Tax Bill: Smith, Theodore G. & Karen S.
Map & Parcel Number(s): 103A 081
Nature of Request:

Table with 9 columns: Tax Years, Original FMV, Original Tax Bill, Penalties Added, Interest Added, Fees Added, Total Due, Paid as of Request Date, Remaining Due. Row 1: 2018, 463,881.00, 4,635.09, 231.75, 160.29, 69.00, 5,096.13, (5096.13), 0.00

Total Waiver Requested: Delinquent Penalties, Interest, and Fees

\$ 461.04

Taxpayer's Reason for Requesting Waiver:

SEE LETTER SENT TO BOC CHAIRMAN WEBSTER

Signature: Pamela K Lancaster Date: 05/14/2019
Pamela K. Lancaster, Putnam County Tax Commissioner

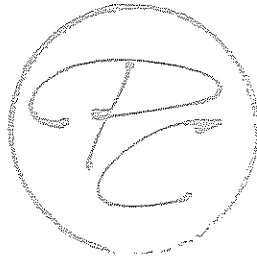
FOR COUNTY USE ONLY:

Request Approved: \_\_\_\_\_
Request Denied: \_\_\_\_\_

Signature of Chairman, Putnam County Board of Commissioners: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Forwarded 70-6  
TAX COMMISSION

61

19

PURE CHIROPRACTIC  
L A K E O C O N E E

April 22, 2019

Putnam County Board of Commissioners  
Attn: Mr. Billy Webster *BFW 6 May 2019*  
117 Putnam Drive  
Eatonton, GA 31024

Map Number: 103A 081  
Re: Penalty and Interest

Dear Mr. Webster,

I am writing to you today to request that the penalty and interest that was charged for the above map number be waived.

My husband and I own 3 different pieces of property in Putnam County. All the payments were made before the due date and in a timely manner, however, two payments came from me personally and one payment from our mortgage companies escrow account. My personal payment for our office property was accidentally posted under my home, so when my mortgage paid, it appeared as if it had already been paid and the money was refunded back to them. We were completely unaware that this had happened until we were preparing to file our taxes in April of 2019. It has now all been paid in full.

I cordially request that the penalty and interest fees be waived and a check written back to my Mortgage company as this was not a fault of ours, but of the Putnam County Tax Commissioners office.

I would be happy to discuss or answer any questions you may have. My personal cell number is 706.347.1128.

Regards,

Karen S. Smith  
Dr. Theodore G. Smith

**From:** Pam Lancaster <[pctc117@gmail.com](mailto:pctc117@gmail.com)>  
**Subject:** Request for waiver of interest and penalties on parcel # 103A 081  
**Date:** May 13, 2019 at 9:30:48 AM EDT

Good morning, Mr. Chairman.

Regarding the letter you received from Karen Smith, I would like to clarify a couple of things before the board considers this request.

Mrs. Smith states that this was due to an error on the part of the tax commissioner's office. It was not.

The taxpayer was billed for 3 properties, one of which has the taxes escrowed and paid by her mortgage company. Per state law, the bills are sent to the owners of the property, NOT the mortgage company. It is the duty of the taxpayer to be sure all bills are paid timely. I believe Mrs. Smith did make an honest mistake by accidentally paying the bill that was to be paid by her mortgage company, rather than the other property tax bill which was not escrowed. However after she paid that bill, payment for the same parcel was also sent by the mortgage company. Per standard policy the overpayment was returned to the mortgage company.

Additionally, if Mrs. Smith did not realize her error until she got ready to pay her taxes, then she was not opening her mail from our office. A delinquent letter/notice of intent to fi.fa. was mailed to her on February 5, 2019, for the parcel that had not been paid. On March 26, 2019, Mrs. Smith called our office, agrily accusing our tag clerk of not handling her account properly. It was only after she finally furnished us a copy of her canceled check that we were able to determine what she had done. She still insisted that her account had been mishandled. I did not argue with her, but merely explained the process. If we had known that she had other properties to which this could have been applied, we would have tried to contact her. However, we had no way of knowing that she had mistakenly paid the wrong bill.

I do not have a recommendation for you on this one. I will say that she and the mortgage company attempted to make payments before the due date, but due to her error, a refund was made to her mortgage company and her other bill remained unpaid. Had she responded timely after the delinquent letter was sent, the penalty and an additional month's interest would not have been added. The account has been paid in full now, including delinquent interest, penalties, and costs.

Per state law, interest, penalties and costs were added, totalling \$461.04:

- Interest \$160.29
- Costs \$ 69.00
- Penalty \$231.75

If you have any other questions, please do not hesitate to contact me.

Sincerely,

Pam

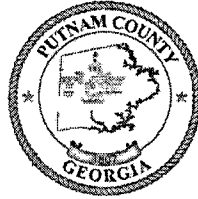
***Pamela K. Lancaster, C.P.A.***  
*Putnam County Tax Commissioner*  
*100 S. Jefferson Avenue, Suite 207*  
*Eatonton, GA 31024*

*Phone: 706-485-5441*  
*Fax: 706-485-2527*  
*Email: [pctc117@gmail.com](mailto:pctc117@gmail.com)*  
*[www.putnamgatax.com](http://www.putnamgatax.com)*

**Item Attachment Documents:**

11. Awarding of Solicitation 19-61221-001 Jimmy Davis Park Roof (staff-Recreation-CM)

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.



### Putnam County Board of Commissioners Agenda Item Request Form

DATE OF MEETING REQUESTED: 5/21/19

REQUEST BY: Scott Haley

AGENDA ITEM: New roof @ Jimmy Davis Park

AGENDA ITEM TYPE:

- Presentation
- Discussion
- Action\*
- Other (Please Specify) \_\_\_\_\_

\*ACTION REQUESTED: Award bid to Certified Roofing + Gutters

SUPPORTING DOCUMENTATION PROVIDED:  Yes  No

BUDGET/FUNDING INFORMATION: Reimbursed by Insurance

FACTS AND/OR ISSUES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



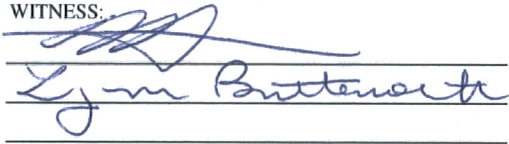
PUTNAM COUNTY BOARD OF COMMISSIONERS BID TABULATION SHEET

BID OPENING: Friday, May 10, 2019 - 9:00 a.m.

SOLICITATION NO. AND DESCRIPTION: Solicitation 19-61221-001 Jimmy Davis Park Roof

Name & Address of Bidder	Bid Amount (on proposal form)	Sealed & Labeled	Amendments Issued	Amendments Noted	2 paper copies of bid and one electronic	Work Resume	Bid Bond (5%)	E-Verify Affidavit	SAVE Affidavit	Notes
Skyline Construction Services Inc 996 Milledgeville Rd., Suite B Eatonton, GA 31024	\$31,480.00	✓	None	N/A	✓	✓	N/A	✓	✓	substitute mew limited lifetime GAF architectural shingles in lieu of architectural shingles in base bid - add to base bid \$2,500.00
Certified Roofing & Gutters 3301 Buckeye Rd., Suite 205 Atlanta, GA 30341	\$19,967.00	✓	None	N/A	✓	✓	N/A	✓	✓	

WITNESS:

  
 \_\_\_\_\_  
 Lynn Patterson  
 \_\_\_\_\_

## SECTION 21 – SPECIFICATIONS

Project: Putnam County is taking bids on repairing the roof of the building at Jimmy Davis Park. Work will consist of the following:

- Remove existing roof down to roof sheathing
- Replace damaged decking (approximately 6 sheets)
- Install synthetic felt paper
- Install approximately 89 squares of 30-year architectural shingles
- Install continuous ridge vents
- Install wall & valley flashing
- Install new pipe boots
- Install drip edge on all eaves and gable ends
- Clean up and haul off all roofing debris

Complete purchase, installation and full clean-up will be expected in the bid price. Any equipment such as tools, lifts, etc. will be supplied by the installer. Company and workers must be certified and be fully covered by insurance. Putnam County will not be responsible for accidents or injury to persons or equipment. Any damaged occurred to property during installation must be covered and paid for by the installer. For additional information, please contact Recreation Director Scott Haley at 706-485-8565 or onsite at 125 Hogan Blvd., Eatonton, GA 31024, or the other Recreation Department location at 140 Recreation Road SW, Eatonton, GA 31024.

**Item Attachment Documents:**

13. Authorization for Chairman to sign letter to the Middle Georgia Regional Commission requesting technical assistance with identifying and applying for grant(s) to fund a potential swimming pool/splash pad (BW)

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.

May 21, 2019

Ms. Laura Mathis  
Executive Director  
Middle Georgia Regional Commission  
175 Emery Highway, Suite C  
Macon, GA 31217

Dear Ms. Mathis:

Putnam County requests technical assistance in identifying and applying for grant(s) to fund a potential swimming pool/splash pad. Please contact Paul Van Haute, County Manager and/or Scott Haley, Recreation Director regarding this application.

Thank you for your assistance in this matter.

Sincerely,

Billy Webster, Chairman  
Putnam County Board of Commissioners