

LOWNDES COUNTY BOARD OF COMMISSIONERS
PROPOSED AGENDA
WORK SESSION, MONDAY, AUGUST 24, 2020, 8:30 a.m.
REGULAR SESSION, TUESDAY, AUGUST 25, 2020, 5:30 p.m.
327 N. Ashley Street - 2nd Floor

1. **Call To Order**

2. **Invocation**

3. **Pledge Of Allegiance To The Flag**

4. **Minutes For Approval**

- a. Work Session - August 10, 2020, Millage Hearing & Regular Session - August 11, 2020

5. **Public Hearing**

- a. Beer And Wine License - Carlo Felice Sacco Of Uncle Carlo's Gelato, LLC, DBA Uncle Carlo's Italian Ristorante - 1024 Lakes Blvd., Lake Park, GA

Documents:

[BEER AND WINE LICENSE - CARLO FELICE SACCO.PDF](#)

6. **For Consideration**

- a. Contract/Memorandum Of Understanding Between The Board Of Regents Of The University System Of GA On Behalf Of The University System Of GA Extension And The Lowndes County Board Of Commissioners

Documents:

[MEMORANDUM OF UNDERSTANDING - BOARD OF REGENTS ON BEHALF OF UNIVERSITY SYSTEM OF GA AND LOWNDES BOC.PDF](#)

- b. Contract For Extension Agents And Staff

Documents:

[CONTRACT FOR EXTENSION AGENTS AND STAFF.PDF](#)

- c. Annual Contract Renewal, Georgia Department Of Corrections - Prison Work Details

Documents:

[ANNUAL CONTRACT RENEWAL, GEORGIA DEPARTMENT OF CORRECTIONS - PRISON WORK DETAILS.PDF](#)

d. Architectural Services For Lowndes County Fire Station #5 - Bemiss Road Fire Station Alterations And Additions

Documents:

[ARCHITECTURAL SERVICES FOR LOWNDES COUNTY FIRE STATION 5 - BEMISS ROAD FIRE STATION ALTERATIONS AND ADDITIONS.PDF](#)

e. USDA Building Lease Amendment No. 4

Documents:

[USDA BUILDING LEASE AMENDMENT NO. 4.PDF](#)

f. Nelson Hill Discharge Manhole

Documents:

[NELSON HILL DISCHARGE MANHOLE.PDF](#)

g. Peterson Road Lift Station Emergency Repair

Documents:

[PETERSON ROAD LIFT STATION EMERGENCY REPAIR.PDF](#)

h. Tax Commissioners' Back Wage Settlement With Department Of Labor

Documents:

[TAX COMMISSIONER BACK WAGE SETTLEMENT WITH DEPARTMENT OF LABOR.PDF](#)

i. Resolution Repealing Approvals Authorizing The Tax Commissioner To Waive Penalties And Interest

Documents:

[RESOLUTION REPEALING APPROVALS AUTHORIZING THE TAX COMMISSIONER TO WAIVE PENALTIES AND INTEREST -.PDF](#)

j. Resolution Authorizing The Lowndes County Tax Commissioner To Receive Checks And Money Orders In Payment Of Taxes And Licenses

Documents:

[RESOLUTION AUTHORIZING THE LOWNDES COUNTY TAX COMMISSIONER TO RECEIVE CHECKS AND MONEY ORDERS IN PAYMENT OF TAXES AND LICENSES-.PDF](#)

k. Resolution Regarding The Number And Terms Of Members Of The Board

Of Tax Assessors

Documents:

[RESOLUTION REGARDING THE NUMBER AND TERMS OF MEMBERS OF THE BOARD OF TAX ASSESSORS -.PDF](#)

l. Appointment Of County Clerk

Documents:

[APPOINTMENT OF COUNTY CLERK.PDF](#)

m. Release Of Lien For 2009 CHIP Grant

Documents:

[RELEASE OF LIEN FOR 2009 CHIP GRANT.PDF](#)

7. **Reports - County Manager**

8. **Citizens Wishing To Be Heard-Please State Your Name And Address**

9. **Adjournment**

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Beer and Wine License - Carlo Felice Sacco of Uncle Carlo's Gelato, LLC, DBA Uncle Carlo's Italian Ristorante - 1024 Lakes Blvd., Lake Park, GA

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Beer and Wine License - Carlo Felice Sacco of Uncle Carlo's Gelato, LLC, DBA Uncle Carlo's Italian Ristorante - 1024 Lakes Blvd., Lake Park, GA

HISTORY, FACTS AND ISSUES: Beer and Wine License - Carlo Felice Sacco of Uncle Carlo's Gelato, LLC, DBA Uncle Carlo's Italian Ristorante - 1024 Lakes Blvd., Lake Park, GA, is requesting a license for the sale of beer and wine for consumption on premises. This is a new establishment. The ordinances and guidelines for approval of the license have been met. All forms are attached and upon approval by the Board the license will be granted.

OPTIONS: 1. Approval of Beer and Wine License
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Contract/Memorandum of Understanding between the Board of Regents of the University System of GA on behalf of the University System of GA Extension and the Lowndes County Board of Commissioners

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Contract/Memorandum of Understanding between the Board of Regents of the University System of GA on behalf of the University System of GA Extension and the Lowndes County Board of Commissioners

HISTORY, FACTS AND ISSUES: This Memorandum of Understanding on behalf of the University of Georgia Extension commits to cooperation in the operation of extension education programs in agriculture, natural resources and environmental management, family and consumer science, 4-H/youth work, and other related subjects in Lowndes County. The agreement begins on the date of execution and may be renewed annually by letter of agreement signed by all parties.

OPTIONS: 1. Approve
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Contract for Extension Agents and Staff

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$141,841

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Contract for Extension Agents and Staff

HISTORY, FACTS AND ISSUES: This is the contract for renewal between the Lowndes County Board of Commissioners and the University of Georgia for County Extension Agents and support staff. The contract amount covers salaries and benefits for fiscal year 2021, as well as travel expenses for Extension Agents.

- OPTIONS: 1. Approve
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Annual Contract Renewal, Georgia Department of Corrections -
Prison Work Details

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$147,954.00

FUNDING SOURCE:

- (X Annual
- () Capital
- () N/A
- () SPLOST
- () TSPLOST

COUNTY ACTION REQUESTED ON: Annual Contract Renewal, Georgia Department of Corrections - Prison
Work Details

HISTORY, FACTS AND ISSUES: Annual Contract Renewal for (3) Prison Work Details. (2) Details for the Public
Works Department to maintain Drainage Easements and (1) Detail for the Engineering Department for Storm
Water Runoff.

OPTIONS: 1. Approve Contract
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Public Works

DEPARTMENT HEAD: Robin Cumbus

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Architectural Services for Lowndes County Fire Station #5 -
Bemiss Road Fire Station Alterations and Additions

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$44,400.00

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Architectural Services for Lowndes County Fire Station #5 - Bemiss Road
Fire Station Alterations and Additions

HISTORY, FACTS AND ISSUES: The Bemiss Road Fire Station Alterations and Additions project was approved on the SPLOST VIII referendum for \$550,000.00. The project will include expansion of the existing building for use by Emergency Medical Services. James D. Cone, Architect was the architect for the existing building.

OPTIONS: 1. Approve Contract with James D. Cone. Architect as presented and authorize the Chairman to sign the contract.
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes, Chad McLeod

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: USDA Building Lease Amendment No. 4

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$32,000.00

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: USDA Building Lease Amendment No. 4

HISTORY, FACTS AND ISSUES: Lowndes County leases the building located at 2108 E. Hill Avenue to the United States Department of Agriculture (USDA). The current lease will expire December 31, 2020. Lease Amendment No. 4 will extend the current lease from January 1, 2021 through December 31, 2023. The annual rent will remain the same at \$32,000.00, paid monthly at \$2,666.67.

OPTIONS: 1. Approve Lease No. 4 as presented and authorize the Chairman to sign the lease agreement.
2. Boards Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: County Manager

DEPARTMENT HEAD: Chad McLeod, Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Nelson Hill Discharge Manhole

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$41,840.00

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Nelson Hill Discharge Manhole

HISTORY, FACTS AND ISSUES: After additional discussions with LEA and staff, it was determined that a discharge manhole was needed at the Nelson Hill lift station to receive the sewage coming from the new developments on Val-Del Road. Staff received bids from two companies: JWA submitted a bid of \$41,840.00 and RPI Underground, Inc. submitted a bid of \$44,177.00 to complete the project. Staff recommends the project be approved and awarded to JWA for \$41,840.00.

OPTIONS: Approve Nelson Hill Discharge Manhole
Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Utilities

DEPARTMENT HEAD: Steve Stalvey

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Peterson Road Lift Station Emergency Repair

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$110,000.00

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Peterson Road Lift Station Emergency Repair

HISTORY, FACTS AND ISSUES: The gravity sewer line coming to Peterson Road lift station was scheduled to be lined due to deterioration of the ductile iron. As the line was being cleaned for the lining project, the pipe collapsed. After inspection, it was determined that 120 feet of pipe and two manholes would have to be replaced. Staff deemed this an emergency repair and received a "not to exceed" price of \$110,000.00 from RPI Underground, Inc. Staff recommends approval of the Peterson Road lift station emergency repair, not to exceed \$110,000.00 by RPI Underground, Inc.

OPTIONS: Approve Peterson Road Lift Station Emergency Repair.
Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Utilities

DEPARTMENT HEAD: Steve Stalvey

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Tax Commissioners' Back Wage Settlement with Department of Labor

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT: \$5,699.35

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Approve Tax Commissioners' Back Wage Settlement with Department of Labor

HISTORY, FACTS AND ISSUES: The Department of Labor has initiated and completed a back wage investigation of the Tax Commissioners' Office. The investigation covered a two year time period from July 7, 2018 through July 7, 2020. The Department of Labor has determined that twenty (20) separate Tax Commissioner employees are due back wages in the amount of \$5,294.33, plus additional Social Security and Medicare taxes of \$405.02, which totals \$5,699.35. The Department of Labor has ordered these back wages to be paid on or before September 1, 2020 with preliminary pay evidence being provided by September 8, 2020.

OPTIONS: 1. Approve Tax Commissioners' Back Wage Settlement with Department of Labor

2. Board's Pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Kevin Beals

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Resolution Repealing Approvals Authorizing the Tax
Commissioner to Waive Penalties and Interest

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

() Annual

() Capital

(X) N/A

() SPLOST

() TSPLOST

COUNTY ACTION REQUESTED ON: Resolution Repealing Approvals Authorizing the Tax Commissioner to
Waive Penalties and Interest

HISTORY, FACTS AND ISSUES: The attached resolution is being presented for consideration.

OPTIONS: 1. Approve resolution
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Resolution Authorizing the Lowndes County Tax Commissioner
to Receive Checks and Money Orders in Payment of Taxes and Licenses

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Resolution Authorizing the Lowndes County Tax Commissioner to Receive
Checks and Money Orders in Payment of Taxes and Licenses

HISTORY, FACTS AND ISSUES: At the request of the Tax Commissioner, the attached resolution is being
presented for consideration.

OPTIONS: 1. Approve resolution
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Resolution Regarding the Number and Terms of Members of
the Board of Tax Assessors

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

() Annual

() Capital

(X) N/A

() SPLOST

() TSPLOST

COUNTY ACTION REQUESTED ON: Resolution Regarding the Number and Terms of Members of the Board of
Tax Assessors

HISTORY, FACTS AND ISSUES: The General Assembly of Georgia passed an Act to repeal the amendment to the
Georgia Constitution providing for the election of the Board of Tax Assessors of Lowndes County (the
"Board") and thereby the end of the elective terms of members of the Board on December 31, 2020.

A resolution regarding the number and terms of members of the Board of Tax Assessors of Lowndes County is
attached for consideration.

OPTIONS: 1. Adopt the resolution.
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Appointment of County Clerk

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

() Annual

() Capital

(X) N/A

() SPLOST

() TSPLOST

COUNTY ACTION REQUESTED ON: Appointment of County Clerk

HISTORY, FACTS AND ISSUES: As a result of changes in County Administration, County Clerk duties and responsibilities need to be reassigned. Belinda Lovern has served in this capacity in the absence of former County Clerks Phyllis Waters and Paige Dukes. Further, official Deputy Clerk duties have been established. With the assignment of duties to Mrs. Lovern, Deputy Clerk responsibilities will be assigned to Mrs. Sabrina Denson. Both Mrs. Lovern and Mrs. Denson will be afforded training and certification opportunities as provided by the Carl Vinson Institute. This action does not create new positions, only the assignment of duties and responsibilities.

OPTIONS: 1. Appoint County Clerk
2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Release of Lien for 2009 CHIP Grant

Work Session/Regular Session

DATE OF MEETING: August 25, 2020

BUDGET IMPACT:

FUNDING SOURCE:

() Annual

() Capital

(X) N/A

() SPLOST

() TSPLOST

COUNTY ACTION REQUESTED ON: Release of Lien for 2009 CHIP Grant

HISTORY, FACTS AND ISSUES: The County needs to release and discharge its lien relating to its 2009 CHIP Program grant to Russell Yates and Amanda Yates. The 5 year affordability period for the Yates expired in 2016 and they are no longer obligated to pay the promissory note to the County. The Quit Claim Deed and Release to release the County's lien is attached.

OPTIONS: 1. Approve the Quit Claim Deed and Release to release the County's lien for its 2009 CHIP Program grant to Russell Yates and Amanda Yates, and approve the Chairman's execution of the Quit Claim Deed and Release.
2. Redirect

RECOMMENDED ACTION: Option 1

DEPARTMENT: Planning/Zoning

DEPARTMENT HEAD: JD Dillard

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS: