

LOWNDES COUNTY BOARD OF COMMISSIONERS  
PROPOSED AGENDA  
WORK SESSION, MONDAY, JANUARY 22, 2024, 8:30 a.m.  
REGULAR SESSION, TUESDAY, JANUARY 23, 2024, 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- January 8, 2024 & Regular Session - January 8, 2024

5. **Appointment**

- a. Appointment To The Board Of Tax Assessors

Documents:

[APPOINTMENT TO THE BOARD OF TAX ASSESSORS.PDF](#)

6. **For Consideration**

- a. Special Assessment Rate For 2024

Documents:

[SPECIAL ASSESSMENT RATE FOR 2024.PDF](#)

- b. Approval Of The District Attorney's Federal VOCA Grant Application  
Renewal

Documents:

[APPROVAL OF THE DISTRICT ATTORNEY FEDERAL VOCA GRANT  
APPLICATION RENEWAL.PDF](#)

- c. InfoSend Bill Print Contract

Documents:

[INFOSEND BILL PRINT CONTRACT.PDF](#)

- d. Agreement With Cornerstone

Documents:

[AGREEMENT WITH CORNERSTONE ..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: Appointment to the Board of Tax Assessors

DATE OF MEETING: January 23, 2024

Work Session/Regular Session

BUDGET IMPACT:

FUNDING SOURCE:

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

COUNTY ACTION REQUESTED ON: Appoint a Member

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HISTORY, FACTS AND ISSUES: The initial three-year term of James Puckett ended December 31, 2023. David Westberry, Samuel Clemons, Mike Tanner, Lucinda Guess, Mary Ellen Weeks, Elizabeth Highsmith, Richard Holcombe, Mary Green, and Amy Davis have all expressed a desire to be appointed to the Board of Tax Assessors.

OPTIONS: 1. Appoint a member.  
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: Special Assessment Rate for 2024

DATE OF MEETING: January 23, 2024

Work Session/Regular Session

BUDGET IMPACT:

FUNDING SOURCE:

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

COUNTY ACTION REQUESTED ON: Special Assessment Rate for 2024

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HISTORY, FACTS AND ISSUES: The Board of Commissioners is required to set the interest rate for any special assessments at the beginning of each calendar year. This rate is for any paving or utility assessments that are not paid off within the initial 90-day phase. Unpaid assessments revert to installment agreements which are to be paid off over a period of up to ten years. The rate is based on the current prime rate plus two (2) percent. The prime rate is the interest rate charged by banks when they lend money to other banks, or the "prime" customers. Most American banks and credit unions use this index as the foundation for their loan products. The current prime rate is 8.5%; therefore, the rate for special assessments should be set at 10.25% for 2024. The rate for 2023 was 9.5% and for 2022 was 5.25%.

OPTIONS: 1. Adopt the Special Assessment Rate of 10.25% for 2024.  
2. Board's Pleasure

RECOMMENDED ACTION: Adopt

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Approval of the District Attorney's Federal VOCA Grant  
Application Renewal

DATE OF MEETING: January 23, 2024

Work Session/Regular Session

BUDGET IMPACT: Zero impact on County

FUNDING SOURCE:

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

COUNTY ACTION REQUESTED ON: VOCA Funded VWAP Continuation Grant

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HISTORY, FACTS AND ISSUES: The District Attorney's Office (DA) of the Southern Circuit has been a recipient of federal Victims of Crime Act (VOCA) funds since 1997. The VOCA funds, combined with the 5% victim fees, provide the financial support for the Victim Services provided by the DA to all five counties. The grant is funneled through Lowndes County, rather than all five counties, for simplification and efficiency purposes. This grant, along with the 5% funds, allows the DA to provide victim services utilizing funds paid by federal and state defendants and not taxpayers. Submission of the application is due in the PAC Office by January 31, 2024. We also request, for efficiency, that the Commission execute a letter authorizing the District Attorney to sign any and all future paperwork pertaining to this VOCA Continuation Grant. (Sample Letter Attached).

OPTIONS: 1. Approve VOCA Grant Application of the District Attorney  
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: District Attorney

DEPARTMENT HEAD: Bradfield M. Shealy

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: InfoSend Bill Print Contract

DATE OF MEETING: January 23, 2024

Work Session/Regular Session

BUDGET IMPACT: \$75,000.00

FUNDING SOURCE:

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

COUNTY ACTION REQUESTED ON: InfoSend Bill Print Contract

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HISTORY, FACTS AND ISSUES: With the replacement of the utility billing system, staff has been reviewing all current customer service processes to improve customer satisfaction and reduce costs. After research and due diligence, we have identified that in-house bill print and mailing is not the best option for Lowndes County. Several factors, including increased information on the utility bill, USPS mail tracking, and the ability to include inserts with our statements, create a better option for our customers and Lowndes County. In addition, the bill print and mail vendors work directly with the USPS and receive a bulk mail discount. Both of these factors proved to reduce the cost of printing and mailing, plus provide higher quality bills and information for our customers. InfoSend, Inc. meets or exceeds our needs and expectations for the bill print and mailing service. The contract will coincide with the go live of the new utility billing system in March. Staff recommends approval and authorize the Chairman to sign the contract with InfoSend, Inc.

OPTIONS: 1. Approve  
2. 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: Agreement with Cornerstone

DATE OF MEETING: January 23, 2024

Work Session/Regular Session

BUDGET IMPACT: \$90,000.00 (\$7,500.00 per month)

FUNDING SOURCE:

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

COUNTY ACTION REQUESTED ON: Agreement with Cornerstone

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HISTORY, FACTS AND ISSUES: Lowndes County is currently under contract with Cornerstone Consulting for representation at the Federal level. The attached agreement will extend services to the state level.

OPTIONS: 1. Approve  
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS: