

# PUTNAM COUNTY BOARD OF COMMISSIONERS

1



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Friday, December 7, 2018 ♦ 9:00 AM

*Putnam County Administration Building – Room 203*

### Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance

### Rezoning Public Hearing

4. Request by Rick McAllister, agent for LA Development, LLC to rezone 117.54 acres at 475 Pea Ridge Road from R-1R to AG-2 [Map 089, Parcel 024, District 2] (staff-P&D)

### Regular Business Meeting

5. Public Comments
6. Approval of the Agenda
7. Consent Agenda
  - a. Approval of Minutes - November 13, 2018 (staff-CC)
8. Discussion and possible action regarding the Resolution to Amend ACCG Defined Benefit for Putnam County employees (staff-CM)
9. Discussion and possible action on additional paving (staff-CM)
10. Awarding of RFP 18-42001-002 Professional Engineering Design Services for Scott Road Extension (staff-CM)
11. Special Presentations

### Reports/Announcements

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

### Closing

15. 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.

**Backup material for agenda item:**

4. Request by Rick McAllister, agent for LA Development, LLC to rezone 117.54 acres at 475 Pea Ridge Road from R-1R to AG-2 [Map 089, Parcel 024, 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 **Rick McAllister, agent for LA Development, LLC** to rezone 117.54 acres at 475 Pea Ridge Road from R-1R to AG-2. **[Map 089, Parcel 024, District 2]. \***

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

The applicant is requesting to rezone 117.54 acres from R-1R to AG-2. This property extends from Pea Ridge Road over to Martin Luther King Jr. Drive. This property was rezoned from AG to R-1R on December 18, 2007 for a single family residential subdivision (Royal Ridge Subdivision). The property was never developed as such and the applicant is proposing to create an equestrian based development with 5-acre tracts. The proposed use is for agriculture which is consistent with the existing and proposed use. The Comprehensive Plan Future Land Use indicates the future land use as Agriculture/Forestry. Currently there are AG-1 zoned properties adjacent to this property which are suitable to the proposed use in the AG-2 district. There is also a C-1 zoned property adjacent to this property. Therefore, the proposed use will not affect the existing use value or usability of adjacent or nearby properties. The AG-2 zoning will have minimal impact on Pea Ridge Road or adjacent properties. The proposed use will not cause an excessive or burdensome use of public facilities or services.

***Staff recommendation is for approval to rezone 117.54 acres from R-1R to AG-2.***

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*Planning & Zoning Commission’s recommendation is for approval to rezone 117.54 acres from R-1R to AG-2.*

**PLANNING & ZONING COMMISSION MINUTES:**

The Putnam County Planning & Zoning Commission conducted a public hearing on Friday, November 1, 2018 at 6:30 p.m. in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

**Present: Joel Hardie, Alan Oberdeck, James Marshall, Jr.**

**Staff Present: Karen Pennamon, Jonathan Gladden, and Courtney Andrews**

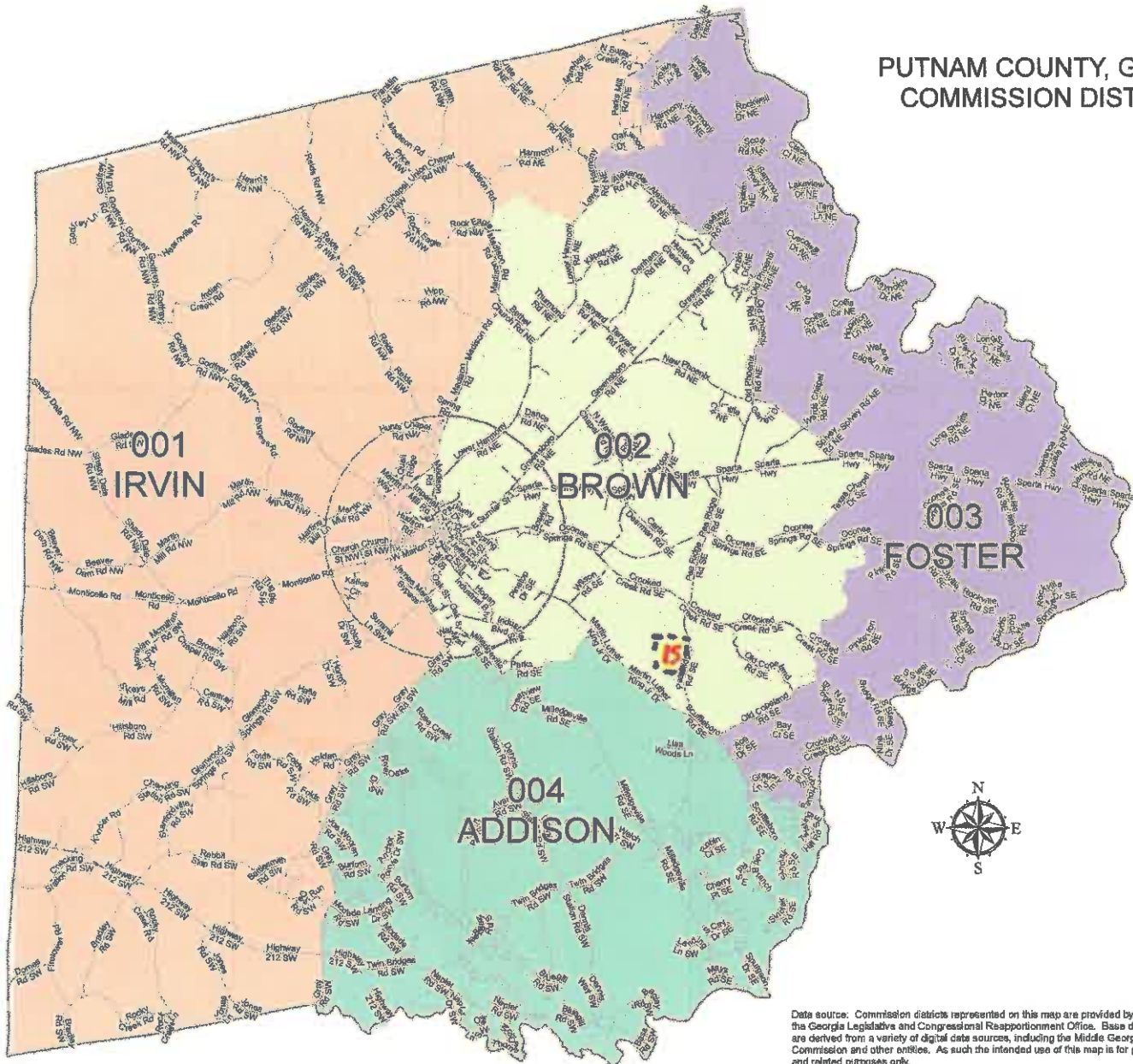
Mr. Rick McAllister, agent for LA Development, LLC represented this request. He stated that the applicant is requesting to rezone 117.54 acres at 475 Pea Ridge Road from R-1R to AG-2. [Map 089, Parcel 024, District 2]. \* Mr. McAllister stated that this property is located on Pea Ridge Road and extends over to Martin Luther King Jr. Drive. He stated that the applicant is interested in rezoning this property in order to create a subdivision with 5-acre parcels for equestrian uses and the AG-2 District requirements are tailor made for this type of development. Mr. Marshall asked if this is the property with a partially built entrance gate. Mr. McAllister

replied yes. He added that there is a road into the property which was created by another developer. Mr. McAllister stated that the applicant is proposing to make the lots larger than what is allowed in the R-1R District requirements and that with an equestrian type scenario this type of zoning (AG-2) allows for additional structures such as a barn. Mr. McAllister stated that the Comprehensive Plan Future Land Use illustrates this as being an agriculture area and coincides with the request. He added that the R-1R does not allow for the accessory and equestrian uses they needed for the proposed development. Mr. Marshall stated that Mr. Ward had visited the property and he had no problems with the request. Mr. Oberdeck stated that he has driven by this property for the last 10 years and is happy someone is finally developing this property. No one spoke in opposition to this request.

**Staff recommendation is for approval to rezone 117.54 acres from R-1R to AG-2.**

**Motion for approval of staff recommendation made by Member Oberdeck, Seconded by Member Hardie.**

**Voting Yea: Chairman Marshall, Member Hardie, Member Oberdeck. All approved.**



Data source: Commission districts represented on this map are provided by data from the Georgia Legislative and Congressional Reapportionment Office. Base data features are derived from a variety of digital data sources, including the Middle Georgia Regional Commission and other entities. As such the intended use of this map is for general planning and related purposes only.

MAP SCALE: 1" = 6,897.26' SCALE RATIO: 1:68,973.4 DATE: DECEMBER 2016

**15. Request by Rick McAllister, agent for LA Development, LLC to rezone 117.54 acres at 475 Pea Ridge Road from R-1R to AG-2. [Map 089, Parcel 024, District 2]. \***

APPLICATION FOR REZONING

APPLICATION NO 2018 01267 DATE: 9/20/18

MAP 089 PARCEL 024

1. Name of Applicant: Rick McAllister
2. Mailing Address: 1341 BEVERLY DRIVE ATHENS GA
3. Phone: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (cell) 706 206 5030
4. The location of the subject property, including street number, if any: 425 DEER RIDGE ROAD
5. The area of land proposed to be rezoned (stated in square feet if less than one acre): 117.54 AC.
6. The proposed zoning district desired: AG-2
7. The purpose of this rezoning is (Attach Letter of Intent) See Attached
8. Present use of property: R-1R Desired use of property: AG-2
9. Existing zoning district classification of the property and adjacent properties:  
Existing: R-1R  
North: AG-1 South: AG-1 East: AG-1/C-2 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.
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
13. A detailed description of existing land uses: Undeveloped with Access Road.
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.

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*[Handwritten signature]*

15. Provision for sanitary sewage disposal: septic system K, 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.

LA Development, LLC [Signature] 9/19/18  
 Signature (Property Owner) (Date)

[Signature] 9/20/18  
 Signature (Applicant) (Date)

[Signature]  
 Notary Public

[Signature]  
 Notary Public



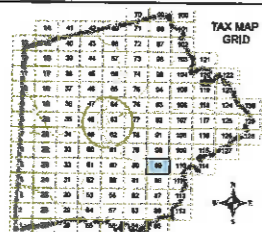
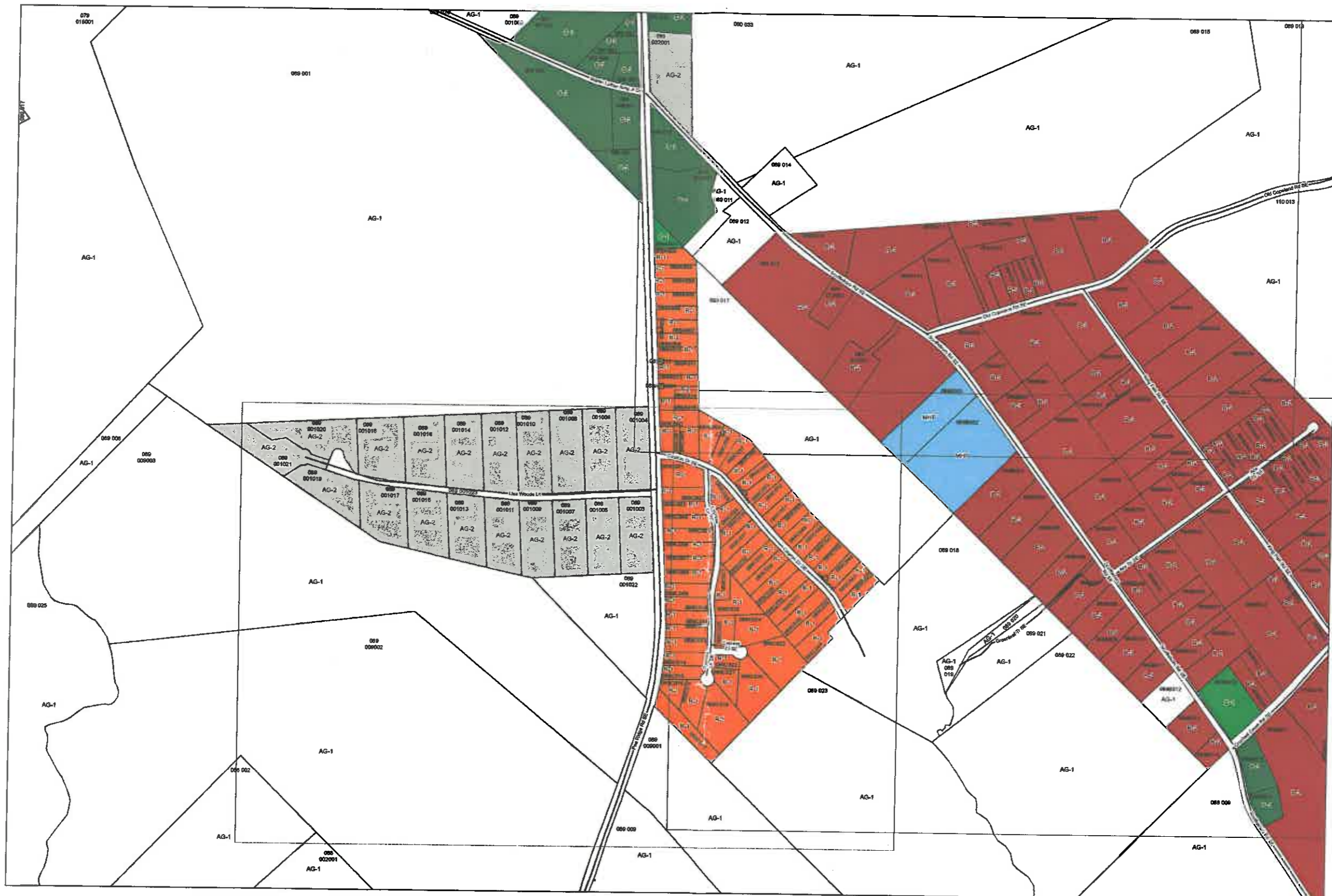
Office Use	
Paid: \$ <u>500.00</u> (cash) _____ (check) <u>1027</u> (credit card) _____	
Receipt No. <u>20997</u>	Date Paid: <u>9-20-18</u>
Date Application Received: _____	Reviewed for completeness by: <u>[Signature]</u>
Submitted to TRC: _____	Return date: _____
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____

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21







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

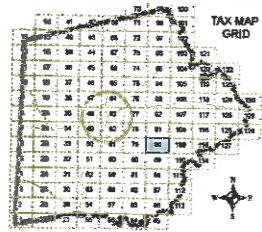
Zoning		GEOGRAPHIC FEATURE LEGEND											
No Code	AG-2	C-1 CITY	C-2 CITY	IND-2 CITY	R-1 CITY	R-1	RM-2	C-1	I-M	MHP	R-2 CITY	R-1R	RM-3
AG-1	AG-1 CITY	C-1	C-2	IND-1 CITY	R-3 CITY	R-2	VILLAGE	C-2	IND-2	PUBLIC	R-4 CITY	RM-1	
		C-2		IND-2	PUBLIC CITY								

**MGRC**  
IT GIS Services  
Middle Georgia Regional Commission  
170 Esney Hwy  
State C  
Macon, Georgia 31217  
(478) 751-6580  
(478) 751-6577  
Web: [www.mgarc.org](http://www.mgarc.org)  
Email: [lg@mg-cs.org](mailto:lg@mg-cs.org)

**PUTNAM COUNTY, GEORGIA  
ZONING MAPS**

**MAP 089**

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: SEPTEMBER 2016



- 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  
Mobile Georgia Regional Commission  
175 Emory Hwy  
Dunwoody, GA 30329  
(478) 751-6160  
(478) 751-6217  
Web: [www.mgarc.org](http://www.mgarc.org)  
Email: [mgarc@mgarc.org](mailto:mgarc@mgarc.org)

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

**MAP 090**

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,000    DATE: SEPTEMBER 2018

WE, THE UNDERSIGNED OWNERS OF REAL PROPERTY LOCATED IN THE CITY OF EATONTON/PUTNAM COUNTY, GEORGIA, HEREBY APPOINT Rick McAllister TO BE MY AGENT FOR THE PURPOSE OF APPLYING FOR Rezoning OF PROPERTY DESCRIBED AS MAP 089 PARCEL 024 CONSISTING OF 11754 ACRES, WHICH HAS THE FOLLOWING ADDRESS: Pea Ridge Road EATONTON, GEORGIA 31024. ATTACHED HERETO IS A COPY OF A DEED AND OR PLAT OF SURVEY DESCRIBING THE PROPERTY OWNED BY THE PROPERTY OWNER(S) TO WHICH THIS LETTER OF AGENCY APPLIES.

THE ABOVE NAMED AGENT HEREBY IS AUTHORIZED TO COMPLETE AND SIGN THE CITY OF EATONTON/PUTNAM COUNTY APPLICATION FOR **REZONE** ON OUR BEHALF.

WE UNDERSTAND THAT THIS LETTER OF AGENCY WILL BE ATTACHED TO AND MADE PART OF SAID FORM AND WILL BE RELIED UPON BY THE CITY OF EATONTON/PUTNAM COUNTY. FOR AND IN CONSIDERATION OF THE CITY OF EATONTON/PUTNAM COUNTY ACCEPTING THIS LETTER OF AGENCY, WE HEREBY INDEMNIFY AND HOLD HARMLESS THE CITY OF EATONTON/PUTNAM COUNTY AND ITS AGENTS AND/OR EMPLOYEES IN THE EVENT THAT THE ABOVE NAMED AGENT SHOULD MISUSE THIS LETTER OF AGENCY AND WE SUFFER DAMAGES AS A RESULT.

THIS 19<sup>th</sup> DAY OF Sept., 2016.

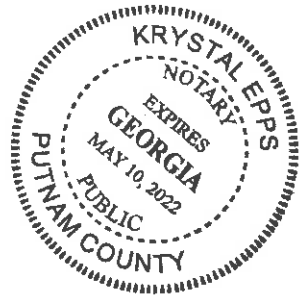
PROPERTY OWNER(S): LA Development, LLC a/o Lowell Watkins White III

LA Development, LLC NAME (PRINTED)  
[Signature] SIGNATURE

ADDRESS: P.O. Box 4367, Eatonton, GA 31024  
PHONE: 706-923-5493

ALL SIGNATURES WERE HEREBY SWORN TO AND SUBSCRIBED BEFORE ME THIS 19 DAY OF Sept., 2016.

[Signature]  
NOTARY  
MY COMMISSION EXPIRES: May 10, 2022



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**LETTER OF INTENT – PARCEL 089-024- PUTNAM COUNTY, GA**

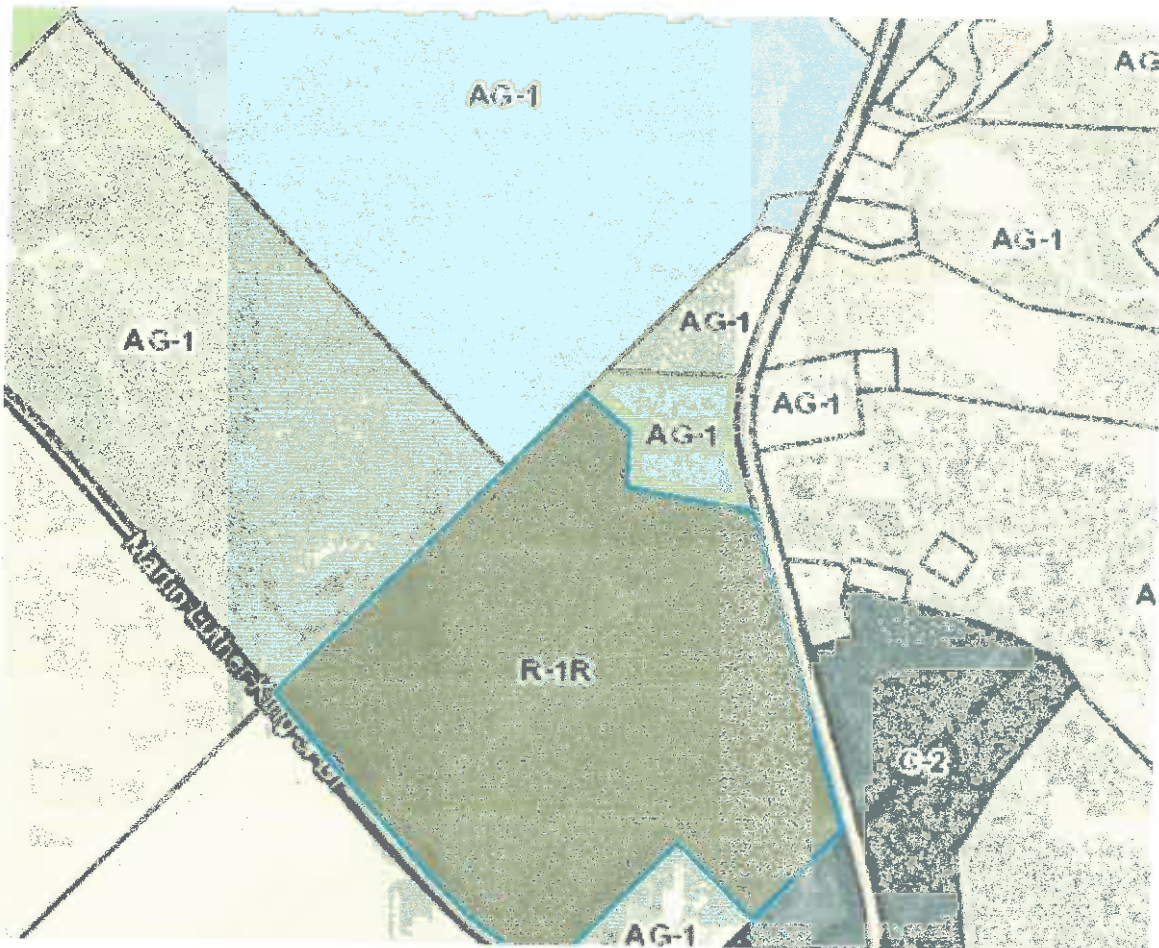
The site is located along Pea Ridge Rd and Martin Luther King Drive. The parcel has an existing access road connecting to Pea Ridge Road. Currently the proposed site is zoned R-1R. The owner would like to have the opportunity to create an equestrian based development with lot sizes and land use as allowed in AG-2 zoning.

The site is within guidelines set for future development as illustrated in the Putnam County / City of Eatonton 2007-2030 Comprehensive Plan (attached in application). The proposed land use is under 25 lots therefore will not require and Impact Study or Conceptual Plan. The adjacent land use is similar in nature as illustrated in exhibit below.

We appreciate your consideration of our re-zone request.

Property Exhibit:

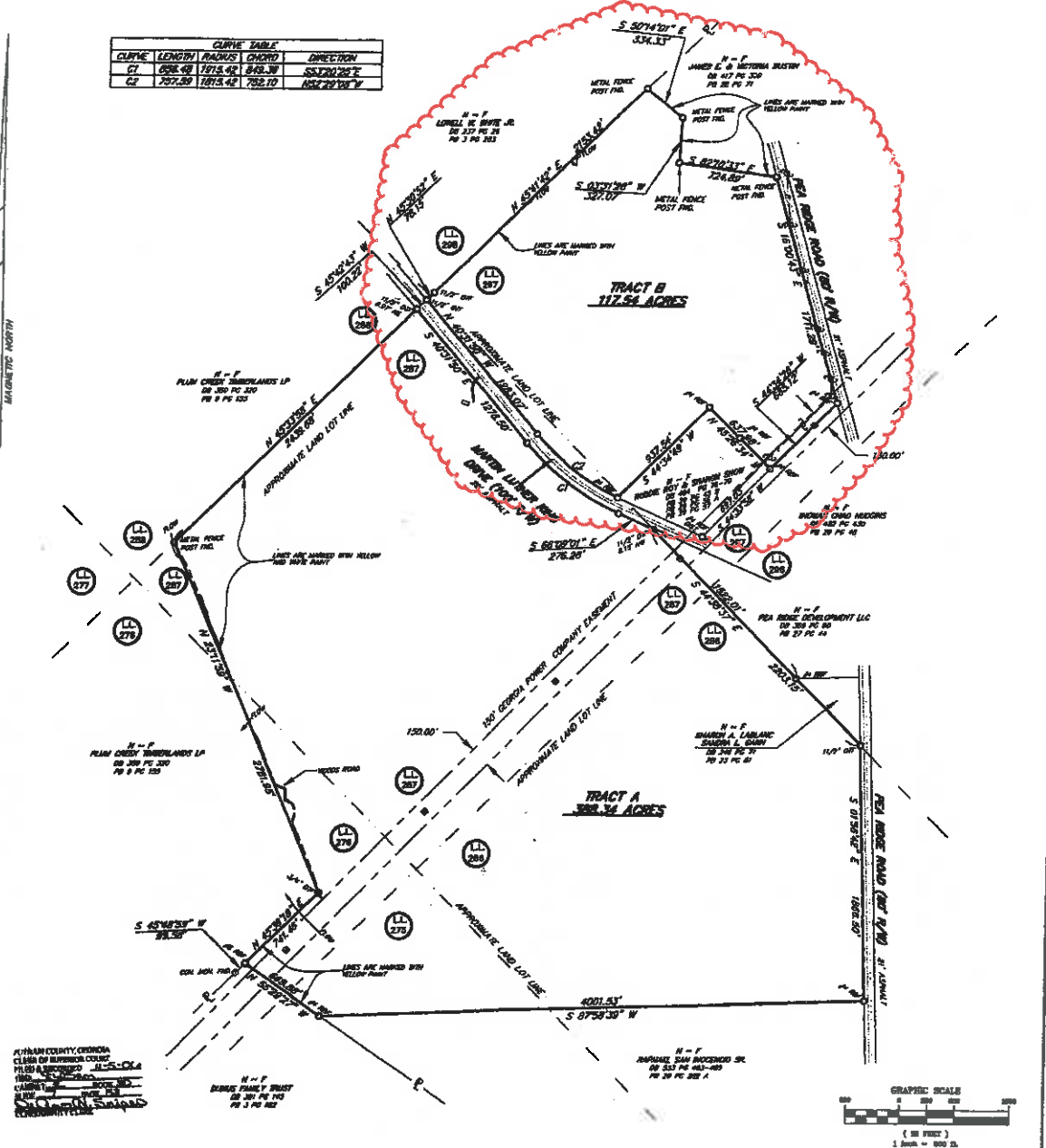
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THIS PLAN IS PREPARED FROM A FIELD SURVEY USING A FIVE SECOND DIGITAL THEODOLITE AND ELECTRONIC DISTANCE METER; LINEAR PRECISION OF TRAVERSE: 1/10,000; ANGULAR PRECISION: 3" - 40"; THE TRAVERSE WAS ADJUSTED USING THE COLLIMATED RULE; LINEAR PRECISION OF THIS PLAN: 1/25,000. MATTERS OF TITLE ARE EXCEPTED.

THIS PROPERTY MAY BE SUBJECT TO EASEMENTS, CLAIMS, PRESCRIPTIONS, SUBROGATE EASEMENTS, OR OTHER MATTERS OF TITLE WHICH ARE NOT VISIBLE, NOT RECORDED, OR NOT DISCLOSED IN THE TITLE ABSTRACT PROVIDED BY THE OWNER, THE PURCHASER, OR ANY AGENTS THEREOF.

CURVE TABLE		
CURVE	LENGTH	DIRECTION
C1	1724.41	S 84°20'22" E
C2	752.17	AS 22°20'10" W



PUTNAM COUNTY, GEORGIA  
 CLAIM OF SUPERIOR COURT  
 FILED IN RECORDED BOOKS 41-5-04  
 JAMES H. ...  
 ...

REFERENCES:  
 PUTNAM COUNTY RECORDS  
 DB 474 PG 376-408  
 PB 1 PG 169

*Lisa Jackson* 4/15/00  
 Putnam Co. Planning & Development



3/21/2006

DATE	03-24-2006	REVISIONS
SCALE	1"=500'	
DRAWN BY	AW	
CHECKED BY	AW	
DWG NAME	FLY	

**ANDY WILLIAMS SURVEYING, INC.**

1085 HIGHWAY 42 SOUTH  
 JACKSON, GEORGIA 30233  
 770-775-0886



SURVEY FOR:  
**MIKE FLY**  
**FERRELL WILKERSON**  
**JOHN MCGARITY**  
 LOCATED IN LAND LOTS 273, 276, 280, 287, 297  
 2nd DISTRICT  
 PUTNAM COUNTY, GEORGIA

**Backup material for agenda item:**

7. Consent Agenda
  - a. Approval of Minutes - November 13, 2018 (staff-CC)

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

**Tuesday, November 13, 2018 ♦ 6:30 PM**

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, November 13, 2018 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

### *PRESENT*

- Chairman Stephen Hersey
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Trevor Addison

### *ABSENT*

- Commissioner Alan Foster

### *STAFF PRESENT*

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

### **Opening**

1. Welcome - Call to Order

Chairman Hersey called the meeting to order at approximately 6:31 p.m. (Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Invocation

Pastor James Smith gave the invocation.

3. Pledge of Allegiance

Chairman Hersey led the Pledge of Allegiance.

### **Regular Business Meeting**

4. Public Comments

None

5. Approval of Agenda

**Motion to approve the Agenda.**

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

**Voting Yea: Chairman Hersey, Commissioner Irvin, Commissioner Brown, Commissioner Addison**

6. Consent Agenda

- a. Approval of Minutes - October 16, 2018 Regular Meeting (staff-CC)
- b. Approval of Minutes - October 16, 2018 Executive Session (staff-CC)
- c. Approval of Minutes - November 2, 2018 Called Meeting (staff-CC)
- d. Approval of Minutes - November 2, 2018 Public Hearing/Called Meeting (staff-CC)
- e. Approval of Revised Final Plat for Enclave at Waterfront (staff-P&D)
- f. Authorization for Chairman to sign GDOT Section 5311 Program FY2020 Grant Application (staff-Transit)

**Motion to approve the Consent Agenda**

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

**Voting Yea: Chairman Hersey, Commissioner Irvin, Commissioner Brown, Commissioner Addison**

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

7. Approval of 2018 Budget Amendment #3 (staff-Fin)

**Motion to approve 2018 Budget Amendment #3**

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

**Voting Yea: Chairman Hersey, Commissioner Irvin, Commissioner Brown, Commissioner Addison**

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

8. Approval of the 2019 BOC Meeting Schedule (staff-CC)

**Motion to approve the 2019 BOC Meeting Schedule**

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

**Voting Yea: Chairman Hersey, Commissioner Irvin, Commissioner Brown, Commissioner Addison**

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

9. Discussion and possible action regarding the Resolution passed on November 2, 2018 (SH) Chairman Hersey expressed his concern regarding procedure at the 11/2/18 called meeting; specifically taking actions other than the extension of the SDS. Mr. Doug Eaves advised that SDS form 2s were received this afternoon at 5 pm, but a few corrections need to be made. Once corrections are made, staff will review again and give to BOC to review. Once satisfied, the Chairman can sign. No action was taken.



10. Discussion and possible action regarding the Consolidation Study prepared by MGRC (SH)  
Chairman Hersey advised that he was looking for direction from the board regarding rescheduling the MGRC presentation of the Consolidation Study. It was recommended to schedule the meeting after the first of the year to allow the new commissioners to be a part of the discussion. No action was taken.

11. Discussion and possible action regarding the IGA between Putnam County, Baldwin County and the Sinclair Water Authority (SH)  
Chairman Hersey advised that he was looking for direction from the board regarding the IGA between Putnam County, Baldwin County, and SWA. It was recommended to wait on this issue until after the new year. No action was taken.

**Reports/Announcements**

12. County Manager Report

County Manager Van Haute reported the following:

- Submission of GEBCorp plan documents regarding the conversion of leave into a 457 plan (at no cost changes to the county) will be on the next agenda
- Womack Paving bid coming out of SPLOST#8 will be on the next agenda
- Thanked and congratulated everyone for this year’s balanced budget

13. County Attorney Report  
No report.

14. Commissioner Announcements  
Commissioner Irvin: none

Commissioner Brown: none

Commissioner Foster: absent

Commissioner Addison: none

Chairman Hersey advised that the Baldwin County TSPLOST was defeated and thanked this board and Putnam voters for passing it here; also received a letter from Mayor Rocker announcing his resignation from the EPWSA board and designating his son, Walt Rocker III, to replace him.

**Closing**

15. Adjournment

**Motion to adjourn the meeting.****Motion made by Commissioner Addison, Seconded by Commissioner Irvin.****Voting Yea: Chairman Hersey, Commissioner Irvin, Commissioner Brown, Commissioner Addison**

Meeting adjourned at approximately 8:38 p.m.

ATTEST:

Lynn Butterworth  
County ClerkStephen J. Hersey  
Chairman

**Backup material for agenda item:**

8. Discussion and possible action regarding the Resolution to Amend ACCG Defined Benefit for Putnam County employees (staff-CM)

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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
Tel: 706-485-5826 ♦ Fax: 706-923-2345 ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

## **AGENDA ITEM**

Date: 12/07/2018

To: BOC

From: County Manager

Item: Discussion and possible action regarding the Resolution to Amend ACCG Defined Benefit for Putnam County employees

### **NOTES**

The employees would have the option to convert excess leave into a 457 plan once per year. Currently, excess leave is credited toward time of service. All contributions to the plan would be funded within the constraints of the current departmental budget.

**RESOLUTION TO AMEND ADOPTION AGREEMENT FOR  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
457(b) DEFERRED COMPENSATION PLAN FOR  
PUTNAM COUNTY EMPLOYEES**

**WHEREAS**, Putnam County, Georgia (the “Employer”) through the Putnam County Board of Commissioners, previously adopted the Association County Commissioners of Georgia 457(b) Deferred Compensation Plan for Putnam County Employees (the “Plan”) for the benefit of its eligible employees, through an Adoption Agreement that was most recently amended and restated effective January 1, 2013;

**WHEREAS**, Section 11.01(a) of the Plan allows the Employer to amend the elective provisions of Adoption Agreement at any time; and

**WHEREAS**, the Employer desires to amend the Adoption Agreement to provide for an annual Employer Discretionary Contribution equal to the value of the Employee’s excess annual leave, unless the Employee elects to have the excess annual leave added to his or her Credited Service under the Association County Commissioners Defined Benefit Plan for Putnam County Employees.

**NOW THEREFORE**, at a meeting held on the \_\_ day of \_\_\_\_\_, 2018, the Putnam County Board of Commissioners adopts the attached Amendment #1 to be effective as of January 1, 2019.

**FURTHER RESOLVED** that Commission Chair is hereby authorized, empowered, and directed to take all further actions and to execute all documents necessary to implement these resolutions.

**FURTHER RESOLVED** that any resolution in conflict with this resolution is hereby repealed.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**PUTNAM COUNTY, GEORGIA, BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chair, Putnam County Board of Commissioners

Attest:

By: \_\_\_\_\_  
County Clerk

**RESOLUTION TO AMEND  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
DEFINED BENEFIT PLAN FOR PUTNAM COUNTY EMPLOYEES**

**WHEREAS**, Putnam County, Georgia (the “Employer”) through the Putnam County Board of Commissioners, previously adopted the Association County Commissioners of Georgia Defined Benefit Plan for Putnam County Employees (the “Plan”) through an Adoption Agreement that was most recently amended and restated effective January 1, 2015;

**WHEREAS**, Section 16.02(a) of the Plan allows the Employer to amend the Plan with the consent of the Association County Commissioners of Georgia Defined Benefit Plan Board of Trustees;

**WHEREAS**, Section 16.02(b) of the Plan allows the Employer to amend the elective provisions of the Adoption Agreement at any time; and

**WHEREAS**, the Employer desires to amend the Plan and Adoption Agreement to allow an Employee to make an annual election to have his or her excess unused annual leave added to Credited Service under this Plan, in lieu of having an amount equal to the value of the Employee’s excess unused annual leave contributed to the Association County Commissioners of Georgia 457(b) Plan for Putnam County Employees, as an Employer Discretionary Employer Contribution.

**NOW THEREFORE**, at a meeting held on the \_\_ day of \_\_\_\_\_, 2018, the Putnam County Board of Commissioners adopts the attached Amendment #2 to be effective as of January 1, 2019.

**FURTHER RESOLVED** that Commission Chair is hereby authorized, empowered, and directed to take all further actions and to execute all documents necessary to implement these resolutions.

**FURTHER RESOLVED** that any resolution in conflict with this resolution is hereby repealed.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**PUTNAM COUNTY, GEORGIA, BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chair, Putnam County Board of Commissioners

Attest:

By: \_\_\_\_\_  
County Clerk

**AMENDMENT #1 TO  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
457(b) DEFERRED COMPENSATION PLAN  
FOR PUTNAM COUNTY EMPLOYEES**

THIS AMENDMENT is made and entered into by Putnam County, Georgia (“the Employer”), by and through the Putnam County Board of Commissioners.

**W I T N E S S E T H**

**WHEREAS**, the Employer maintains the Association County Commissioners of Georgia 457(b) Deferred Compensation Plan for Putnam County Employees (the “Plan”) for the benefit of its eligible employees, through an Adoption Agreement that was most recently amended and restated effective January 1, 2013;

**WHEREAS**, Section 11.01(a) of the Plan allows the Employer to amend the elective provisions of its Adoption Agreement at any time; and

**WHEREAS**, the Employer desires to amend the Adoption Agreement to provide for an annual Employer Discretionary Contribution equal to the value of the Employee’s excess annual leave, unless the Employee elects to have the excess annual leave added to his or her Credited Service under the Association County Commissioners Defined Benefit Plan for Putnam County Employees.

**NOW, THEREFORE**, the Employer hereby amends Adoption Agreement Section 3.04, Employer Contributions, by adding an Employer Discretionary Contribution effective January 1, 2019, as follows:

Employer Discretionary Contributions

- No Discretionary Contributions
- Discretionary Contributions as determined each year by the Employer using the following Allocation Formula:
  - Pro-Rata Based on Compensation
    - Each Participant is credited with a portion of the Employer Contribution for the Plan Year equal to the ratio that the Participant’s Compensation for the Plan Year bears to all Participants’ Compensation for the Plan Year
  - Fixed Dollar Formula
    - Each Participant shall be credited with an equal dollar amount
  - Other Formula (specify): **An amount equal to the value of the Participant’s excess unused annual leave, unless the Participant elects to have such excess unused annual leave added to Credited Service under the ACCG Defined Benefit Plan for Putnam County Employees. Such election may be made on an annual basis, in the form and manner as determined by the Employer.**

Discretionary Contributions shall be made:

- On a payroll basis
- On an annual basis
- Other (specify):

**IN WITNESS WHEREOF**, the Employer has caused its duly authorized officer to execute this Amendment on the date noted below.

**PUTNAM COUNTY, GEORGIA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**AMENDMENT #2 TO  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
DEFINED BENEFIT PLAN FOR PUTNAM COUNTY EMPLOYEES**

THIS AMENDMENT is made and entered into by Putnam County, Georgia (the “Employer”) by and through the Putnam County Board of Commissioners.

**W I T N E S S E T H**

**WHEREAS**, the Employer maintains the Association County Commissioners of Georgia Defined Benefit Plan for Putnam County Employees (“the Plan”) for the benefit of its eligible employees, through an Adoption Agreement that was most recently amended and restated effective January 1, 2015;

**WHEREAS**, Section 16.02(a) of the Plan allows the Employer to amend the provisions of the Plan with the consent of the Association County Commissioners of Georgia Defined Benefit Plan Board of Trustees;

**WHEREAS**, Section 16.02(b) of the Plan allows the Employer to amend the elective provisions of the Adoption Agreement at any time; and

**WHEREAS**, the Employer desires to amend the Plan and Adoption Agreement to allow an Employee to make an annual election to have his or her excess unused annual leave added to Credited Service under this Plan, in lieu of having an amount equal to the value of the Employee’s excess unused annual leave contributed to the Association County Commissioners of Georgia 457(b) Plan for Putnam County Employees as an Employer Discretionary Employer Contribution.

**NOW, THEREFORE**, the Plan and Adoption Agreement are hereby amended effective January 1, 2019, as follows:

1. Section 1.13 of the Adoption Agreement, is deleted in its entirety and replaced with the following:

**1.13 CREDITED SERVICE.**

Method of Measurement

Hours of Service Method

Elapsed Time Method

Adjustments to Credited Service

Maximum years of Credited Service

**Include    Exclude**

Maximum Years:

Unused sick leave

Unused annual leave

Eligibility Service

Service when no Participant contributions were made  
(for contributory plans only)



2. Section 1.13 of the Plan, Credited Service, is hereby amended to adding the following new subsection (c) to the end thereof:

“(c) Notwithstanding any other provision of the Plan to the contrary, a Participant may make an election, on an annual basis, to have his or her excess unused annual leave added to Credited Service under this Plan, in lieu of having the value thereof contributed to Association County Commissioners of Georgia 457(b) Plan for Putman County Employees as an Employer Discretionary Contribution. Such election shall be in the form and at the time as determined by the Employer. If the Participant makes no election, such excess unused annual leave will not be added to Credited Service under this Plan.”

**IN WITNESS WHEREOF**, the Employer has caused its duly authorized officer to execute this Amendment on the date noted below.

**PUTNAM COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ACCEPTED BY ACCG DEFINED BENEFIT PLAN BOARD OF TRUSTEES**

By: \_\_\_\_\_

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

9. Discussion and possible action on additional paving (staff-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.



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
Tel: 706-485-5826 ♦ Fax: 706-923-2345 ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

## AGENDA ITEM

Date: 12/07/2018

To: BOC

From: County Manager

Item: Discussion and possible action on additional paving

### **NOTES**

Per my previous email.

Due to the very reasonable unit pricing submitted by Womack Paving, I asked Larry to investigate cost of paving some additional areas in the county.

1. Recreation Dept- The front and rear parking lots and access road. The grassy area has been removed and will be paved if approved.  
(\$248,200)
2. Oconee Springs Park- The parking lot. (\$72,800)
3. Animal Services -The front parking lot and side driveway-access road (to the incinerator). (\$19,000)

The unit pricing provided in the Womack bid is being used.  
The estimated cost based on the quantities is \$340,000.  
Funding will be from SPLOST #8.

Change Order # 2  
**2018 TSPLOST 2019 LMIG**  
**(BIDDER MUST RETURN THIS FORM WITH BID RESPONSE)**  
**BID SCHEDULE OF ITEMS**

PAY ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
150-000	TRAFFIC CONTROL	LS	1	15,732.00	\$15,732.00
205-0001	UNCLASS EXCAV	CY	25	500	\$12,500.00
210-0101	GRADING; ADJUST SHOULDER	LM	0	7,500.00	\$0.00
310-1101	GR AGGR BASE CRS	TN	1,240	43	\$53,320.00
402-1812	REC AC LEVELING	TN	0	86	\$0.00
402-3103	REC AC 9.5MM SP, INCL BM&HL TACK COAT (SP TYPE II, GP 2)	TN	0	75	
402-3130	REC AC 12.5MM SP, GP2 ONLY INCL, BM & HL & TACK COAT	TN	3,082	73	\$224,986.00
432-0206	MILL ASPH CONC; 1.5 INCHES	SY	12,870	2.6	\$33,462.00
652-2501	SOL TRAF STRP; 5 IN. WHITE PNT.	LM	0	450	\$0.00
652-2502	SOL TRAF STRP; 5 IN. YELLO PNT.	LM	0	490	\$0.00
652-3502	SKIP TRAF STRP 5 IN. YELLO PNT.	GLM	0	330	\$0.00
652-5701	SOL TRAF STRP; 24 IN. WHITE PNT	LF	0	3.25	\$0.00
653-1704	THERMO SOL; 24 IN WHITE STRPE	LF	0	11	\$0.00
653-1501	THERMO SOL; 5 IN. WHITE STRPE	LM	0	1,950.00	\$0.00
653-1502	THERMO SOL; 5 IN. YELLO STRPE	LM	0	2,050.00	\$0.00
653-4502	THERMO SKIP; 5 IN. YELLO STRPE	GLM	0	1,425.00	\$0.00
653-0100	THERMO RR/HWY CROSS SYM	EA	0	600	\$0.00
659-5013	THERMO RUMBLE STRIPS 5 IN. WIDE x 6 FT. LONG	EA	0	30	\$0.00
707-6969	PRFM SILICONE JOINT SEALANT BRIDGE REPAIR	LF	0	100.75	\$0.00
001-0022	ADMINISTRATIVE BONDS	LS	0		
				<b>TOTAL BID</b>	<b>\$340,000.00</b>

**TOTAL BID PRICE:** Three hundred forty thousand dollars & zero cents

**Womack Paving, Inc.**

11/7/2018

*Sandy Brooks*

Vice President of Operations

Location	Rec Center	Animal Shelter	Oconee Springs Park	Recreation Park Rd
Total Area (SY)	17,640.68	1,207.80	6,578.10	2,579
GAB (Tons)	771.83	67.7	399.5	N/A
12.5 @.2" (Tons)	1,940.47	132.86	723.59	283.68
Milling (SY)	10,289.96	N/A	N/A	2,578.90

**Backup material for agenda item:**

10. Awarding of RFP 18-42001-002 Professional Engineering Design Services for Scott Road Extension (staff-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.



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## AGENDA ITEM

Date: 12/07/2018

To: BOC

From: County Manager

Item: Awarding of RFP 18-42001-002 Professional Engineering Design Services for Scott Road Extension

### **NOTES**

**RE:** Scott Road Extension – Design Firm Recommendation  
Summary of Process & Recommendation

The Putnam County Board of Commissioners identified the referenced project for TSPLOST funding in 2017.

The engineering estimate provided to the BOC in February 2018 was \$150,000 for Design Services. The schedule for completion of Design Services was approximated to be June 2019.

The Request for Proposal (RFP) for Scott Road Extension Civil Engineering Design Services was posted on the county web site on November 1<sup>st</sup>, advertised in the Eatonton Messenger on November 8<sup>th</sup>, and placed on the DOAS and GLGA web sites.

On November 28, 2018, seven (7) firms submitted technical and fee proposals. See attached Bid Tabulation spreadsheet.

The Proposal Review Team evaluated the submitted proposals utilizing the attached Evaluation Matrix. This Qualifications-Based Selection (QBS) process was utilized by the Review Team.

The highest ranked firm was identified as Southeastern Engineering, Inc. (SEI). Their engineering fee was \$116,750; which is \$33,200 less than the

engineering estimate of \$150,000 in February 2018. Staff recommends SEI as the most qualified firm to perform this work.

The County will need to procure the services of a geotechnical firm in January to perform a subsurface investigation. Some additional environmental permitting may still be required depending on the findings of the selected firm. It is expected that these additional costs, in addition to the engineering fees, will be less than \$150,000.

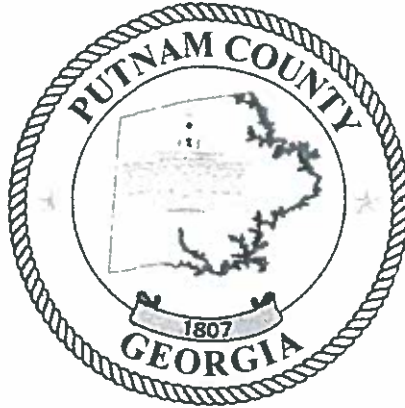
A future contract with a Right-of-Way (ROW) Acquisition firm will be presented to the BOC for approval in mid-2019 prior to the commencement of the ROW Phase.

Staff expects design and permitting will be completed within 12-14 months. Right-of-Way and easement acquisition will take approximately 6 months. ROW and easement acquisition can occur prior to the completion of the final construction plans. The Construction Phase will begin in early 2020 with a bid package advertised, utility relocations and construction commencing mid 2020 with a project completion in early 2021.

Staff will attempt to accelerate the design tasks to allow for environmental permitting and ROW acquisition to occur earlier than the estimated dates provided herein.

A contract will be prepared with the design firm once the BOC makes a determination on the staff's recommendation.





**PROFESSIONAL ENGINEERING SERVICES  
FOR  
SCOTT ROAD EXTENSION**

BID OPENING: November 28<sup>th</sup>, 2018; 10:00 AM

BIDDER	SUBMISSION REQUIREMENTS (III A.1 TO A.9)	SEPARATE FEE AND TECHNICAL PROPOSALS	EXHIBIT A CONFLICT OF INTEREST	EXHIBIT B ACCEPTANCE FORM	EXHIBIT C E-VERIFY AFFIDAVITS	EXHIBIT D SUBCONTRACTOR E-VERIFY AFFIDAVITS	ADDENDUM'S IDENTIFIED (2)	LUMP SUM FEE
P.C. Symonon & Associates	YES	YES	YES	YES	No	No	No	191,380.00
Southeastern Eng. Inc.	YES	YES	YES	YES	YES	—	No	116,750.00
Falcon Design	YES	YES	YES	YES	YES	—	YES	74,350.00
WOOD	YES	YES	YES	YES	YES	—	YES	202,500.00

BIDS RECEIVED BY: Zan R. Keagy Kaiser

[Signature] Van Haute

DATE: 11/28/2018

**NOTE:** Bids not official until bid schedule is verified and all required submittals are submitted in accordance with the project bid documents and/or specifications



**PROFESSIONAL ENGINEERING SERVICES  
FOR  
SCOTT ROAD EXTENSION**

**BID OPENING: November 28<sup>th</sup>, 2018; 10:00 AM**

BIDDER	SUBMISSION REQUIREMENTS (III A.1 TO A.9)	SEPARATE FEE AND TECHNICAL PROPOSALS	EXHIBIT A CONFLICT OF INTEREST	EXHIBIT B ACCEPTANCE FORM	EXHIBIT C E-VERIFY AFFIDAVITS	EXHIBIT D SUBCONTRACTOR E-VERIFY AFFIDAVITS	ADDENDUM'S IDENTIFIED (2)	LUMP SUM FEE
GMC	YES	YES	YES	YES	YES	YES	NO	124,336.00
ARETE <sup>^</sup> Engineering & Const. Inc.	YES	YES	YES	YES	YES	YES	NO	273,988.64
Griffin & Davis Consulting, Inc.	YES	YES	YES	YES	YES	YES	YES	189,510.00

BIDS RECEIVED BY: Zach Kaiser Kaiser

[Signature] Van Haute

DATE: 11/28/2018

**NOTE:** Bids not official until bid schedule is verified and all required submittals are submitted in accordance with the project bid documents and/or specifications

## SCOTT ROAD EXTENSION ENGINEERING PROPOSAL EVALUATION MATRIX

MAX. POINTS (point allocation)	CRITERIA	CONSULTING FIRM							
		WOOD	GMC	ARETE	SEI	PC SIMONTON	GRIFFIN & DAVIS	FALCON	
<b>20</b> <small>1 pt = less than 5 submitted 5 pt = 5 to 8 submitted 20 pt = all 9 submitted</small>	<b>Responsiveness to Submission Criteria (III A.1 to III A.9)</b>	20	20	20	20	5	20	5	Missing all submission requirements
<b>25</b> <small>5 pt = firm and PM experience with requirements very limited; weak presentation of examples 10 pt = firm and PM has 2-3 examples of success although specificity limited) 15 pt = firm has more experience than PM – greater than 3 examples 20 pt = PM has more experience on meeting requirements 25 pt = PM and firm have significant and substantive experience meeting all requirements with &gt; 3 examples each</small>	<b>Qualifications of Firm &amp; Project Team Members</b> <ul style="list-style-type: none"><li>• Qualifications of firm to complete tasks within budget and on time, lead effective public meetings, “outside the box thinking” and dealing with GDOT (examples)</li><li>• Qualifications of assigned Project Manager (PM) to complete tasks within budget and on time, lead effective public meetings, “outside the box thinking” and dealing with GDOT (examples)</li></ul>	20	25	25	25	10	25	10	Some GDOT experience but not strong
<b>25</b> <small>0 pt = no clue! 5 pt = Basic understanding w/ minimal understanding 15 pt = good understanding w/ some detail 25 pt = detailed explanation of how to address most if not all the project issues</small>	<b>Demonstrated Experience of Project Scope and Relevant Issues</b>	20	20 no discussion of side street impacts	15 did not walk site - did not discuss env. permitting; confused w/ this bring a local project and no state funding	20 no discussion of side street impacts	5	15 Great understanding of project but “cut and paste” from another project was evident	15	
<b>10</b> <small>0 pt = clients provided but lacking good references 5 pt = clients provided and good references 10 pt = excellent references from clients</small>	<b>References - Current &amp; Former Clients</b>	10	10	10	10	5 NO GDOT clients	10	5	
<b>5</b> <small>0 pt = PM workload not well defined 5 pt = detailed outline of current and future workload</small>	<b>Demonstrated Experience and Willingness to Meet Project Deadlines</b>	5	5	5	5	0	5	5	
<b>5</b> <small>0 pt = schedule provided but no explanation or not realistic, intangibles lacking 5 pt = Good schedule and explained w/ intangibles</small>	<b>Design Schedule Proposed &amp; Intangibles</b>	5	5	5	2.5	2.5	5	0	
<b>10 (low to high)</b>	<b>Fee Schedule (if short listed)</b>	4 \$202,500	7 \$124,336	1 \$273,988.64	8 \$116,750	3 \$191,380	6 \$189,000	10 \$74,000	
<b>100</b>	<b>TOTAL POINTS</b>	84	92	81	93	30	86	50	

TIE for 1st: GMC & SEI  
2nd: Griffin & Davis  
3rd: WOOD

**NOTE: SELECTION TEAM CHOSE SEI**