



LUMPKIN COUNTY

Board of Commissioners

Work Session II Agenda

Commissioners Boardroom

February 16, 2021
5:30 P.M.

- **CALL TO ORDER** Chairman Dockery
- **PRESENTATIONS**
 1. Recognition of 2020 Employees of the Year ***Regular Meeting***
- **CONSIDERATION OF MINUTES**
 2. Board of Commissioners - Work Session - Jan 5, 2021 4:00 PM
 3. Board of Commissioners - Special Called Meeting - Jan 5, 2021 4:10 PM
 4. Board of Commissioners - Work Session II - Jan 19, 2021 5:30 PM
 5. Board of Commissioners - Regular Meeting - Jan 19, 2021 6:00 PM
- **RESOLUTIONS**
 6. 2021 - 10 - Reappoint Members to Public Building Authority -Seat 3, Franklin Youngblood & Seat 4, Daniel Harding
 7. 2021 - 11 - Reappoint Member to Development Authority - Seat 9, Jim Curtis
 8. 2021 - 12 - Appoint/Reappoint Members to Airport Authority - Jackie Lee-Seat A, Brian Denney-Seat B
 9. 2021 - 13 - Reappoint Member to Hospital Authority - Seat 3, Shirley Pace
 10. 2021 - 14 - Appoint Member to Joint Development Authority of Dawson, Lumpkin, and White Counties
 11. 2021 - 15 - Create and Appoint Lumpkin County Manager Search Committee
- **CONTRACTS/AGREEMENTS**
 12. 2021-006 - 2021 LMIG Asphalt Resurfacing Bid Award (*Public Works Director Larry Reiter*)
 13. 2021-007 - 2021 TSPLOST Asphalt Resurfacing Bid Award (*Public Works Director Larry Reiter*)
 14. 2021-008 - ACCG GA County Internship Program Agreement (*Finance Director Abby Branan*)
- **OTHER ITEMS**
 15. Yahoola Reservoir Work Plan (*Development Authority Director Rebecca Mincey*)
 16. Library Pavilion (*Special Projects Director Allison Martin*)
 17. 2021 TSPLOST Work Plan Truck and Trailer Request (*Public Works Director Larry Reiter*)

18. Sheriff Request to Purchase a Vehicle (*Sheriff Stacy Jarrard*)

- **COUNTY MANAGER**
- **COUNTY ATTORNEY**
- **COMMISSIONERS**
- **PUBLIC COMMENT (Agenda Specific)**
- **ADJOURNMENT**



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Recognition of 2020 Employees of the Year

Item Description: This is to recognize Donald Garrett as the 2020 Employee of the Year, Jason Edwards as the 2020 Fire/EMS Employee of the Year, and Brad Farris as the 2020 Sheriff's Department Employee of the Year.

LUMPKIN COUNTY
Board of Commissioners
Work Session Minutes
Commissioners Boardroom



January 5, 2021
 4:00 P.M.

CALL TO ORDER

The meeting was called to order at 4:03 PM by District 3 Commissioner Rhett Stringer

Attendee Name	Title	Status	Arrived
Chris Dockery	Chairman	Remote	
David Miller	District 1 Commissioner	Remote	
Bobby Mayfield	District 2 Commissioner	Present	
Rhett Stringer	District 3 Commissioner	Present	
Jeffrey Moran	District 4 Commissioner	Remote	

PRESENTATIONS

1. Ninth District Heating Assistance Presentation (Michael Fisher)

Ninth District Heating Assistance Presentation

2. Yahoola Creek Reservoir Final Master Plan (David Young, Lose Design)

This is for consideration of the Yahoola Creek Reservoir Master Plan.

David Young from Lose Design summarized the progress so far on the Reservoir Master Plan. Recent feedback from citizens emphasized improving and expanding the trails, adding restrooms, and the addition of a roadside park near the current boat ramp/parking area. Mr. Young said they also recommend a welcome center with restrooms near the back of the property on the Rock House side. Lose Design recommends utilizing private-public partnerships for the later, more costly additions to the Reservoir such as the hotel/conference center. Chairman Dockery asked if they had reached an estimated total figure for the cost of the entire development. Mr. Young said the rough estimate is \$140 million, but there is no expectation the County would be paying for all of that since there will be grants and public-private partnerships. The conference center and hotel would take up almost half of the amount, Mr. Young explained.

3. Certificates of Appreciation - Poll Workers

Certificates of Appreciation - Poll Workers

MINUTES

4. Board of Commissioners - Work Session - Dec 1, 2020 4:00 PM
5. Board of Commissioners - Work Session II - Dec 15, 2020 5:30 PM

6. Board of Commissioners - Regular Meeting - Dec 15, 2020 6:00 PM
7. Board of Commissioners - Special Called Work Session - Dec 21, 2020 9:00 AM

RESOLUTIONS

8. 2021 - 01 - Resolution Authorizing Approval/Disapproval of Claims for Refunds of Ad Valorem Property Taxes (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Chief Tax Assessor and the Tax Commissioner to approve or disapprove certain specified claims for refunds of ad valorem property taxes paid due to clerical error.

9. 2021 - 02 - Authorize Tax Commissioner to Accept Checks, Debit, and Credit Cards for all Taxes, Fees, & Licenses Due (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Tax Commissioner to accept checks, debit and credit cards for all taxes, fees, and licenses due to the Tax Commissioner.

10. 2021 - 03 - Authorizing Tax Commissioner Final Determination Regarding Waiver Provisions of O.C.G.A. 48-5-242 (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Tax Commissioner to waive certain taxes as provided by O.C.G.A. 48-5-242.

11. 2021 - 04 - Tax Commissioner to Collect Certain Delinquent Ad Valorem Taxes in Real Estate by Use of the In Rem (Tax Commissioner Mike Young)

Consideration of a resolution to provide an option for the Tax Commissioner to collect certain delinquent ad valorem taxes on real estate by use of the in rem tax foreclosure in Superior Court.

The County Attorney Joy Edelberg explained these Resolutions are only being reaffirmed due to the new Tax Commissioner; they have already been in place.

12. 2021 - 05 - Appoint ACCG County Legislative Coordinator (CLC)

Appoint ACCG County Legislative Coordinator (CLC)

The County Manager, Stan Kelley, said he has been the County Legislative Coordinator for years, but a new one will need to be chosen since he is retiring this year. The County Clerk has already been ensuring the BOC is informed of legislative updates, so Mr. Kelley recommends giving the position to her.

13. 2021 - 06 - Appoint Official Liaison for Hospital Development in Lumpkin County

This is to designate a liaison for future hospital development in Lumpkin County.

Chairman Dockery explained he wants to formalize Commissioner Miller to represent the Board of Commissioners as it relates to the Construction of a new hospital. He already has an established relationship with NGHS and he understands the healthcare industry, the Chairman added.

14. 2021 - 07 - Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis Seat 2 & Autumn Chatham Seat 4

Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis to Seat 2 and Autumn Chatham to Seat 4 both with terms expiring 12/31/2020.

15. 2021 - 08 - Appoint Member to the Lumpkin County Library Board- Linda Davis to Seat 5

This is to appoint Linda Davis to Seat 5, of an unexpired term ending 06.30.2021.

The Chairman said he is still waiting for a recommendation from the Library Board.

16. 2021 - 14 - Appoint Members to Joint Development Authority of Dawson, Lumpkin, and White Counties

Appoint Members to Joint Development Authority of Dawson, Lumpkin, and White Counties - -- to Seat 2 and --- to Seat 4 both with terms expiring 12/31/2020.

CONTRACTS/AGREEMENTS

17. 2021-001 - Legacy Link FY-2021 Addendum #1 Contract (Senior Center Manager Linda Kirkpatrick)

CONTRACT ADDENDUM #1 - SFY2021 This amends the contract that Lumpkin County Board of Commissioners entered into with Legacy Link, Inc. (Contract #2020-039 A-S approved on September 29, 2020) for the Lumpkin County Senior Center to provide nutrition and wellness services, nutrition screening and support services, and Transportation for senior adults in Lumpkin County.

18. 2021-002 - Mauldin & Jenkins - 2020 Audit Engagement Letter (Finance Director Abby Branan)

2020 Audit engagement letter that identifies the applicable financial reporting framework, single audit standards, and the expected form & content of auditor's report.

19. 2021-003 - NRCS Lease Agreement (Special Projects Director Allison Martin)

NRCS Lease Agreement

Allison Martin said it was determined there will likely not be any extra room for NRCS in the Kelley Building, so this agreement is for them to keep their current office. They work closely with the Planning Department and the Extension Office. The agreement is titled with USDA since the Natural Resources Conservation Service is under that. The rent is essentially services rendered, she explained.

20. 2021-004 - Agreement for Ad Valorem Tax Billing and Collection for City of Dahlonega (Tax Commissioner Mike Young)

The new tax commissioner is asking the board to consider a contract for the billing and collection of the City's tax digest/ad valorem taxes. This agreement has historically been part of service delivery between the city and the county. It sets forth the amounts that the city will pay for the digest levy, billing, and collection on their behalf. The agreement also contains a provision for the Tax Commissioner to receive \$2.50 per incorporated parcel in accordance with state law for performing this duty which is above and beyond the requirement for this elected position. These funds, approximately \$5,000, go to the Tax Commissioner personally. This agreement must also be approved by the City of Dahlonega and the Tax Commissioner and is in accordance with O.C.G.A. 48-5-359.1(a)(1)(A). This agreement runs the term of the Tax Commissioner.

OTHER ITEMS

21. Election of Vice Chairman

Election of Vice Chairman

22. Consider Move to Self-Funded Health Insurance (Community & Employee Services Director Alicia Davis)

Consider Move to Self Funded Health Insurance

Mr. Kelley said they will need a commitment from the BOC at the Regular Meeting. Chairman Dockery said he thought the commitment entailed going further with the analysis to make sure becoming self-funded is the correct path. Commissioner Stringer said his only reservation is committing to something without having the exact numbers. The County Manager said we had the briefing from Turner, Wood, & Smith, but we will still need a decision one way or another.

Chairman Dockery asked about the timeline and what would be the latest date to make a decision. His understanding was that the BOC agreed to self-funding conceptually, but until there are more known numbers it will be hard to make a decision. He would like to see what the critical dates are compared with the current insurance we have. The County Manager said during the last presentation, TWS had estimates for both the self-insurance and renewal. If we choose to go self-funded, Mr. Kelley said TWS has projected savings of 15% to 20%. Commissioner Stringer said he was hesitant without proof that we will save that much. Alicia Davis, Director of Community & Employee Services, said TWS has not yet gone out and put this to bid with the third party administrators (TPAs), so they will not have exact dollar amounts unless the BOC gives them direction. She said if we stay fully-funded we will get an increase assuredly, but it is unknown exactly what the increase will be.

Commissioner Stringer said we could show we are interested in moving forward towards self-insurance without fully committing to it. Mr. Kelley said he is unsure of what the final cutoff date would be to make a decision, and Ms. Davis replied she does not know yet either. Commissioner Miller said this is around the time when you would typically go out and begin negotiations if you were looking for new insurance. Commissioner Mayfield said if we miss the deadline this year, we could always try again next year to go self-funded. Commissioner Stringer reiterated that he does not want to commit to anything without knowing the numbers. Chairman Dockery asked if we commit, will TWS then begin bidding out the self-insurance to third party administrators? Ms. Davis responded affirmatively. The Chairman said when we get that information back, he would like to not be obligated to accept any of it. We can pay TWS for their time, he said, but we may decide it is in our best interest to stay where we are. He said he would like to know the cutoff date for a decision. Commissioner Miller said he would also like to know the preliminary numbers on some fully-insured plans in order to find out what the increase will be.

Mr. Kelley said he would get back with TWS to obtain more information about the timeline as well as the bidding and costs.

23. Request for Budget Amendment - Magistrate Court (Associate Magistrate Judge Dyann Beaty)

Request for Budget Amendment - Magistrate Court

Judge Dyann Beaty explained to the Commissioners that Probate Judge Michael Chastain has been serving as the third Magistrate Judge part-time to assist with weekends and night calls, and that his salary was transferred from the Magistrate Court budget into the Probate Court budget. This year, they have accepted Jim Sheppard as the new part-time judge since Judge Chastain has so many obligations to fulfill already in Probate Court. Judge Beaty explained Mr. Sheppard has already accepted the position but they need to have the money returned to the Magistrate Budget in order to pay his salary. As of December 31, they have not sworn anyone into the third judge position yet. She said they are not adding a position but need the money back in order to access it.

Commissioner Mayfield asked how the salary amount was calculated and Mr. Kelley responded it is from the ACCG salary guide which is based on law. Commissioner Miller asked if there are any local legislative conditions that could also affect the salary, but County Attorney Joy Edelberg replied she was unaware of anything like that. Commissioner Stringer asked Judge Beaty what Mr. Sheppard's role would be in the Magistrate Court. She explained that Judge Pruitt hopes to have someone who has more availability than Judge Chastain and is able to be involved in more of the day-to-day affairs of the Court.

Commissioner Mayfield asked if his salary would be greater than Judge Chastain's since he would be working more, but Judge Beaty replied no, as his salary must follow the ACCG guidelines as required by law. Commissioner Miller asked her if Jim Sheppard has any prior experience relating to this position other than being former law enforcement and the Coroner. She said no, but that Judge Pruitt is also former law enforcement. She continued to say that Mr. Sheppard will not be coming in every day. When she began part-time, she did the court proceedings at least once a month. Mr. Sheppard has indicated he is interested in taking the position and it will not entail any additional pay. Chairman Dockery asked if we had actually taken money from Magistrate to put in Probate's budget for the salary. Dyann Beaty stated that she and Judge Pruitt are thinking of the future when they won't be there, and they want to train someone who can handle everything at

the court. The Chairman asked if this would be a temporary position, but Judge Beaty said Mr. Sheppard would be replacing Judge Chastain's position.

Former Tax Commissioner Rachel Pruitt was present to speak for her husband, Judge Randy Pruitt, as he was unable to attend the meeting. She said the salary has nothing to do with experience and has to do with the law. The money they are requesting was originally from the Magistrate budget when Judge Chastain was hired for the third position and it was not originally part of the Probate Judge's salary. Mrs. Pruitt said the amount paid is dictated by ACCG regulations. Judge Pruitt hopes to have a judge available more often than Judge Chastain. He does expect Mr. Sheppard to be in the office at least one or two days a week, if not more. This will not just be for night calls or every other weekend.

Commissioner Stringer expressed concern about starting Mr. Sheppard at a higher salary than the starting point because it might set a precedent. Mrs. Pruitt said the minimum starting salary is \$8,000, but Judge Pruitt wants to raise it because Mr. Sheppard will be around more frequently. Judge Pruitt wants to have it started at \$14,000. Chairman Dockery asked about health insurance costs if he does end up working full-time. Alicia Davis said we currently are still under what is commonly referred to as Obamacare, so we have to track employees' hours. If they work more than 28 hours per week, the County has to offer them health insurance. Whether or not he takes it is up to him, she added. From a cost standpoint, he would be going from part-time to full-time. Ms. Davis said the fringe on that salary would be around 41%, which would be around \$20,000 total.

Both Judge Beaty and Rachel Pruitt said that is not the intent. The Chairman said he wants it structured in a way that Mr. Sheppard will understand he is not going to have those benefits available. Mr. Kelley said the policy states part-timers cannot work more than 28 hours. Ms. Davis said her department has a formula to use to look at hours worked over previous months. Mr. Sheppard would have to report his hours worked, and if it rose above a certain average he would have to be offered health insurance.

24. Turf Care Management (Special Projects Director Allison Martin)

Turf Care Management

Commissioner Stringer said he would like for the current vendor to offer us a price. If not, then he recommends bidding it out. Commissioner Mayfield said he was not in favor of taking any funds from Park & Rec, but Allison Martin explained this would not be taking anything away, it would just be outsourcing the labor of maintaining the turf. She said the response to RFPs in the winter is always going to be diminished, so we could wait until the spring to bid it out. As long as the contractor has their herbicide license from the State, we can enter into a professional services agreement with them. Ms. Martin said the Commissioners could also evaluate the turf list and determine if they want all of it under contract or only certain areas. She said the employees are having to do extra work because the inmate crew from Blairsville is still unavailable.

The Commissioners agreed to reject the proposal and continue to work with our current vendor.

25. Visitors Center Repairs (Special Projects Director Allison Martin)

Visitors Center Repairs

Special Projects Director Allison Martin said we were notified water was entering the building and causing damage. We received one return but it did not contain sufficient information, so staff worked with Garland DBS to analyze the issue. They evaluated the facility and put together a prebid conference, which came in at just over \$50,000. Ms. Martin said City Manager Bill Schmid, who was present in the audience, is willing to go 50/50 with the County to make the necessary repairs. The Commissioners asked for more references on Terra. Commissioner Miller asked what the estimated cost will be and Ms. Martin said the estimate is around \$50,000 with some contingency for emergencies. He then asked if there would be any issues with the building being in the Historic District, but the City Manager said there should be no issues as long as we replace kind with kind.

COUNTY MANAGER

COUNTY ATTORNEY

COMMISSIONERS

Commissioner Mayfield thanked staff for all of their detailed staff analyses this week. Commissioner Miller said next week, people aged 65 or older will be eligible to sign up for the COVID-19 vaccine at the Health Department.

PUBLIC COMMENT (Agenda Specific)**ADJOURNMENT**

The meeting ended at 5:32 PM.

Date

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Witcher
County Clerk, Lumpkin County

Minutes Acceptance: Minutes of Jan 5, 2021 4:00 PM (CONSIDERATION OF MINUTES)

LUMPKIN COUNTY
Board of Commissioners
Special Called Meeting Minutes
Commissioners Boardroom



January 5, 2021
 4:10 P.M.

CALL TO ORDER

The meeting was called to order at 5:40 PM by District 3 Commissioner Rhett Stringer

Attendee Name	Title	Status	Arrived
Chris Dockery	Chairman	Remote	5:43 PM
David Miller	District 1 Commissioner	Remote	
Bobby Mayfield	District 2 Commissioner	Present	
Rhett Stringer	District 3 Commissioner	Present	
Jeffrey Moran	District 4 Commissioner	Remote	

CONSIDERATION OF AGENDA

Motion: A motion was made by Commissioner Mayfield to approve the agenda. The motion was seconded by Commissioner Miller. The motion was approved and carried.

EXECUTIVE SESSION - Land Acquisition

Motion: A motion was made by Commissioner Mayfield to exit regular session and enter executive session at 5:41 PM. The motion was seconded by Commissioner Miller. The motion was approved and carried.

Motion: A motion was made by Commissioner Mayfield to exit executive session and adjourn the meeting. The motion was seconded by Commissioner Moran. The motion was approved and carried.

There were no announcements from executive session.

ADJOURNMENT

The meeting was adjourned at 5:51 PM.

 Date

 Chris Dockery, Chairman
 Lumpkin County Board of Commissioners

Attest:

 Melissa Witcher

County Clerk, Lumpkin County

Minutes Acceptance: Minutes of Jan 5, 2021 4:10 PM (CONSIDERATION OF MINUTES)

LUMPKIN COUNTY
Board of Commissioners
Work Session II Minutes
Commissioners Boardroom



January 19, 2021
 5:30 P.M.

CALL TO ORDER

The meeting was called to order at 5:33 PM by Chairman Chris Dockery

Attendee Name	Title	Status	Arrived
Chris Dockery	Chairman	Present	
David Miller	District 1 Commissioner	Present	
Bobby Mayfield	District 2 Commissioner	Present	
Rhett Stringer	District 3 Commissioner	Present	
Jeffrey Moran	District 4 Commissioner	Present	

PRESENTATIONS

1. Certificates of Appreciation - Poll Workers

Certificates of Appreciation - Poll Workers

CONSIDERATION OF MINUTES

2. Board of Commissioners - Work Session - Dec 1, 2020 4:00 PM
3. Board of Commissioners - Work Session II - Dec 15, 2020 5:30 PM
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5. Board of Commissioners - Special Called Work Session - Dec 21, 2020 9:00 AM

RESOLUTIONS

6. 2021 - 01 - Resolution Authorizing Approval/Disapproval of Claims for Refunds of Ad Valorem Property Taxes (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Chief Tax Assessor and the Tax Commissioner to approve or disapprove certain specified claims for refunds of ad valorem property taxes paid due to clerical error.

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Consideration of a resolution authorizing the Tax Commissioner to waive certain taxes as provided by O.C.G.A. 48-5-242.

9. 2021 - 04 - Tax Commissioner to Collect Certain Delinquent Ad Valorem Taxes in Real Estate by Use of the In Rem (Tax Commissioner Mike Young)

Consideration of a resolution to provide an option for the Tax Commissioner to collect certain delinquent ad valorem taxes on real estate by use of the in rem tax foreclosure in Superior Court.

10. 2021 - 05 - Appoint ACCG County Legislative Coordinator (CLC)

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11. 2021 - 06 - Appoint Official Liaison for Hospital Development in Lumpkin County

This is to designate a liaison for future hospital development in Lumpkin County.

12. 2021 - 07 - Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis Seat 2 & Autumn Chatham Seat 4

Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis to Seat 2 and Autumn Chatham to Seat 4 both with terms expiring 12/31/2020.

13. 2021 - 08 - Appoint Member to the Lumpkin County Library Board- Linda Davis to Seat 5

This is to appoint Linda Davis to Seat 5, of an unexpired term ending 06.30.2021.

14. 2021 - 09 - Appoint Member to Development Authority – (Henry Davis to Seat 1, with a term expiring 03/07/2022)

Appoint Member to Development Authority - (Henry Davis to Seat 1, with a term expiring 03/07/2022)

CONTRACTS/AGREEMENTS

15. 2021-001 - Legacy Link FY-2021 Addendum #1 Contract (Senior Center Manager Linda Kirkpatrick)

CONTRACT ADDENDUM #1 - SFY2021 This amends the contract that Lumpkin County Board of Commissioners entered into with Legacy Link, Inc. (Contract #2020-039 A-S approved on September 29, 2020) for the Lumpkin County Senior Center to provide nutrition and wellness services, nutrition screening and support services, and Transportation for senior adults in Lumpkin County.

16. 2021-002 - Mauldin & Jenkins - 2020 Audit Engagement Letter (Finance Director Abby Branan)

2020 Audit engagement letter that identifies the applicable financial reporting framework, single audit standards, and the expected form & content of auditor's report.

17. 2021-003 - NRCS Lease Agreement (Special Projects Director Allison Martin)

NRCS Lease Agreement

18. 2021-004 - Agreement for Ad Valorem Tax Billing and Collection for City of Dahlonega (Tax Commissioner Mike Young)

The new tax commissioner is asking the board to consider a contract for the billing and collection of the City's tax digest/ad valorem taxes. This agreement has historically been part of service delivery between the city and the county. It sets forth the amounts that the city will pay for the digest levy, billing, and collection on their behalf. The agreement also contains a provision for the Tax Commissioner to receive \$2.50 per incorporated parcel in accordance with state law for performing this duty which is above and beyond the requirement for this elected position. These funds, approximately \$5,000, go to the Tax Commissioner personally. This agreement must also be approved by the City of Dahlonega and the Tax Commissioner and is in accordance with O.C.G.A. 48-5-359.1(a)(1)(A). This agreement runs the term of the Tax Commissioner.

19. 2021-005 - Addendum #1 to 2017 Service Delivery Strategy Agreement - Lumpkin County & City of Dahlonega (County Manager Stan Kelley)

Addendum #1 to 2017 Service Delivery Strategy Agreement - Lumpkin County & City of Dahlonega

OTHER ITEMS

20. Election of Vice Chairman

Election of Vice Chairman

21. Consider Move to Self-Funded Health Insurance (Community & Employee Services Director Alicia Davis)

Consider Move to Self Funded Health Insurance

22. Request for Budget Amendment - Magistrate Court (Associate Magistrate Judge Dyann Beaty)

Request for Budget Amendment - Magistrate Court

23. Visitors Center Repairs (Special Projects Director Allison Martin)

Visitors Center Repairs

Commissioner Stringer asked about pricing, and Ms. Martin responded she obtained the references for the company and staff feels like this is the best price we will receive. Garland has a roofing division and is pre-qualified with the State.

24. Yahoola Creek Reservoir Final Master Plan (David Young, Lose Design)

This is for consideration of the Yahoola Creek Reservoir Master Plan.

Chairman Dockery said he would like to show the community that the Commissioners are committed to furthering the plan for the Reservoir and asked Rebecca Mincey if there were any immediate plans to begin the work. Ms. Mincey said several of the Yahoola Creek Reservoir Property Study Committee members have met via phone with a regional mountain biking group and a local trail conservation group. They have had discussions about improving the existing reservoir trails with things such as minor re-routing and fixing rutted out areas. Ms. Mincey said they are also looking at opportunities for the mountain biking trails and investigating the costs involved. The Committee members have also expressed interest in continuing to serve, she added.

The Chairman said the Yahoola Creek Reservoir Study Committee was originally established as ad-hoc, but perhaps it should be changed to a standing committee. The Board of Commissioners could create an outline of a vision and goals for the committee, he suggested. Ms. Mincey noted that the pre-application for the Outdoor Stewardship grant would be due sometime in August. Commissioner Miller suggested getting the local Boy

Scout groups involved with any volunteer opportunities since it would have great potential for Eagle Scout projects. There was also discussion of potentially making a "friends of the park" volunteer group in the future.

25. Aquatic Center Water Park Design (Special Projects Director Allison Martin)

Aquatic Center Water Park Design

Allison Martin said the Building Committee made a few cosmetic changes to the water park design plan but the overall design was approved to move forward to the BOC for consideration.

COUNTY MANAGER

COUNTY ATTORNEY

COMMISSIONERS

PUBLIC COMMENT (Agenda Specific)

ADJOURNMENT

Chairman Dockery adjourned the meeting at 5:53 PM.

Date

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Witcher
County Clerk, Lumpkin County

Minutes Acceptance: Minutes of Jan 19, 2021 5:30 PM (CONSIDERATION OF MINUTES)

LUMPKIN COUNTY
Board of Commissioners
Regular Meeting Minutes
Commissioners Boardroom



January 19, 2021
 6:00 P.M.

CALL TO ORDER

The meeting was called to order at 6:03 PM by Chairman Chris Dockery

Attendee Name	Title	Status	Arrived
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David Miller	District 1 Commissioner	Present	
Bobby Mayfield	District 2 Commissioner	Present	
Rhett Stringer	District 3 Commissioner	Present	
Jeffrey Moran	District 4 Commissioner	Present	

INVOCATION

Chairman Dockery gave the invocation and led the Pledge of Allegiance.

CONSIDERATION OF AGENDA

Motion: A motion was made by District 3 Commissioner Stringer to approve the agenda. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

PUBLIC COMMENTS (Agenda Specific)

PRESENTATIONS

1. Certificates of Appreciation - Poll Workers

Certificates of Appreciation - Poll Workers

CONSIDERATION OF MINUTES

Motion: A motion was made by District 4 Commissioner Moran to approve the minutes by acclamation. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

2. Board of Commissioners - Work Session - Dec 1, 2020 4:00 PM
3. Board of Commissioners - Work Session II - Dec 15, 2020 5:30 PM
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RESOLUTIONS

6. 2021 - 01 - Resolution Authorizing Approval/Disapproval of Claims for Refunds of Ad Valorem Property Taxes (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Chief Tax Assessor and the Tax Commissioner to approve or disapprove certain specified claims for refunds of ad valorem property taxes paid due to clerical error.

Motion: A motion was made by District 3 Commissioner Stringer to approve the resolution. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

7. 2021 - 02 - Authorize Tax Commissioner to Accept Checks, Debit, and Credit Cards for all Taxes, Fees, & Licenses Due (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Tax Commissioner to accept checks, debit and credit cards for all taxes, fees, and licenses due to the Tax Commissioner.

Motion: A motion was made by District 4 Commissioner Moran to approve the resolution. The motion was seconded by District 1 Commissioner Miller. The motion was approved and carried.

8. 2021 - 03 - Authorizing Tax Commissioner Final Determination Regarding Waiver Provisions of O.C.G.A. 48-5-242 (Tax Commissioner Mike Young)

Consideration of a resolution authorizing the Tax Commissioner to waive certain taxes as provided by O.C.G.A. 48-5-242.

Motion: A motion was made by District 3 Commissioner Stringer to approve the resolution. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

9. 2021 - 04 - Tax Commissioner to Collect Certain Delinquent Ad Valorem Taxes in Real Estate by Use of the In Rem (Tax Commissioner Mike Young)

Consideration of a resolution to provide an option for the Tax Commissioner to collect certain delinquent ad valorem taxes on real estate by use of the in rem tax foreclosure in Superior Court.

Motion: A motion was made by District 3 Commissioner Stringer to approve the resolution. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

10. 2021 - 05 - Appoint ACCG County Legislative Coordinator (CLC)

Appoint ACCG County Legislative Coordinator (CLC)

Motion: A motion was made by Chairman Dockery to appoint Melissa Witcher. The motion was seconded by District 3 Commissioner Stringer. The motion was approved and carried.

11. 2021 - 06 - Appoint Official Liaison for Hospital Development in Lumpkin County

This is to designate a liaison for future hospital development in Lumpkin County.

Motion: A motion was made by Chairman Dockery to appoint Commissioner Miller. The motion was seconded by District 3 Commissioner Stringer. Commissioner Miller recused himself from the vote. The motion was approved and carried.

12. 2021 - 07 - Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis Seat 2 & Autumn Chatham Seat 4

Appoint Members to Park & Rec Citizens Advisory Board - Jason Davis to Seat 2 and Autumn Chatham to Seat 4 both with terms expiring 12/31/2020.

Motion: A motion was made by Chairman Dockery to appoint Jason Davis to Seat 2 with a term expiring 12/31/2022. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

Motion: A motion was made by Chairman Dockery to appoint Autumn Chatham to Seat 4 with a term expiring 12/31/2022. The motion was seconded by Commissioner Stringer. The motion was approved and carried.

13. 2021 - 08 - Appoint Member to the Lumpkin County Library Board- Linda Davis to Seat 5

This is to appoint Linda Davis to Seat 5, of an unexpired term ending 06.30.2021.

Motion: A motion was made by Chairman Dockery to appoint Linda Davis to Seat 5 with an unexpired term ending 6/30/2021. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

14. 2021 - 09 - Appoint Member to Development Authority – (Henry Davis to Seat 1, with a term expiring 03/07/2022)

Appoint Member to Development Authority - (Henry Davis to Seat 1, with a term expiring 03/07/2022)

Motion: A motion was made by Chairman Dockery to appoint Henry Davis to Seat 1 with a term expiring 3/7/2022. The motion was seconded by District 1 Commissioner Miller. The motion was approved and carried.

REPORTS

Department reports can be viewed on the Commissioners web page at www.lumpkincounty.gov

Elected Officials

CONTRACTS/AGREEMENTS

15. 2021-001 - Legacy Link FY-2021 Addendum #1 Contract (Senior Center Manager Linda Kirkpatrick)

CONTRACT ADDENDUM #1 - SFY2021 This amends the contract that Lumpkin County Board of Commissioners entered into with Legacy Link, Inc. (Contract #2020-039 A-S approved on September 29, 2020) for the Lumpkin County Senior Center to provide nutrition and wellness services, nutrition screening and support services, and Transportation for senior adults in Lumpkin County.

Motion: A motion was made by District 4 Commissioner Moran to approve Legacy Link FY-2021 Addendum #1 Contract. The motion was seconded by District 3 Commissioner Stringer. The motion was approved and carried.

16. 2021-002 - Mauldin & Jenkins - 2020 Audit Engagement Letter (Finance Director Abby Branan)

2020 Audit engagement letter that identifies the applicable financial reporting framework, single audit standards, and the expected form & content of auditor's report.

Motion: A motion was made by Chairman Dockery to approve Mauldin & Jenkins - 2020 Audit Engagement Letter. The motion was seconded by District 1 Commissioner Miller. The motion was approved and carried.

17. 2021-003 - NRCS Lease Agreement (Special Projects Director Allison Martin)

NRCS Lease Agreement

Motion: A motion was made by District 3 Commissioner Stringer to approve NRCS Lease Agreement. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

18. 2021-004 - Agreement for Ad Valorem Tax Billing and Collection for City of Dahlonega (Tax Commissioner Mike Young)

The new tax commissioner is asking the board to consider a contract for the billing and collection of the City's tax digest/ad valorem taxes. This agreement has historically been part of service delivery between the city and the county. It sets forth the amounts that the city will pay for the digest levy, billing, and collection on their behalf. The agreement also contains a provision for the Tax Commissioner to receive \$2.50 per incorporated parcel in accordance with state law for performing this duty which is above and beyond the requirement for this elected position. These funds, approximately \$5,000, go to the Tax Commissioner personally. This agreement must also be approved by the City of Dahlonega and the Tax Commissioner and is in accordance with O.C.G.A. 48-5-359.1(a)(1)(A). This agreement runs the term of the Tax Commissioner.

Motion: A motion was made by District 3 Commissioner Stringer to approve Agreement for Ad Valorem Tax Billing and Collection for City of Dahlonega. The motion was seconded by District 1 Commissioner Miller. The motion was approved and carried.

19. 2021-005 - Addendum #1 to 2017 Service Delivery Strategy Agreement - Lumpkin County & City of Dahlonega (County Manager Stan Kelley)

Addendum #1 to 2017 Service Delivery Strategy Agreement - Lumpkin County & City of Dahlonega

Motion: A motion was made by District 1 Commissioner Miller to approve Addendum #1 to 2017 Service Delivery Strategy Agreement - Lumpkin County & City of Dahlonega. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

OTHER ITEMS

20. Election of Vice Chairman

Election of Vice Chairman

Motion: A motion was made by Chairman Dockery to appoint Commissioner Stringer as the Vice Chairman. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

21. Consider Move to Self-Funded Health Insurance (Community & Employee Services Director Alicia Davis)

Consider Move to Self Funded Health Insurance

Motion: A motion was made by District 1 Commissioner Miller to approve option A, which is to direct Turner, Wood, & Smith to move forward with a medical RFP for a self-funded plan. The motion was seconded by District 3 Commissioner Stringer. The motion was approved and carried.

22. Request for Budget Amendment - Magistrate Court (Associate Magistrate Judge Dyann Beaty)

Request for Budget Amendment - Magistrate Court

Motion: A motion was made by District 4 Commissioner Moran to approve course of action A, which is to approve the amount of \$18,933.56. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

23. Visitors Center Repairs (Special Projects Director Allison Martin)

Visitors Center Repairs

Motion: A motion was made by District 3 Commissioner Stringer to approve Visitors Center Repairs. The motion was seconded by District 1 Commissioner Miller. The motion was approved and carried.

24. Yahoola Creek Reservoir Final Master Plan (David Young, Lose Design)

This is for consideration of the Yahoola Creek Reservoir Master Plan.

Motion: A motion was made by District 1 Commissioner Miller to approve Yahoola Creek Reservoir Final Master Plan. The motion was seconded by District 2 Commissioner Mayfield. The motion was approved and carried.

25. Aquatic Center Water Park Design (Special Projects Director Allison Martin)

Aquatic Center Water Park Design

Motion: A motion was made by District 3 Commissioner Stringer to approve Aquatic Center Water Park Design. The motion was seconded by District 4 Commissioner Moran. The motion was approved and carried.

COUNTY MANAGER

COUNTY ATTORNEY

COMMISSIONERS

Commissioner Miller said the State rollout of the COVID-19 vaccine has been challenging. He recently spoke with Will Wade, Mayor Sam Norton, Superintendent Rob Brown, and the statewide COVID-19 response coordinator. The main issue appears to be a lack of communication between the State, DPH District 2, and local governments, as well as supply chain challenges. There have been numerous citizen complaints about the process to register for a vaccine. Commissioner Miller said the entire state has vaccinated over 500,000 people so far. The State plans on forming a centralized call center that can serve all 159 counties. The Department of Public Health has declared they have no control over other entities such as NGHHS, Emory, Northside, private practices, or pharmacies who administer vaccines. There are concerns that once other providers have vaccines, people will make multiple appointments to get vaccinated and then will cancel some of them, which will lead to doses getting wasted. Commissioner Miller said some citizens have expressed a desire to volunteer, but there is even a lengthy process for our EMS to be able to volunteer and help administer vaccines. Additionally, there is no guarantee that volunteers will be assigned to their home counties. Commissioner Miller asked everyone to be patient and see how things progress over the next few weeks.

Commissioner Stringer gave a brief update from the Water & Sewerage Authority's expansion project. The Castleberry section is complete and they are working backwards from Longbranch school. Some phone lines had to be moved, but they are moving quickly. This project will tie the Copper Pines system into the 400 system. Commissioner Stringer said the LCWSA is also working on the Lumpkin County Parkway property for future expansion around the LGMG scissorlift company.

PUBLIC COMMENTS

ADJOURNMENT

Motion: A motion was made by Commissioner Miller to adjourn the meeting. The motion was seconded by Commissioner Stringer. The motion was approved and carried.

The meeting was adjourned at 6:33 PM.

Date

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Witcher
County Clerk, Lumpkin County

Minutes Acceptance: Minutes of Jan 19, 2021 6:00 PM (CONSIDERATION OF MINUTES)



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Reappoint Members to Public Building Authority -Seat 3, Franklin Youngblood & Seat 4, Daniel Harding

Item Description: Reappoint Members to Public Building Authority - Seat 3, Franklin Youngblood & Seat 4, Daniel Harding

LUMPKIN COUNTY RESOLUTION NO. 2021 – 10

**A RESOLUTION TO REAPPOINT MEMBERS
TO THE
LUMPKIN COUNTY PUBLIC BUILDING AUTHORITY**

Whereas, the Board of Commissioners of Lumpkin County desires to reappoint members of the Lumpkin County Public Building Authority to serve in Seat 3 and Seat 4 whose terms will expire on February 21, 2021;

Now therefore, it is hereby resolved that the following persons are reappointed to the seats and terms provided below:

W. Frank Youngblood is reappointed to Seat 3 on the Lumpkin County Public Building Authority for a term ending February 21, 2024; and

Daniel Harding is reappointed to Seat 4 on the Lumpkin County Public Building Authority for a term ending February 21, 2024.

Resolved, adopted and effective this 16th day of February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Reappoint Member to Development Authority - Seat 9, Jim Curtis

Item Description: Reappoint Member to Development Authority - Seat 9, Jim Curtis

LUMPKIN COUNTY RESOLUTION NO. 2021-11**A RESOLUTION TO PROVIDE FOR THE APPOINTMENT OF A MEMBER TO THE
BOARD OF DIRECTORS OF THE DEVELOPMENT AUTHORITY OF LUMPKIN COUNTY**

Whereas, the Board of Commissioners of Lumpkin County desires to appoint a member to the Board of Directors of the Development Authority of Lumpkin County to serve in Seat 9 with a term expiring on March 7, 2021;

Now therefore, it is hereby resolved that the following person is reappointed to the Board of Directors of the Development Authority of Lumpkin County for the seat and term as indicated below:

Jim Curtis is reappointed to Seat 9 for a term ending March 7, 2025;

Resolved, adopted and effective this 16th day of February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Appoint/Reappoint Members to Airport Authority - Jackie Lee-Seat A, Brian Denney-Seat B

Item Description: Appoint/Reappoint Members to Airport Authority - Jackie Lee to Seat A, Brian Denney to Seat B

Lumpkin County Resolution No. 2021 –12

**A Resolution to Appoint Members to the
Lumpkin County Airport Authority**

Whereas, the Lumpkin County Board of Commissioners desires to appoint a member to the Lumpkin County Airport Authority to fill Seat A for the remainder of an unexpired term; and

Whereas, the Lumpkin County Board of Commissioners desires to reappoint a member to the Lumpkin County Airport Authority to fill Seat B whose term expires February 19, 2021; and

Whereas, Seat A is designated to be filled by a person having experience in a banking and/or finance; and

Whereas, Seat B is designated to be filled by a person having experience in a business requiring interaction with the public;

Now therefore, it is hereby resolved that the following persons are appointed to the Lumpkin County Airport Authority for the Seats and Terms set out below:

Name:	Seat No.	Term Expiring:
Jackie Lee	A	February 19, 2022
Brian Denney	B	February 19, 2025

Resolved, adopted and effective this 16th day of February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Reappoint Member to Hospital Authority - Seat 3, Shirley Pace

Item Description: Reappoint Member to Hospital Authority - Seat 3, Shirley Pace

LUMPKIN COUNTY RESOLUTION NO. 2021 – 13

**A RESOLUTION TO PROVIDE FOR THE REAPPOINTMENT OF A MEMBER TO THE
HOSPITAL AUTHORITY OF LUMPKIN COUNTY**

Whereas, the Lumpkin County Board of Commissioners desires to reappoint a member of the Hospital Authority of Lumpkin County whose term will expire on March 1, 2021;

Now therefore, it is hereby resolved that Shirley Pace is reappointed to Seat 3 for a term ending March 1, 2025.

Resolved, adopted and effective this 16th day of February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Appoint Member to Joint Development Authority of Dawson, Lumpkin, and White Counties

Item Description: Appoint Member to Joint Development Authority of Dawson, Lumpkin, and White Counties - Jim Curtis to Seat 2 with a term expiring 12/31/2024.

LUMPKIN COUNTY RESOLUTION NO. 2021 – 14

**A RESOLUTION TO PROVIDE FOR THE APPOINTMENT OF A MEMBER TO THE
JOINT DEVELOPMENT AUTHORITY
OF
DAWSON, LUMPKIN AND WHITE COUNTIES**

Whereas, the Lumpkin County Board of Commissioners desires to appoint certain members to serve as Lumpkin County members of the Board of Directors of the Joint Development Authority of Dawson, Lumpkin and White Counties;

Now therefore, it is hereby resolved that the following person is appointed to the Board of Directors of the Joint Development Authority of Dawson, Lumpkin and White Counties for the seat and term provided below:

Name:	Seat Number:	Term Expiration:
Jim Curtis	Seat 2	December 31, 2024

Resolved, adopted and effective this 16th day February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Board of Commissioners Department

Date: February 16, 2021

Agenda Item: Create and Appoint Lumpkin County Manager Search Committee

Item Description: Create and Appoint Lumpkin County Manager Search Committee

Lumpkin County Resolution No. 2021 – 15

A Resolution to Create a County Manager Search Committee

Whereas, the Lumpkin County Board of Commissioners desires to create a committee to participate in the selection process for the next County Manager;

Now therefore, it is hereby resolved that an ad hoc committee be established for the specific purpose of assisting the Board in the search for and evaluation of candidates for the position of County Manager;

It is further resolved that the committee shall be known as the County Manager Search Committee and the following persons are appointed to serve thereon:

1. Mac McConnell
2. Clarence Stowers
3. Bill Poole
4. C.O. Woody
5. Wyman Walden
6. Brandy Thomas
7. Rebecca Mincey

It is further resolved that Bill Poole shall serve as the Chairperson of the committee; and

It is further resolved said committee shall automatically dissolve upon the Board of Commissioners hiring a person to fill the position of County Manager;

Resolved, adopted and effective this 16th day of February, 2021.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Melissa Z. Witcher
Lumpkin County Clerk



Lumpkin County, Georgia

Public Works Department

Date:	February 16, 2021
Agenda Item:	2021 LMIG Asphalt Resurfacing Bid Award
Item Description:	Recommendation to award the LMIG (Local Maintenance and Improvement Grant) project bids.
Facts & Historical Information:	On January 19, 2021 Lumpkin County received bids for the resurfacing of 5.98 miles of county roads under the LMIG program. Seven bidders submitted bids on the project. The low bidder was Colditz Trucking with a price of \$816,290.49. This amount is \$104K below the estimated cost of \$920,971. GDOT has awarded Lumpkin County \$560,979.03 in funds for the 2021 LMIG. The minimum amount of the project cost will have to be \$729,272.74 based on 130% of the LMIG funds. The remaining amount of the contract will be paid from TSPLOST funds. The bid amount will be in excess of minimum funds required to get full LMIG program funding. See attached bid tab and road list.
Potential Courses Of Action:	A) Award contract to Colditz Trucking in the amount of the bid. B) Do not award contract.
Staff Recommendation:	Staff recommendation COA A): Award contract to Colditz Trucking in the amount of the bid.
Attachments:	2021 SCORING LIST rev 01-20-21 LMIG Bid Tabulation 2021 LMIG Contract LMIG Road List

Lumpkin County 2021 Pavement Rating List

rev. 1/2/20

12.a

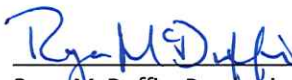
FUNDS	ROAD NAME	2021 SCORE	START	END	WIDTH (ft)	LENGTH (Mi.)	total cost (\$93.50/ton) INCLUDES SHOULDERS	cumulative cost	cumulative length (mi)
LMIG	Johnny Collins Way	32	Camp Wahsega rd	bridge	16	0.53	\$46,516	\$46,516	0.53
LMIG	Black Mountain rd	30	Camp Wahsega rd	Cain Creek Church rd	22	2.80	\$337,897	\$384,412	3.33
LMIG	Burntstand rd	30	sr400	Auraria Rd	22	2.65	\$419,284	\$803,696	5.98
TSPLOST	Lady Slipper In	30	Holy Springs dr	Azalea Ct	21	0.20	\$23,038	\$826,734	6.18
TSPLOST	Brady Edge	30	Cavender creek	.6 mi	20	0.60	\$65,824	\$892,558	6.78
TSPLOST	Brady Edge	30	0.6 mi	end of pavement	14	0.65	\$49,917	\$942,475	7.43
TSPLOST	Foothills Dr	29	Emery Stephens	end	20	0.30	\$32,912	\$975,387	7.73
TSPLOST	Francis Smith rd	29	sr 115	end pavement	15	0.30	\$24,684	\$1,000,071	8.03
TSPLOST	Red Oak Flats Rd	28	SR 60	Animal Shelter dr	25	1.45	\$198,843	\$1,198,914	9.48
TSPLOST	McDonald Rd	26 (2020)	SR 9	Porter Springs Rd	20	2.90	\$318,149	\$1,517,064	12.38
TSPLOST	Rock House Rd	25	sr 52	Cavender creek rd	23	2.16	\$233,263.80	\$1,750,327	14.54
	Cane Creek Church Rd	30	Black Mtn rd	Church parking lot	13	0.80	55621.28	\$1,572,685	13.18
	Royal Oaks	28	Carleton Seitz	cul de sac	21	0.40	44924.88	\$1,617,610	13.58
	Lake Circle	28	Long Branch Rd	Long branch rd	20	0.40	42785.60	\$1,660,395	13.98
	Pecks Rd	28	Parks dr	Bridge	15	0.65	52144.95	\$1,712,540	14.63
	Azalea Ct e&w	28	cul de sac	cul de sac	21	0.30	33693.66	\$1,746,234	14.93
	Mountain Ridge	27	sr 52	sr 52	18	1.20	115521.12	\$1,828,061	15.83
	Robin Hood Dr	20	Claud Parks rd	End	20	1.10	117660.40	\$1,945,722	16.93
	Yellow Bluff	20	Riverflow Drive	Yellow Bluff In	20	0.72	77014.08	\$2,022,736	17.65
	Laurel Circle	20	Carlton Seitz	River Dr.	17	0.81	73644.71	\$2,096,381	18.46
	Robinson Rd	19	Long Branch Rd	Robinson ridge	20	0.60	64178.40	\$2,160,559	19.06
	Woods Dr	19	Little Mountain Rd	End	20	0.25	26741.00	\$2,187,300	19.31
	Ruby Rd	18	Martins Ford Rd	end	12	0.20	12835.68	\$2,200,136	19.51
	Red Oak Flats Loop	17	red oak flats rd	Red Oak Flats rd	21	0.33	37063.03	\$2,237,199	19.84
	Corinth Church rd	17	Us 19	end	12	0.50	32089.20	\$2,269,288	20.34
	Black Mountain rd	16	Cain Creek Church rd	Pat Gooch rd	22	3.45	405928.38	\$2,675,216	23.79
	Lake Laurel Court e&w	16	cul de sac	cul de sac	20	0.12	12835.68	\$2,688,052	23.91
	TS Jarrad	16	Us 19	end	12	0.45	28880.28	\$2,716,932	24.36
	Honey Tree Ter	15	Bear slide path	cul de sac	20	0.10	10696.40	\$2,727,629	24.46
	Elliot Ln	15	Seven Mile Hill Rd	End	18	0.40	38507.04	\$2,766,136	24.86
	Halls Mill Rd	15	SR 52	end of pavement	16	1.15	98406.88	\$2,864,543	26.01
	Bear slide Path	14	Bear slide path	cul de sac	20	0.10	10696.40	\$2,875,239	26.11
	Copper Ridge Dr	14	Long Branch Rd	River View Tr	20	0.08	8557.12	\$2,883,796	26.19
	Fern Park Ln	14	Fern Park Dr	cul de sac	20	0.21	22462.44	\$2,906,259	26.40
	Deer Path	13	River view trail	end	15	0.07	5615.61	\$2,911,874	26.47
	Lucy Ln	13	Pat Gooch rd	end	12	0.20	12835.68	\$2,924,710	26.67
	Claude Parks Rd	9	Sr 52	Hall County line	22	1.95	229437.78	\$3,154,148	28.62
	Fern Park Dr	4	Greenway Rd	cul de sac	20	0.60	64178.40	\$3,218,326	29.22

Attachment: 2021 SCORING LIST rev 01-20-21 (2021-006 : 2021 LMIG Asphalt Resurfacing Bid Award)

Bib Opening Tabulation

Project# 2020-006 2021 LMIG Asphalt
Leveling and Resurfacing Various
County Roads January 19, 2021 @
2:05 PM

	Bartow Paving	Pittman construction	CW Matthews	Colwell Construction	Allied Paving	Blount	Colditz
Information Form	✓	✓	✓	✓	✓	✓	✓
Execution of Proposal Form	✓	✓	✓	✓	✓	✓	✓
Non-Collusion Form	✓	✓	✓	✓	✓	✓	✓
Drug Free Workplace Form	✓	✓	✓	✓	✓	✓	✓
Addenda Acknowledgement Form	✓	✓	✓	✓	✓	✓	✓
E-verify	✓	✓	✓	✓	✓	✓	✓
SAVE Affidavit	✓	✓	✓	✓	✓	✓	✓
W-9	✓	✓	✓	✓	✓	✓	✓
Bid Bond	✓	✓	✓	✓	✓	✓	✓
Bidder's Certification	✓	✓	✓	✓	✓	✓	✓
Price Proposal Form	\$ 97,091.19	\$ 1,020,406.98	\$ 993,668.00	\$ 952,853.93	\$ 985,266.00	\$ 941,171.32	\$ 816,290.49


Ryan McDuffie, Purchasing Agent


Witness

**CONTRACT
FOR
ASPHALT LEVELING AND RESURFACING OF VARIOUS COUNTY ROADS
PROJECT # 2020-006-ITB LMIG-01-(187) LUMP**

This agreement is made and entered into between the **Lumpkin County Board of Commissioners**, hereinafter referred to as “Lumpkin County”, a political subdivision of the State of Georgia, and **Colditz Trucking, Inc.**, hereinafter referred to as “Contractor”.

Whereas, in consideration of the mutual benefits accruing to each party, the parties hereby agree as follows:

A. Summary of Work and Payment:

1. Contractor shall perform leveling and resurfacing with asphalt concrete of the county roads listed in the 2021 LMIG Project Report attached hereto as Exhibit “A”. All work will be done in accordance with the 2013 State of Georgia Standard Specifications as modified by the Modifications & Additions to the Specifications and the Special Provisions contained in the Project Manual for Project# 2020-006-ITB LMIG-01-(187) Lump.

Lumpkin County personnel will be supervising construction of this project but will also be subject to inspections and audits by the Georgia Department of Transportation.

2. Contractor shall be authorized to begin work upon the issuance of a Notice to Proceed from Lumpkin County. All work shall be completed no later than 180 calendar days from the day the Notice to Proceed is issued.

3. The Contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The Contractor shall designate one such person as a Project Manager, and the Project Manager shall be deemed to be the Contractor’s authorized representative, who shall be authorized to receive and accept any and all communications from the County. The County shall name a Project Manager who shall be authorized to generate, receive and accept communication as an authorized representative of the County.

4. The Contractor hereby agrees to replace any personnel or sub-contractor, at no cost or penalty to the County, if the County reasonably determines that the performance of any sub-contractor or personnel is unsatisfactory.

5. Contractor shall be paid for work performed under this Contract on a unit price basis as follows:

Attachment: 2021 LMIG Contract (2021-006 : 2021 LMIG Asphalt Resurfacing Bid Award)

<u>Line No.:</u>	<u>Item Description:</u>	<u>Unit Price:</u>
0005	150-3110 Traffic Control (Lump Sum)	\$23,500.00
0010	402-3130 Recycled Asph. Conc. 19 MM Super Pave GP2 only including Bitum Matl. and lime (Ton)	\$70.96
0015	402-1812 Recycled Asph. Conc. Leveling including Bitum Matl. and lime (Ton)	\$80.00
0020	402-3130 Recycled Asph. Conc. 12.5 MM Super Pave GP2 only including Bitum Matl. and lime (Ton)	\$73.82
0025	413-1000 Bitum. Tack Coat (Gallon)	\$3.25
0030	652 Solid Traffic Stripe, 5" White (LM)	\$1,650.00
0035	652 Solid Traffic Stripe, 5" Yellow (LM)	\$1,650.00
0040	652 Skip Traffic Stripe, 5" White (GLM)	\$825.00
0045	652 Skip Traffic Stripe, 5" Yellow (GLM)	\$825.00
0050	216-Unpaved Shoulder Const. Select Material (Ton)	\$27.00
0055	429-Rumble Strips (Thermoplastic) (Each)	\$750.00

Payment shall be made according to the terms contained in the Invitation to Bid.

B. Bonds:

Contractor shall, prior to commencing work, provide and shall maintain, during the continuance of all work under the Contract, all Bonds required in the Invitation to Bid.

C. Liability:

Contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this Contract.

Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

Contractor shall be liable for any collateral damage (such as broken curbs, crushed sidewalks, broken water meters, etc.) caused as a result of its work under this Contract. Contractor shall restore and/or repair, at Contractor's cost, any and all collateral damage, including, but not limited to, damage to infrastructure, back to its pre-existing condition if the damage was caused by Contractor's activities.

D. Insurance:

The Contractor shall, during the continuance of all work under the Contract, provide and maintain all insurance policies required by the Invitation to Bid.

E. Assignment of Contractual Rights and Subcontracting:

It is agreed that the Contractor will not assign, transfer, convey, or otherwise dispose of this contract or its right, title, or interest in or to the same, or any part thereof, without written consent of the County.

Contractor shall not subcontract any work without the express written consent of the County. The County must approve all subcontractors.

F. Indemnity:

To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold Lumpkin County harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Contractor or anyone for whom the Contractor is responsible.

G. Documents Deemed Part of Contract:

Unless otherwise modified by this Contract, Lumpkin County's Invitation to Bid issued December 16, 2020, and any addendums issued thereto, the 2013 State of Georgia Standard Specifications and the Project Manual for Project# 2020-006-ITB LMIG-01-(187) Lump shall be deemed part of the contract. No documentation or information provided by the Contractor shall be deemed part of the contract unless expressly incorporated herein.

H. Severability:

It is understood and agreed by the parties hereto that if any part, term, or provision of this Contract is held illegal or in conflict with any law of the State of Georgia, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provisions held to be invalid.

I. Dispute Resolution:

Lumpkin County and the Contractor agree to resolve through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be Lumpkin County, Georgia.

J. Cancellation:

Lumpkin County reserves the right to terminate the contract immediately in the event that the Contractor discontinues or abandons operations, is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the Contractor to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the County without penalty to Lumpkin County. Lumpkin County shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained herein, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the Contractor.

If the termination clause is used by the County, the Contractor will be paid by the County for all scheduled work completed satisfactorily by the Contractor up to the termination date set forth in the written termination notice.

K. Safe Working Environment and Drug Free Workplace

Contractor shall provide a safe working environment.

Contractor certifies that the provisions of Code Sections 5024-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full. The Contractor further certifies that:

1. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
2. If Contractor hires a Sub Contractor to work in a drug-free work place, Contractor shall secure from that Sub Contractor the following written certification:

As part of the subcontracting agreement with (Contractor's name), (Sub Contractor's name) certifies to the Contractor that a drug-free workplace will be provided for the Sub Contractor's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".

The Contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

L. Amendments or Modifications:

All contract amendments or modifications must be in writing and signed by all parties.

M. Notices:

Any notice, order, instruction, claim, or other written communication required or permitted under this contract shall be deemed to have been delivered or received:

1. Upon personal delivery to the Contractor or his authorized representative, which delivery may be accomplished by in person hand delivery, via bona fide overnight express service or telephonic facsimile transmission; or

2. Three (3) days after depositing in the United States mail a letter which is either certified or registered, with return receipt requested, addressed to the Contractor at the following address:

Colditz Trucking, Inc.
Attn: Teresa Colditz
191 Bill Donaldson Circle
Blairsville, GA 30512

and to Lumpkin County at the following address:

Lumpkin County Board of Commissioners
Attn: Stan Kelley, County Manager
99 Courthouse Hill, Ste A
Dahlonega, Georgia 30533

This Contract is made and entered into this _____ day of February, 2021.

Lumpkin County:**Contractor:**

Colditz Trucking, Inc.

By:

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Teresa Colditz, President

Attest:

Melissa Z. Witcher
Lumpkin County Clerk

Attachment: 2021 LMIG Contract (2021-006 : 2021 LMIG Asphalt Resurfacing Bid Award)

Exhibit 'A'
2021 LMIG Project Report
Project # 2020-006-ITB LMIG-01(187) Lumpkin

ROAD NAME	BEGIN	END	LENGTH (Miles)	WIDTH (FEET)	DESCRIPTION OF WORK	
					ASPHALT REQUIREMENTS	STRIPING REQUIREMENTS
Johnny Collins Way	Camp Wahsega Rd.	Bridge	.53	16	Spot level and Overlay with 175 #/sqyd of 12.5 mm	Stop Bar
Black Mountain Road	Camp Wahsega	Cain Creek Church Rd.	2.80	22	Spot level and Overlay with 175 #/sq.yd of 12.5 mm	Centerline, Edge line, Stop bars, Rumble Strips.
Burntstand Road	SR 400	Auraria Road	2.65	22	Spot level and Overlay with 175 #/sq.yd. of 12.5 mm	Centerline, Edge line, Stop bars, Rumble Strips.
			Total Mileage 5.98 miles			

Attachment: LMIG Road List (2021-006 : 2021 LMIG Asphalt Resurfacing Bid Award)



Lumpkin County, Georgia

Public Works Department

Date: February 16, 2021

Agenda Item: 2021 TSPLOST Asphalt Resurfacing Bid Award

Item Description: Recommendation to award the TSPLOST project bids.

Facts & Historical Information:

On January 19, 2021, Lumpkin County received bids for the resurfacing of 6.40 miles of county roads under the TSPLOST program. Seven bidders submitted bids on the project. The low bidder was Colditz Trucking with a price of \$712,497.67. This amount is \$111K below the estimated cost of \$824,000. The amount of the contract will be paid from TSPLOST funds. In order to bring the total 2021 contract amount up to the budgeted amount for road resurfacing, staff recommends that Rock House Rd. be added to this contract. See attached bid tab and revised road list.

Potential Courses Of Action:

- A) Award contract to Colditz Trucking in the amount of the bid.
- B) Award contract to Colditz Trucking with the addition of Rock House Rd to the contract.
- C) Award the contract with the addition of other roads from the list.
- D) Do not award contract.

Staff Recommendation: **Staff recommendation COA B): Award contract to Colditz Trucking with the addition of Rock House Rd to the contract. This recommended addition will bring the total milage of road resurfaced to in 2021 to 14.5 miles and bring the total resurfacing project cost up to the budget for 2021.**

Attachments:

2021 SCORING LIST rev 01-20-21
TSPLOST Bid Tabulation
2021 LMIG Contract
LMIG Road List

Lumpkin County 2021 Pavement Rating List

rev. 1/2/20

13.a

FUNDS	ROAD NAME	2021 SCORE	START	END	WIDTH (ft)	LENGTH (Mi.)	total cost (\$93.50/ton) INCLUDES SHOULDERS	cumulative cost	cumulative length (mi)
LMIG	Johnny Collins Way	32	Camp Wahsega rd	bridge	16	0.53	\$46,516	\$46,516	0.53
LMIG	Black Mountain rd	30	Camp Wahsega rd	Cain Creek Church rd	22	2.80	\$337,897	\$384,412	3.33
LMIG	Burntstand rd	30	sr400	Auraria Rd	22	2.65	\$419,284	\$803,696	5.98
TSPLOST	Lady Slipper In	30	Holy Springs dr	Azalea Ct	21	0.20	\$23,038	\$826,734	6.18
TSPLOST	Brady Edge	30	Cavender creek	.6 mi	20	0.60	\$65,824	\$892,558	6.78
TSPLOST	Brady Edge	30	0.6 mi	end of pavement	14	0.65	\$49,917	\$942,475	7.43
TSPLOST	Foothills Dr	29	Emery Stephens	end	20	0.30	\$32,912	\$975,387	7.73
TSPLOST	Francis Smith rd	29	sr 115	end pavement	15	0.30	\$24,684	\$1,000,071	8.03
TSPLOST	Red Oak Flats Rd	28	SR 60	Animal Shelter dr	25	1.45	\$198,843	\$1,198,914	9.48
TSPLOST	McDonald Rd	26 (2020)	SR 9	Porter Springs Rd	20	2.90	\$318,149	\$1,517,064	12.38
TSPLOST	Rock House Rd	25	sr 52	Cavender creek rd	23	2.16	\$233,263.80	\$1,750,327	14.54
	Cane Creek Church Rd	30	Black Mtn rd	Church parking lot	13	0.80	55621.28	\$1,572,685	13.18
	Royal Oaks	28	Carleton Seitz	cul de sac	21	0.40	44924.88	\$1,617,610	13.58
	Lake Circle	28	Long Branch Rd	Long branch rd	20	0.40	42785.60	\$1,660,395	13.98
	Pecks Rd	28	Parks dr	Bridge	15	0.65	52144.95	\$1,712,540	14.63
	Azalea Ct e&w	28	cul de sac	cul de sac	21	0.30	33693.66	\$1,746,234	14.93
	Mountain Ridge	27	sr 52	sr 52	18	1.20	115521.12	\$1,828,061	15.83
	Robin Hood Dr	20	Claud Parks rd	End	20	1.10	117660.40	\$1,945,722	16.93
	Yellow Bluff	20	Riverflow Drive	Yellow Bluff In	20	0.72	77014.08	\$2,022,736	17.65
	Laurel Circle	20	Carlton Seitz	River Dr.	17	0.81	73644.71	\$2,096,381	18.46
	Robinson Rd	19	Long Branch Rd	Robinson ridge	20	0.60	64178.40	\$2,160,559	19.06
	Woods Dr	19	Little Mountain Rd	End	20	0.25	26741.00	\$2,187,300	19.31
	Ruby Rd	18	Martins Ford Rd	end	12	0.20	12835.68	\$2,200,136	19.51
	Red Oak Flats Loop	17	red oak flats rd	Red Oak Flats rd	21	0.33	37063.03	\$2,237,199	19.84
	Corinth Church rd	17	Us 19	end	12	0.50	32089.20	\$2,269,288	20.34
	Black Mountain rd	16	Cain Creek Church rd	Pat Gooch rd	22	3.45	405928.38	\$2,675,216	23.79
	Lake Laurel Court e&w	16	cul de sac	cul de sac	20	0.12	12835.68	\$2,688,052	23.91
	TS Jarrad	16	Us 19	end	12	0.45	28880.28	\$2,716,932	24.36
	Honey Tree Ter	15	Bear slide path	cul de sac	20	0.10	10696.40	\$2,727,629	24.46
	Elliot Ln	15	Seven Mile Hill Rd	End	18	0.40	38507.04	\$2,766,136	24.86
	Halls Mill Rd	15	SR 52	end of pavement	16	1.15	98406.88	\$2,864,543	26.01
	Bear slide Path	14	Bear slide path	cul de sac	20	0.10	10696.40	\$2,875,239	26.11
	Copper Ridge Dr	14	Long Branch Rd	River View Tr	20	0.08	8557.12	\$2,883,796	26.19
	Fern Park Ln	14	Fern Park Dr	cul de sac	20	0.21	22462.44	\$2,906,259	26.40
	Deer Path	13	River view trail	end	15	0.07	5615.61	\$2,911,874	26.47
	Lucy Ln	13	Pat Gooch rd	end	12	0.20	12835.68	\$2,924,710	26.67
	Claude Parks Rd	9	Sr 52	Hall County line	22	1.95	229437.78	\$3,154,148	28.62
	Fern Park Dr	4	Greenway Rd	cul de sac	20	0.60	64178.40	\$3,218,326	29.22

Attachment: 2021 SCORING LIST rev 01-20-21 (2021-007 : 2021 TSPLOST Asphalt Resurfacing Bid Award)

Bib Opening Tabulation

Project# 2020-007 2021 TSPLOST
Asphalt Leveling and Resurfacing
Various County Roads January 19,
2021 @ 2:35 PM

	Bartow Paving	Pittman construction	CW Matthews	Colwell Construction	Allied Paving	Blount	Colditz
Information Form	✓	✓	✓	✓	✓	✓	✓
Execution of Proposal Form	✓	✓	✓	✓	✓	✓	✓
Non-Collusion Form	✓	✓	✓	✓	✓	✓	✓
Drug Free Workplace Form	✓	✓	✓	✓	✓	✓	✓
Addenda Acknowledgement Form	✓	✓	✓	✓	✓	✓	✓
E-verify	✓	✓	✓	✓	✓	✓	✓
SAVE Affidavit	✓	✓	✓	✓	✓	✓	✓
W-9	✓	✓	✓	✓	✓	✓	✓
Bid Bond	✓	✓	✓	✓	✓	✓	✓
Price Proposal Form	\$866,580.42	\$871,869.24	\$947,730.03	\$847,816.17	\$879,091.50	\$849,793.16	\$712,497.67


Ryan McDuffie, Purchasing Agent


Witness

**CONTRACT
FOR
ASPHALT LEVELING AND RESURFACING OF VARIOUS COUNTY ROADS
PROJECT # 2020-006-ITB LMIG-01-(187) LUMP**

This agreement is made and entered into between the **Lumpkin County Board of Commissioners**, hereinafter referred to as “Lumpkin County”, a political subdivision of the State of Georgia, and **Colditz Trucking, Inc.**, hereinafter referred to as “Contractor”.

Whereas, in consideration of the mutual benefits accruing to each party, the parties hereby agree as follows:

A. Summary of Work and Payment:

1. Contractor shall perform leveling and resurfacing with asphalt concrete of the county roads listed in the 2021 LMIG Project Report attached hereto as Exhibit “A”. All work will be done in accordance with the 2013 State of Georgia Standard Specifications as modified by the Modifications & Additions to the Specifications and the Special Provisions contained in the Project Manual for Project# 2020-006-ITB LMIG-01-(187) Lump.

Lumpkin County personnel will be supervising construction of this project but will also be subject to inspections and audits by the Georgia Department of Transportation.

2. Contractor shall be authorized to begin work upon the issuance of a Notice to Proceed from Lumpkin County. All work shall be completed no later than 180 calendar days from the day the Notice to Proceed is issued.

3. The Contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The Contractor shall designate one such person as a Project Manager, and the Project Manager shall be deemed to be the Contractor’s authorized representative, who shall be authorized to receive and accept any and all communications from the County. The County shall name a Project Manager who shall be authorized to generate, receive and accept communication as an authorized representative of the County.

4. The Contractor hereby agrees to replace any personnel or sub-contractor, at no cost or penalty to the County, if the County reasonably determines that the performance of any sub-contractor or personnel is unsatisfactory.

5. Contractor shall be paid for work performed under this Contract on a unit price basis as follows:

Attachment: 2021 LMIG Contract (2021-007 : 2021 TSPLOST Asphalt Resurfacing Bid Award)

<u>Line No.:</u>	<u>Item Description:</u>	<u>Unit Price:</u>
0005	150-3110 Traffic Control (Lump Sum)	\$23,500.00
0010	402-3130 Recycled Asph. Conc. 19 MM Super Pave GP2 only including Bitum Matl. and lime (Ton)	\$70.96
0015	402-1812 Recycled Asph. Conc. Leveling including Bitum Matl. and lime (Ton)	\$80.00
0020	402-3130 Recycled Asph. Conc. 12.5 MM Super Pave GP2 only including Bitum Matl. and lime (Ton)	\$73.82
0025	413-1000 Bitum. Tack Coat (Gallon)	\$3.25
0030	652 Solid Traffic Stripe, 5" White (LM)	\$1,650.00
0035	652 Solid Traffic Stripe, 5" Yellow (LM)	\$1,650.00
0040	652 Skip Traffic Stripe, 5" White (GLM)	\$825.00
0045	652 Skip Traffic Stripe, 5" Yellow (GLM)	\$825.00
0050	216-Unpaved Shoulder Const. Select Material (Ton)	\$27.00
0055	429-Rumble Strips (Thermoplastic) (Each)	\$750.00

Payment shall be made according to the terms contained in the Invitation to Bid.

B. Bonds:

Contractor shall, prior to commencing work, provide and shall maintain, during the continuance of all work under the Contract, all Bonds required in the Invitation to Bid.

C. Liability:

Contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this Contract.

Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

Contractor shall be liable for any collateral damage (such as broken curbs, crushed sidewalks, broken water meters, etc.) caused as a result of its work under this Contract. Contractor shall restore and/or repair, at Contractor's cost, any and all collateral damage, including, but not limited to, damage to infrastructure, back to its pre-existing condition if the damage was caused by Contractor's activities.

D. Insurance:

The Contractor shall, during the continuance of all work under the Contract, provide and maintain all insurance policies required by the Invitation to Bid.

E. Assignment of Contractual Rights and Subcontracting:

It is agreed that the Contractor will not assign, transfer, convey, or otherwise dispose of this contract or its right, title, or interest in or to the same, or any part thereof, without written consent of the County.

Contractor shall not subcontract any work without the express written consent of the County. The County must approve all subcontractors.

F. Indemnity:

To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold Lumpkin County harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Contractor or anyone for whom the Contractor is responsible.

G. Documents Deemed Part of Contract:

Unless otherwise modified by this Contract, Lumpkin County's Invitation to Bid issued December 16, 2020, and any addendums issued thereto, the 2013 State of Georgia Standard Specifications and the Project Manual for Project# 2020-006-ITB LMIG-01-(187) Lump shall be deemed part of the contract. No documentation or information provided by the Contractor shall be deemed part of the contract unless expressly incorporated herein.

H. Severability:

It is understood and agreed by the parties hereto that if any part, term, or provision of this Contract is held illegal or in conflict with any law of the State of Georgia, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provisions held to be invalid.

I. Dispute Resolution:

Lumpkin County and the Contractor agree to resolve through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be Lumpkin County, Georgia.

J. Cancellation:

Lumpkin County reserves the right to terminate the contract immediately in the event that the Contractor discontinues or abandons operations, is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the Contractor to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the County without penalty to Lumpkin County. Lumpkin County shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained herein, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the Contractor.

If the termination clause is used by the County, the Contractor will be paid by the County for all scheduled work completed satisfactorily by the Contractor up to the termination date set forth in the written termination notice.

K. Safe Working Environment and Drug Free Workplace

Contractor shall provide a safe working environment.

Contractor certifies that the provisions of Code Sections 5024-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Workplace Act", have been complied with in full. The Contractor further certifies that:

1. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
2. If Contractor hires a Sub Contractor to work in a drug-free work place, Contractor shall secure from that Sub Contractor the following written certification:

As part of the subcontracting agreement with (Contractor's name), (Sub Contractor's name) certifies to the Contractor that a drug-free workplace will be provided for the Sub Contractor's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".

The Contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

L. Amendments or Modifications:

All contract amendments or modifications must be in writing and signed by all parties.

M. Notices:

Any notice, order, instruction, claim, or other written communication required or permitted under this contract shall be deemed to have been delivered or received:

1. Upon personal delivery to the Contractor or his authorized representative, which delivery may be accomplished by in person hand delivery, via bona fide overnight express service or telephonic facsimile transmission; or

2. Three (3) days after depositing in the United States mail a letter which is either certified or registered, with return receipt requested, addressed to the Contractor at the following address:

Colditz Trucking, Inc.
Attn: Teresa Colditz
191 Bill Donaldson Circle
Blairsville, GA 30512

and to Lumpkin County at the following address:

Lumpkin County Board of Commissioners
Attn: Stan Kelley, County Manager
99 Courthouse Hill, Ste A
Dahlonega, Georgia 30533

This Contract is made and entered into this _____ day of February, 2021.

Lumpkin County:**Contractor:**

Colditz Trucking, Inc.

By:

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Teresa Colditz, President

Attest:

Melissa Z. Witcher
Lumpkin County Clerk

Attachment: 2021 LMIG Contract (2021-007 : 2021 TSPLOST Asphalt Resurfacing Bid Award)

Exhibit 'A'
2021 LMIG Project Report
Project # 2020-006-ITB LMIG-01(187) Lumpkin

ROAD NAME	BEGIN	END	LENGTH (Miles)	WIDTH (FEET)	DESCRIPTION OF WORK	
					ASPHALT REQUIREMENTS	STRIPING REQUIREMENTS
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Burntstand Road	SR 400	Auraria Road	2.65	22	Spot level and Overlay with 175 #/sq.yd. of 12.5 mm	Centerline, Edge line, Stop bars, Rumble Strips.
			Total Mileage 5.98 miles			

Attachment: LMIG Road List (2021-007 : 2021 TSPLOST Asphalt Resurfacing Bid Award)



Lumpkin County, Georgia

Finance Department

Date:	February 16, 2021
Agenda Item:	ACCG GA County Internship Program Agreement
Item Description:	Consideration of Grant Agreement ACCG Georgia County Internship Program Right-of-Way Intern
Facts & Historical Information:	ACCG offers paid summer internship program grants to counties across Georgia. In January 2020, Lumpkin County submitted a successful application, for which we were awarded on February 23, 2020. Due to COVID-19, ACCG offered a deferral for this internship to 2021. The intern will complete a vital Right-of-Way project which includes tasks, such as identifying county roads not currently in fixed assets and analyzing existing roads in assets that will determine right-of-way information that can be compiled, recorded, and mapped. While the County's portion of the intern expense is \$500 and well within the parameters of the Grant Policy to be approved by the County Manager, O.C.G.A § 36-10-1 requires the Board of Commissioners' approval and reflection of such in the meeting minutes prior to execution of the agreement.
Potential Courses Of Action:	A. Approve the GCIP Grant Agreement. B. Take no action.
Budget Impact:	The County's portion of the internship is \$500 and is available in the 2021 budget.
Staff Recommendation:	Staff recommends approval of the GCIP Grant Agreement in order to complete this vital Right-of-Way project.
Attachments:	2021 Lumpkin County GCIP Grant Package 2021 GCIP Grant Overview Materials Final

ACCG Civic Affairs Foundation

GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.**, (the “**FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and _____ County (“**COUNTY**”), having its principal office at _____. In exchange for valuable consideration, the parties agree as follows.

I. GENERAL TERMS.

A. Agreement Term:

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY’S governing authority and entry on the COUNTY’S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the **COUNTY** Clerk’s Office as requested and incorporated into this Agreement.

B. Purpose of Agreement:

The **FOUNDATION** is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter (“Grant Award Letter”) (**Exhibit A**) to reimburse certain costs to the **COUNTY** to employ interns to complete projects as described in the county grant application (“County Grant Application”) (**Exhibit B**) from May 1, 2021 until September 30, 2021. This Agreement provides the terms and conditions under which the **COUNTY** may receive reimbursement from the **FOUNDATION**.

II. REIMBURSEMENT TO COUNTY.

In exchange for the **COUNTY** hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the **FOUNDATION** shall provide reimbursement to the **COUNTY** as follows:

A. Use of Grant Funds.

1. Amount of Reimbursement

ACCG Civic Affairs Foundation

- a. **Hourly Rate.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

The **COUNTY** may pay the intern at a higher rate than \$12.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the reimbursed hourly rate of \$12.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost to cover the intern under the **COUNTY'S** workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$24.00 per intern, per internship.
 - c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$183.60 per intern, per internship.
2. **Additional Compensation for Intern.** The **COUNTY** may pay the intern(s) in an amount greater than \$12.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the **COUNTY** will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2021 to September 30, 2021, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The **COUNTY** shall pay interns funded in whole or in part by this grant a minimum of \$12.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the **COUNTY** shall provide the following information

ACCG Civic Affairs Foundation

to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form”) (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form (“Reimbursement Form”) (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the COUNTY and received by the FOUNDATION by October 18, 2021 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the **COUNTY** must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The **COUNTY** may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than August 15, 2021:); intern consent form (“Intern Consent Form”)(Exhibit F); the intern information form (“Intern Information Form” (Exhibit G); and an intern photograph.
- F. Tax Withholdings.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
 2. **Fair Labor Standards Act**
 3. **Georgia Security and Immigration Compliance Act.** The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

ACCG Civic Affairs Foundation

- I. **Duty to Notify FOUNDATION.** It shall be the duty of the **COUNTY** to notify the **FOUNDATION** if an intern quits or is terminated by the **COUNTY** within five (5) days of separation.
- J. **Nepotism.** If the **COUNTY** has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the **COUNTY** shall refrain from hiring interns who are closely related by blood or marriage to **COUNTY** employees or officials who have a hiring or supervisory role over the intern. The **COUNTY** shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the **COUNTY** fails to follow these requirements, the **COUNTY** will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.
- K. **Campaign and Other Impermissible Activities.** Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the **COUNTY**. Interns are further not permitted to run personal errands for **COUNTY** officials and staff or work on projects that are unrelated to county government. If the **COUNTY** fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the **FOUNDATION**.

IV. CONTRACT MODIFICATION

No amendment, modification, or alteration of this **AGREEMENT** shall be valid or effective unless such modification is made in writing and signed by both parties.

V. TERMINATION

This Agreement may be terminated in the following circumstances:

- A. **Due to default or for cause.** The **FOUNDATION** may terminate this **AGREEMENT** at any time if the **COUNTY** fails to perform any of its obligations under this **AGREEMENT** and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the **FOUNDATION**. The **COUNTY** shall be required to submit all required information not later than 20 days after the date of written notice of termination. The **COUNTY** shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
- B. **Due to Early Separation of Intern.** Should the intern funded by this grant be separated from the **COUNTY'S** employment prior to the expiration of their internship period, this **AGREEMENT** shall terminate within 20 days of the separation unless another undergraduate student, graduate student, recent graduate, or a high school student 16 years

ACCG Civic Affairs Foundation

of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2021.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

VI. **Access to Records, Records Retention, and Investigation**

- A. The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

VII. **Hold Harmless**

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

VIII. **Program Publicity and COUNTY Participation**

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.

ACCG Civic Affairs Foundation

- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

XI. Miscellaneous Provisions

- A. The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

XII. CONTRACT EXHIBIT INCLUSION:

This contract includes the following exhibits, which are attached and incorporated herein by reference:

Exhibit A	Grant Award Letter
Exhibit B	County Grant Application
Exhibit C	E-Verify Usage and Acknowledgement Form
Exhibit D	Reimbursement Form
Exhibit E	Intern Evaluation Form
Exhibit F	Intern Consent Form
Exhibit G	Intern Information Form

ACCG Civic Affairs Foundation

COUNTY:

**ASSOCIATION COUNTY COMMISSIONERS OF
GEORGIA CIVIC AFFAIRS FOUNDATION, INC.:**

Printed Name

Dave Wills

Title:

Title: Secretary-Treasurer

This ___ day of _____, 202__

This ___ day of _____, 202__

COUNTY CLERK CERTIFICATION:

The undersigned Clerk of the governing authority of _____ County, DOES HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the _____ County Governing Authority in a meeting that was properly advertised and open to the public on _____, 2021, and that the original of said agreement appears of record in the minute book of the County, which is in my custody and control.

WITNESS my hand and the official seal of the governing authority of County.

(SEAL)

Clerk

Attachment: 2021 Lumpkin County GCIP Grant Package (2021-008 : ACCG GA County Internship Program Agreement)

ACCG Civic Affairs Foundation

February 10, 2021

Ms. Abby Branan
99 Courthouse Hill, Ste D
Dahlonega, GA 30533

Dear Ms. Branan:

In 2020, Lumpkin County was awarded a Georgia County Internship Program (GCIP) grant through the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") in the amount of **\$2,107.60** for the **Right-of-Way** intern project to cover **one** internship, enclosed. Your county requested that this grant be deferred to 2021 due to COVID 19, which was approved by the ACCG Civic Affairs Foundation. While your county was not required to resubmit the 2020 award winning application for the 2021 GCIP grant cycle, your county is required to comply with all paperwork described herein for the 2021 grant.

As such, your grant is contingent upon the ACCG Civic Affairs Foundation and Lumpkin County entering into the terms and conditions of the 2021 Georgia County Internship Program Grant Agreement (the "Agreement") that this letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, the grant will be awarded for the Right-of-Way project provided for in Exhibit B of the Agreement. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-992-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Thank you for participating in the GCIP 2021 grant program.

Sincerely,



Dave Wills
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

ACCG Civic Affairs Foundation

February 14, 2020

Ms. Abby Branan
99 Courthouse Hill, Ste D
Dahlonega, GA 30533

Dear Ms. Branan:

I am pleased to inform you that Lumpkin County has been awarded a Georgia County Internship Program (GCIP) grant from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2020 summer program in the amount of **\$2,107.60** for the **Right-of-Way** intern project to cover **one** internship. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-522-5022 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2020 grant program.

Sincerely,



Dave Wills
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Chairman Chris Dockery
Melissa Witcher
Stan Kelley

Attachment: 2021 Lumpkin County GCIP Grant Package (2021-008 : ACCG GA County Internship Program Agreement)



Georgia County Internship Program Grant Application Summer 2020

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for the 2020 GCIP grant program is **Monday, January 6, 2020**

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org or by mail to:

**ACCG Civic Affairs Foundation
191 Peachtree Street NE, Suite 700
Atlanta, GA 30303**

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be currently enrolled in college as undergraduate or graduate students, or have recently graduated from college within one year of the grant period. High school students 16 years of age or older who are dually enrolled in a college or university are eligible. General high school students who have not yet begun college are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.



Section I: Grant Category

Select (X) the grant category for this application.

General GCIP Grant	X
Verizon Rural Grant (55,000 or less population with no previous GCIP Participation)	
Kundell Environmental Grant	
Garner Health and Human Services Grant	

Section II: General Grant Information

County Name:	Lumpkin County
County E-Verify Number:	126741
Number of Interns Requested:	1

Are you submitting an application that includes a partner?		☐ Yes	☒ No
List partners:			
Is your partner a nonprofit, college or university?	☐ Yes ☐ No		
List contribution level	____ Other		
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>			

Name of Grant Coordinator or other Primary Contact:	Abby Branan		
County:	Lumpkin		
Department:	Finance		
Position:	Budget and Grants Analyst		
Address:	99 Courthouse Hill, Ste D Dahlonega, GA 30533		
Email:	Abby.branan@lumpkincounty.gov	Phone:	706-482-2554



Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2400 plus FICA and WC supplement)		☒ Yes	☐ No
What amount?	\$:	500.00	
OR			
Is the county providing additional funding? (on top of the grant amount)		☐ Yes	☐ No
What amount?		\$:	
Who will be the supervisor for the intern?			
☒ Same as grant coordinator or other primary county contact			
☐ Other			
Name:			
Department:			
Position:			
Address:			
Email:		Phone:	
Has this individual previously supervised interns?		☐ Yes	☒ No

Is adequate space available to support an intern?	☒ Yes	☐ No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?	☒ Yes	☐ No
Will outside technical assistance be required for the intern to complete the project?	☐ Yes	☒ No
If Yes, who will provide it:		
Has your county previously had an intern?	☒ Yes	☐ No
Has your county ever had an intern in this field?	☐ Yes	☒ No
Has your county previously received a Georgia County Internship Program (GCIP) grant for interns?	☒ Yes	☐ No
Is there a college or university located in your county?	☒ Yes	☐ No
Is there a technical college located in your county?	☐ Yes	☒ No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)		
Knowledge of Microsoft Excel, Microsoft Word, PDF software		
Ability to use a computer to complete research		
Knowledge of how to research legal documents		
Will any special training be provided to the intern?	☐ Yes	☒ No
If Yes, please describe:		



Section III: Project Description and Intern Position Title

Project Information

Internship position title:	Right-of-Way Researcher
----------------------------	-------------------------

In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

We are proposing an internship position that will assist the county in identifying county roads not currently included in fixed assets, to include the right-of-way associated with those roads. If time allows, existing roads in the asset file will be researched to include right-of-way information, such that it can be compiled and mapped into our GIS system. This will benefit the county by having all roads captured in assets and will assist us in creating a data layer that can be used by Public Works and our Road Department to more easily determine the areas along roads that are county rights-of-way. By mapping county roads and including rights-of-way, we can easily determine on what property we can legally work and perform maintenance. This project will benefit property taxpayers, as we will work with the Tax Assessor's Office to reduce the tax burden for parcels once rights-of-way are identified and recorded.

The intern should be able to research deeds and should be able to take a listing of assets and work through the county road list to ensure the roads are on the list at the appropriate length. The intern should be able to compile a list of missing deeds in order for the county to update road files to the current standard.

For questions, email mnesmith@accg.org or call (404)522-5022 ext. 195



The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit www.civicaffairs.org.



Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, _____, acknowledge that _____ County used the E-Verify program to verify the employment eligibility of _____, GCIP summer intern, on the _____ day of _____ 2021.

County Position

Signature

Date

E-Verify Number

Date of E-Verify Authorization



Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the County before the end of the contract period, upon proper completion and submission of all required information and obligations pursuant to this Agreement.

County Requesting Reimbursement: _____

Requested By: _____

Intern Information

Name: _____

Department Hired: _____

Number of Hours Worked: _____

Cost of Wages: _____

Cost of FICA: _____

Cost of Worker's Compensation: _____

Total Amount of Reimbursement Requested: _____

For illustrative purposes, the County may request up to the maximum reimbursement amount of \$2607.60 as follows and pursuant to the Agreement. Where any conflict arises between this exhibit and the terms and conditions of the Agreement, the terms and conditions shall control.

Intern wages are paid through the grant at a rate of \$12.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$2,400.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

Reimbursement for Worker's Compensation may be requested at a rate of \$1 per \$100 salary for a maximum reimbursement of \$24.00.

Reimbursement for FICA may be requested at a rate of .0765% multiplied by salary for a maximum reimbursement of \$183.60.

All interns are required to be covered under the County's Workers Compensation Plan. The funds provided for Workers Compensation and for FICA must be used for those purposes. Any wages paid at a rate higher than \$12 per hour shall be paid by the county as well as the cost of FICA and Worker's Compensation associated with wages above that rate.

I, _____, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by **October 18, 2021**.

Signature

Date

ACCG Civic Affairs Foundation

Exhibit E

Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at mnesmith@accg.org.

Name: _____

County: _____

1. Before this internship, were you familiar with county government operations?

2. What have you learned about county government from your internship?

3. What were your major internship responsibilities as you understood them? Please specify.

4. What do you believe were your most significant successes during the internship? Please specify.

5. What was the favorite part of your internship?

6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?

7. What advice would give your peers who are considering a county internship?

8. Based on your internship, would you consider a career in county government?



Georgia County Internship Program (GCIP)

INTERN CONSENT FORM

I, _____, authorize the Association County Commissioners of Georgia Civic Affairs Foundation, Inc., and _____ County to use my name, college or university, year in school, major, terms of employment, image, audio, video, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional, and data collection and analysis purposes, which may include, but is not limited to social networking sites, website, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

Signature of Intern

Date

ACCG Civic Affairs Foundation

GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM			
COUNTY INFORMATION			
Name of Supervisor:		Title:	
County:		Department:	
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Email Address:	
INTERNSHIP POSITION INFORMATION			
Full Name of Intern (Hired):			
Street Address:			
City:		State:	ZIP Code:
Phone Number:		Personal Email address:	
College/University Student Attends:		Program or Major:	Expected Year of Graduation:
Post Graduation Plans:			
Intern Position Title:		Department:	
Start Date:	End Date:		Hours Worked Per Week:
SIGNATURES			
Signature of County Supervisor:			Date:
Signature of Hired Intern:			Date:

This form must be completed in full for each intern the county has hired who is being paid through Georgia County Internship Program grant funds. No funding will be granted without this form.

ACCG Civic Affairs Foundation

MEMORANDUM

To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2021 Grant Period

From: Michele NeSmith, ACCG Research and Policy Development Director on behalf of the ACCG Civic Affairs Foundation

Re: County Grant Information Packet and Grant Agreement

Date: February 5, 2021

Congratulations on being a grant recipient for the Summer 2021 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The intern can perform their internship at any time from May 1, 2021-September 30, 2021. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Friday, October 18, 2021. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

The primary contact for the grant will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire. If the primary contact for the grant changes before the end of the grant period, please contact me immediately and provide the new contact with their email and phone numbers.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement through a meeting of the board of commissioners, please make every effort to return it as soon as possible so that it can be finalized by the Foundation. When an intern has been hired, the Foundation should be notified, and a copy of the Intern Consent Form and the Intern Information Form should be submitted as soon as possible, but no later than **August 15, 2021**. The county should not wait until the end of the grant period to submit this information.

Also, if you have previously participated in the grant program you are aware that we request that the intern evaluation form and photo(s) of the intern be submitted. In that past this has been an optional requirement, but it is now mandatory. Please ensure that both are submitted in order to be eligible for the reimbursement.

Enclosed in this packet is the grant checklist, frequently asked questions, and an intern supervisor's guide. The grant agreement is included in a separate attachment and includes the following: 1) grant award letter 2) county grant application, 3) E-Verify usage and acknowledgement form, 4) grant reimbursement form 5) intern evaluation form, 6) the intern consent form, and 7) the

ACCG Civic Affairs Foundation

intern information form.

In order to receive the grant funds, the county must submit the following to the Foundation:

- 1) Signed Grant Agreement – as soon as possible
- 2) Signed Intern Consent Form – beginning of the internship but no later than August 15th
- 3) Signed and Completed Intern Information Form – beginning of the internship but no later than August 15th
- 4) Intern Photo-by August 15th (head shot and action photo)
- 5) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) by October 18, 2021
- 6) Signed and Completed Grant Reimbursement Form – by October 18, 2021
- 7) Proof of Payment-- by October 18, 2021
- 7) Completed Intern Evaluation -by October 18, 2021

Once the county has submitted all the items listed above, the Foundation will provide reimbursements for the wages, workers' compensation coverage, and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and workers' compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers' compensation policy. Grant reimbursements may take 6-8 weeks to process. **Please note that your county will not receive your grant reimbursement until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at mnesmith@accg.org or at 404-992-8737.

Thanks again for your participation in this program.



Georgia County Internship Program (GCIP) County Check List

- ☐ Read all provided information before completing required forms
- ☐ The **Grant Agreement** needs to be approved by the County Board of Commissioners at a Board meeting, signed, and returned to the Foundation **as soon as possible**. The Foundation will then sign the agreement and return it to the County.
- ☐ Send Foundation internship job posting and advertise locally
- ☐ Complete, sign and submit the **Intern Information Form** to the Foundation **at the beginning of the internship, but no later than August 15, 2021** (must be signed by intern and intern supervisor)
- ☐ Intern to complete and sign **Intern Consent Form** and submit to the Foundation **at the beginning of the internship, but no later than August 15, 2021**
- ☐ Submit photo(s) of Intern (head shot and action shot) by **August 15, 2021**
- ☐ Submit proof of hire (copy of Offer Letter and E-Verify Usage and Acknowledgement Form) to the Foundation by **October 18, 2021**
- ☐ Submit proof of payment to the Foundation by **October 18, 2021**
- ☐ Submit Intern Evaluation to the Foundation by **October 18, 2021**

ACCG Civic Affairs Foundation

Georgia County Internship Program (GCIP) Frequently Asked Questions

Will the grant contract need to be approved by the board of commissioners?

Yes. The contract needs to be approved by the board of commissioners and entered on the minutes as required by state law at O.C.G.A. § 36-10-1.

What qualifications does an intern have to meet?

The program is open to undergraduate and graduate students from a variety of educational backgrounds, provided a student's abilities are appropriate to the intern project proposed by the county. Since county governments provide a wide range of services, counties are encouraged to be creative in proposing internship opportunities across diverse areas of study from engineering and law to human resources and veterinary sciences.

Recent college graduates may be selected for an internship provided they can provide proof that their graduation was within six months of the start date of the internship. High school students who are dually enrolled in a college program and are 16 years of age or older may also participate.

How many hours should an intern work and how should this time be scheduled?

GCIP grant funds will pay internship costs for up to a maximum of 200 internship hours. It will be up to the county and the intern to determine the work schedule in terms of the number of hours worked per week and total number of weeks to be worked. It is recommended that the minimum number of hours worked per week is 15.

If a grant for multiple interns is awarded to a county, this does not mean each intern has to work the same schedule or the same number of hours as long as the total number of hours worked under the grant does not exceed 200 for any one intern.

When can internships be completed?

A student may start an internship at any time during the applicable Grant Period. Students must complete their internship no later than the last day of the applicable Grant Period.

What if my intern doesn't complete the full 200 hours?

Interns are not required to work the total 200 hours for the county to receive the grant, although the Foundation will only reimburse the county under the grant based on the actual number of hours worked if less than 200.

While GCIP grant funds cannot be provided past the applicable Grant Period, a county and an intern can extend the duration of any internship based on mutual agreement. All expenses incurred beyond the grant period will be paid by the county.

My county was awarded one internship. Can I split the grant to hire two interns?

Yes. If a county was awarded a grant for one intern and later determined that more than one intern was needed, the grant can be split into two 100-hour internships if the county abides by all the requirements of the grant agreement. However, the Foundation must first be contacted to ensure the requested split meets all the grant requirements. The grant for one intern cannot be split into more than two 100-hour internships.

How much do interns get paid under GCIP and how is this funded?

The county pays the intern directly and the Foundation reimburses the county for all approved costs after all required paperwork has been provided.

The wage for interns for the 2021 grant period is \$12.00 per hour. Interns cannot be paid less than \$12.00 per hour. The total hourly pay for a maximum 200-hour internship may not exceed \$2400 in wages, \$183.60 in FICA, and up to \$24 in workers' compensation costs for a maximum reimbursement of \$2607.60 per intern. An intern paid using GCIP grant funds must be covered under the county's workers' compensation plan.

If a county wants to pay an intern more than \$12.00 per hour, that amount over \$12.00 will need to be paid by the county along with the additional FICA and workers' compensation costs applicable to the additional salary. The GCIP grant does not cover wages paid over \$12.00 per hour nor does it pay for more than 200 hours of employment during any grant period.

Can the county extend the internship beyond the 200 hours/grant period?

Yes, but the county will be responsible for all related costs beyond the 200 hours and timeframe provided in the grant agreement.

What if an intern needs academic credit?

If a student wants to obtain academic credit for the internship, it will be the responsibility of the county to work with the student and the student's academic institution to fulfill this requirement. The Foundation is not responsible for securing academic credit or certifying work performed by the intern for this purpose.

What if my county has already hired an intern for the grant period?

If a county already has identified an intern who meets the requirements for this program for a specific Grant Period, the county is eligible to receive grant funding for that intern as long as it submits all required application materials by the applicable deadline and is selected to receive a grant. Note that the internship must be completed within the applicable Grant Period.

Who is responsible for recruiting interns?

It will be the responsibility of the county to recruit and hire their intern. This requires advertising through the county website, area technical colleges and universities, contacting department heads of colleges, etc. The county is also responsible for selecting applicants to interview, interviewing, and hiring interns.

The Foundation will assist in this process by posting county positions on its website www.civicaffairs.org to provide statewide exposure to interested students and sharing these postings with career service directors across the state. If needed, the Foundation can further assist in this process if the county needs additional assistance or direction on how to recruit interns.

What happens if a county is not able to recruit an intern for its GCIP grant?

If no intern can be identified, the GCIP grant will be rescinded for that grant period.

What if the grant project cannot be performed as provided in the county application ?

Contact the Foundation immediately to see if a possible accommodation can be made. Grant awards are based on competitive scoring related to the project submitted. As such, grant projects should be performed as described. If an accommodation cannot be made, the grant will be rescinded.

Can interns perform private projects for elected officials or staff?

No. Interns are not allowed to work on projects that are not county-related. The purpose of the internship is for the student to learn about county government through a project that benefits the county, not a county staff member or elected official.

Can interns work on political campaigns?

Interns funded by GCIP are prohibited from participating in any type of political campaign work.



Georgia County Internship Program

County Intern Supervisor's Guide

Welcome to the Georgia County Internship Program!

We are excited that you are participating in the Georgia County Internship Program (GCIP). Over the following months, you will have the opportunity to work with a student or recent graduate who is interested in learning about how communities and governments operate at the local level. Outside of working for a county or city it is very difficult for students to learn practical lessons about local government. It is our hope that this internship with your county not only will provide a valuable education on the operations of local government but may also help to motivate the student to consider a career in public service.

Serving as an Internship Supervisor is a big responsibility and will require a significant time commitment. As an Internship Supervisor, it is necessary to oversee all daily assignments and projects, provide direction and feedback and ensure that the intern has adequate workspace and needed resources. It is your responsibility that all the requirements for the program are met. These requirements are necessary to ensure that the student gets the most out of his or her internship experience.

The best way to have a successful internship program is to prepare as much as you can for the intern before he or she arrives. Please take a moment to look over the materials contained within this manual. These materials were prepared to ensure that you have adequate resources to take you from the interview process through to the exit evaluation. We encourage you to use these materials both to help you prepare for the arrival of your intern and to keep your intern on task so that projects are completed in a timely manner.

We wish you the best of luck with the internship and hope that your county decides to participate in the GCIP in the future. Please continue to visit our website at www.civicaffairs.org to learn more about project ideas and how other counties are utilizing interns.

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The Interview Process

While the Association County Commissioners of Georgia Civic Affairs Foundation (Foundation) helps to promote GCIP internship positions, counties are ultimately responsible for recruiting and hiring their intern. It is highly recommended that the county posts the internship position on the county website where jobs are advertised as well as post on area college student recruitment websites. Once applications for the internship position are received by the county, you will need to begin the interview process. Please schedule at least thirty minutes per interview in order to provide ample time to get to know each student or recent graduate. Once you have scheduled an interview, be sure to send a reminder confirmation along with directions to your office to the interviewee. It may be beneficial to include parking information, especially if your department does not have adequate parking available.

Sample Intern Interview Questions

1. What attracted you to this internship opportunity?
2. How does this internship fit into your schedule and educational goals?
3. What do you hope to gain from this experience?
4. Do you have any knowledge or experience with local government issues?
5. [Describe position/ project details] What coursework or former work/volunteer experience do you think best prepared you for a position like this?
6. Do you have experience working with customers/clients?
7. Any questions?

Sample Internship Offer Letter

Dear _____,

It is with great pleasure that I offer you the position of _____ internship with _____ County. The intent of the Georgia County Internship Program is to provide outstanding students the opportunity to receive a “hands on” understanding of the inner workings of county government.

The position that you are being offered begins _____ and ends _____. During your internship, I will be your supervisor and will review your progress toward the timely completion of all assignments on a regular basis. By accepting this position, you are committing to work _____ hours a week on a regular weekly schedule to be determined at the start of the internship. You will be responsible for notifying me in advance if you will be absent on days that you are scheduled to be in the office. You will be paid _____ (weekly/monthly) at an hourly rate of \$____ (there are no benefits associated with this position.) As part of the _____ County team, it will be important to note and adhere to _____ County’s standards regarding office conduct and work rules.

The projects that you are assigned will involve issues affecting county governments. These projects will be substantially, if not completely, your responsibility. At least one of these projects will result in a tangible work product at the completion of the internship. In addition, you may be assigned smaller research-related and administrative duties. It is our intention to ensure that the work that you will be assigned will result in a meaningful learning experience for you.

I look forward to working with you, and I thank you in advance for your contribution to _____ County.

Sincerely,

_____ County Internship Supervisor

Sample Internship Rejection Letter

Dear _____,

I enjoyed meeting with you on _____ regarding the _____ internship position with _____ County. I was very impressed with your resume and qualifications and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen another candidate at this time.

Please remember that you may re-apply for another internship position in the future as those become available. I wish you the best of luck with your future academic and career endeavors.

Sincerely,

_____ County Internship Supervisor

Before the Intern Arrives – Checklist

Prior to the new intern's arrival, it will be helpful to address some of the items listed below to ensure that the intern will be able to function in and around the office once he or she starts work. By completing these items ahead of time, you will be able to smoothly transition the intern into your office so that he or she can begin daily activities and assignments immediately upon arrival.

☐ **Prepare an Intern Manual**

Intern Manuals are a great way to provide your intern with basic information about your office and its operation. The following list suggests general information that should be applicable for most offices. It may be helpful, in the event your intern is the first for your county, that you have the intern put together a more thorough manual as a project so that you can use it with future interns.

- Intern Expectations (Duties, Hours, Dress Code, Timesheets/Payroll, etc.)
- Office Personnel and Procedures Manual, if available
- Office Staff Information (Phones numbers, Office numbers)
- "How To" Section (How to operate phones, copier, fax, scanners, etc.)
- Transportation (Parking, Transit options)
- Local Areas of Interests (Lunch options, Nearby ATMs/Banks)
- Helpful Resources for completing assignments (Websites, Manuals, etc.)

☐ **Develop a timeline of assignments and projects, including tentative due dates (see the sample Work Plan)**

☐ **Set aside space for the intern to work (desk, office, cubicle, etc.)**

☐ **Set up passwords for computers and/or phones if needed**

☐ **Order name badge or employee ID if required**

☐ **Send email to the intern regarding the 1st day of work (provide instructions on any documentation the intern needs to bring, appropriate dress, where to park, where to report to, etc.)**

☐ **Set up a New Intern Breakfast/Luncheon to introduce the intern to the office staff (if resources are available)**

☐ **Make arrangements with the Human Resources Department to schedule a time for the intern to be properly processed on the first day (fill out county personnel information, grant paperwork, etc.)**

Sample Internship Project Plan

_____ County

Project Assigned:

Project Details:

Project Deadline:

Recommended Resources:

(Insert time frame) Tasks:

(Insert time frame) Tasks:

Mid-Project Review Date:

(Insert time frame) Tasks:

Final Project Review Date:

Processing the Intern on Arrival

Once the intern arrives, the Human Resources Department will need to meet with the intern so that he or she can fill out all applicable paperwork required by the county and required by the GCIP grant. All interns must be covered under the county's workers' compensation plan and should be processed as an employee of the county. Interns should be verified through the E-Verify program just as any other new hire for the county. The county is required to submit the E-Verify Acknowledgement Form to the Foundation as proof of this requirement.

GCIP grant-paid interns are also required to complete and submit the Intern Consent Form and Intern Information Form to the Foundation as part of the grant paperwork.

Establishing Goals for the Internship

On the first day of work, it is very important to meet with the intern in order to establish the goals that you want him or her to achieve during the internship. This should include discussion of projects, proposed timelines, available resources and general information about your expectations.

Furthermore, it is also very important over the course of the internship that you schedule periodic and regular meetings to ensure that the intern is meeting the required plan of action.

The following page provides a sample work plan you may wish to use for your county's program. Note that your work plan may not need to be as detailed as the one shown below, but it should contain at least one mid-term review of the project and the intern's performance. Not only will a work plan help the intern stay on track, it will also help you to adjust the workload in the event you need the intern to focus on certain tasks more than others due to changing priorities.

Sample Internship Work Schedule (for a 12 Week Internship)

Sample Project Assigned: Create a Record Retention Schedule and Record Management Database and Provide Instructions on How to Use Both

Project Details: By using Microsoft Access, create a database which will store all records for the county manager's office that provides for searchable categories. Using the local government retention schedule provided by Georgia Archives, develop a retention plan for all the records provided within the county manager's office.

Project Deadline: End of Internship

Sample Project Schedule:

Weeks 1-4: Review all records currently in manager's office. Provide an inventory of each record.

Weeks 5-6: Using the local government retention schedule listed on the Georgia Archives website, divide all records inventoried into categories based on the schedule.

Weeks 7-8: Meet with county manager and IT director about the records inventoried and discuss implementation of the retention schedule. Discuss suggested schedules for the documents identified and create schedule based on meeting outcome.

Weeks 9-10: Create database and input approved inventory list by category. Create queries as needed.

Weeks 11-12: Draft directions on how to use database and retention schedule

Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at mnesmith@accg.org.

Name: _____

County: _____

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?

County Considerations for Future Internships

The Foundation hopes that your county's experience with the Georgia County Internship Program is a success. Before applying for future GCIP grants, it may be helpful to review the following questions to ensure that your county is getting the most out of the program.

Questions about the Project(s) Assigned:

1. Was the intern able to complete the project assigned within the time allowed? If not, why?
2. Did the intern have too much "down time"? Was enough work available for the intern?
3. Was the type of project assigned suitable for college undergraduate or graduate students? Was it too challenging or not challenging enough?
4. Is there enough project work available for a future internship?
5. What type of future projects does your office need assistance with that would be suitable for an intern?

Questions about Supervision of the Intern:

1. Did your schedule permit you to be available to assist the intern by answering questions and/or providing input on a project?
2. Were you able to provide the intern with detailed, clear instructions on how to complete a project?
3. Did the intern have other staff members who could answer questions and provide assistance?
4. Should you increase or decrease the number of interns requested for the GCIP grant period based on your availability to supervise?

Questions about Possible Future Requests for GCIP Intern Grant Support:

1. Did the previous intern have the right skill set for your office?
2. Should you change the skill or academic qualifications required for the next intern?
3. Are undergraduate or graduate students better suited for the types of projects that your office provides?
4. Did the applicants that interviewed for the previous internship meet your expectations and/or have the right type of qualifications for the position?
5. Was your previous internship posting detailed enough to generate interest?



Lumpkin County, Georgia

Development Authority Department

Date: February 16, 2021

Agenda Item: Yahoola Reservoir Work Plan

Item Description: Yahoola Reservoir Work Plan

1. Problem Statement:

In June of 2018, the Lumpkin County Board of Commissioners created the Yahoola Creek Reservoir Property Study Committee to consider future uses of the ~200 acres owned by Lumpkin County around Lake Zwerner/the Reservoir. On January 19, 2021, the BOC formally adopted the Yahoola Creek Reservoir Master Plan prepared by Lose Design.

2. Facts Bearing on the Issue/Problem:

Through research, analysis, and public engagement, the final plan provides a variety of recommendations for the development of regional attractions, recreation activities, and amenities. The master plan prioritizes these broad recommendations in the following order:

1. Trail updates & amenities (repair existing trails, add new hiking and mountain biking trails, add new facilities)
2. Roadside park (in coordination with City's Reservoir Management Plan approval process)
3. Entrance, welcome center, and upland trail facility along Rock House Road
4. Mountain bike trail head from Rock House Road entrance
5. Water recreation access from Rock House Road entrance
6. RV campsites
7. Zipline, lodge & conference center, amphitheater developments

The Lumpkin County Board of Commissioners asked the Yahoola Creek Reservoir Committee and staff to present a more detailed draft workplan outlining short-term action items of these recommendations.

3. Budget Impact:

The budget impact varies per project. The master plan includes an "Opinion of Probable Costs" as a starting point, but more research will be needed. The Committee also discussed a variety of funding mechanisms that include SPLOST, loans, grants, partnerships, and sponsorships.

4. Recommendation:

The Committee has outlined a list of specific action items for the Board of Commissioners review and comment. These action items complement the prioritization list above as a starting point for the implementation of the Yahoola Creek Reservoir Master Plan.

Handout to be provided.

Attachments:

Workplan Draft BOC Presentation 02.08.2021

	Funding
	Trail Updates & Amenities
	Roadside Park
	Project Management
	Projects 2026 & Beyond

Status	Category	Task	Responsible Party	Secondary Partners	Notes	Estimated Costs	Funds
DONE	Funding	Call with USDA for future grants	Rebecca, Hillary, Mary Catherine, Wade, USDA staff (Rhonda Burnett (Water & Environ), Kathy Forester (RBDG), David Mull (Area 2), Jennifer (Community Facilities)		USDA grant funding programs are generally loans. Details of each program listed below. Community Facility & Water are loans with grant gap financing.		
DONE	Project Management	Determination of staff leads & coordination of implementation plan	Rebecca, Allison, Mary Catherine, Wade	Finance Department Staff, Larry as needed			
DONE	Trail Updates & Amenities	Explore improving existing 3.1 mile walking trail	Hillary, Rebecca	DNR	Lindsey Brown spoke with Hillary and advised that there aren't any specific limitations other than in order for us to be in compliance the trail must remain open to the public 25 years after the completion in 2010. He did not take any issue with wanting to perform maintenance on the trail. He asked if we were substantially changing the loop being that those areas were of some concern and offered suggestions like adding switchbacks to assist in maneuvering through those areas. Essentially, do not close the trail.		
Underway (design phase with GDOT)	Trail Updates & Amenities	Assist City with pedestrian bridge on HWY	Rebecca, Mark Buchanan, Allison, Larry	GDOT, City Council, County Commissioners	Also consider a sidewalk connecting the dam and boat ramp parking area		CARES Act & a grant
Underway	Project Management	Request Lose to verify certain items on the probable cost estimates	Rebecca, David (Lose Design)		Necessary for accurate project management and grant applications		
Ongoing (open applications)	Funding	USDA Community Facilities	Rebecca, Hillary, Jennifer (USDA),		Loan & grant program - for construction of cultural facilities - amphitheater welcome center, possibly pavilion (if used for training and education). No recreation facilities. The grant portion cannot be used for real-estate or construction, only equipment to support project (such as equipment).	Repayment - up to 40 years, around 2%. The "grant" portion is only used as a gap for the loan	
Ongoing (open applications)	Funding	USDA Water & Environment	Rebecca, Hillary, Rhonda Burnett (USDA),		Loan and grant program for infrastructure improvements	Market loan around 2.125% because of Lumpkin County income	
During 2021	Project Management	City-County Agreement(s) for sections or overall	Rebecca, Allison	City staff?	Identify what is already included in the City's adopted CIP and how does it fit plan recommendations		
During 2021	Project Management	Present project management software with Special Projects Director	Allison & Rebecca		Reviewing different options, pricing, etc. How can software be used for other county projects?		
Pending EPD (during 2021)	Roadside Park	Bathroom facility at boat ramp parking lot (short term initiative for the larger Roadside Park plan)	Rebecca, Allison	Mark Buchanan	Confirmed water available across MMP, sewer available (force main)	None	RTP, USDA, LWCF grant opportunities
				City Manager, County Manager, Larry	Schedule conversation with City about update for Reservoir Management timeline and assistance the County and Yahoola Creek Reservoir Committee could provide. Sync efforts (RMP, bridge, boat ramp improvement, beach, bathrooms, maps, kiosks, pavilions, etc.). How can we coordinate and what are the design specifications for the projects?	None	
				Example being considered for WMP - http://www.cxtinc.com/denali.asp?gclid=CjwKCAIA6aSABhApEiwA6Cbm_whgPxtxhQL39U8Zl0pqUiUf0rIkWvYvVeTyn-ODzgkUYZ4O3ajEuhoCKB8QAvD_BwE		\$80,000	

Status	Category	Task	Responsible Party	Secondary Partners	Notes	Estimated Costs	Funds
3/2/21	Trail Updates & Amenities	Improve existing 3.1 mile walking trail	Rebecca, Allison	Yahoola Outdoors (Tom Lamb)	Determine scope of work for improvements (extra steep, rutted, erosion control, surface improvements, added secondary loops)	None	
3/16/21				Yahoola Outdoors, BOC, Allison, Joy	Enter VSA and liability waiver with Yahoola Outdoors	None	
4/1/21				Yahoola Outdoors (Tom Lamb), Finance, Park & Rec	Provide tools for Yahoola Outdoors	\$2,200	
4/1/21				Allison Martin, Attorney	Develop "Friends" group to accept donations for future trail improvements		
Preapplication summer 2021	Funding	Georgia Outdoor Stewardship Program	Rebecca, Hilly, Abby, Allison, GMRC		GOSP Summer 2021 - funding announcement summer 2022 (annual cycles - PPP for recreation (best project in plan is the RV camping), multiuse path, land acquisition. 2 years to complete project.	GMRC fee \$1000, minimum \$500k, with % match	
Preapplication summer 2021	Funding	Recreational Trails Program	Rebecca, Hilly, Abby, Allison, GMRC		RTP - preapplication summer 2021 - funding announcements summer 2022 (approximately one year) - every two years (next cycle summer 2023). Potentially look at grant application for a second bridge across Wards Creek. Could be eligible for future trail head improvements at Roadside Park (parking, bathroom, benches, trash cans signage, maps, trail connectivity like a bridge) but need to approval of City's Reservoir Management Plan. 1 year to complete project; can potentially apply design work up to 18 months from when the funding is awarded (otherwise nothing can start for the project prior to funding awarded)	GMRC Application Fee \$500, up to \$200k, with 20% match	
Open October 2021, deadline February 2022	Funding	USDA Rural Business Development Grant	Rebecca, Allison, Hillary, Kathy Forester (USDA)		Grant program to create or save jobs - feasibility studies, build and rent facilities, public body is the pass through to a business partner (potentially kayak rentals, ziplines, RV sites?). Business must be less than 50 employees and less than \$1 mil in gross revenue.	Best applications under \$100k	
1/1/22	Trail Updates & Amenities	Explore mountain biking	Rebecca, Wade, Mary Catherine, Allison, Larry	SORBA, Trail Design Specialists	Design a mountain biking trail network (includes cleared corridor details, staking (flagging route), tread width, construction details, trail intersections, and structures such as bridges or boardwalks) (all documents needed for construction). Trail Design Specialist portion 6 weeks to complete.	\$3,700	
				SORBA , Allison, Joy	Develop VSA with SORBA & ongoing maintenance service ("Friends" group)		
6/1/22	Trail Updates & Amenities	Expand new trails - separate uses for hiking and mountain biking	Rebecca, Wade, Mary Catherine, Larry, Allison	SORBA, Yahoola Outdoors	Maintain existing trail as hiking, add new hiking lollipops off existing loop; prioritize land further away from the lake as potential new mountain biking trail (share a small section at the trail head)		Grants, SPLOST 2026, TSPLOST
Preapplication summer 2022	Funding	DNR - Water & Conservation Fund	Rebecca, Hilly, Abby, Allison, GMRC		DNR Water & Conservation (LWCF) - playground, roadside park amenities	Up to \$500k, 50% match	
TBD	Funding	Add reservoir master plan items for 2026 SPLOST consideration	Rebecca, Allison				
2026	Roadside Park (full development)		Rebecca, Mark, Allison, Larry	City staff	Pending approval of City's updated Reservoir Management Plan		Grants, SPLOST 2026
2026	Entrance, welcome center, and upland trail facility						Grants, SPLOST 2026
2026	Eastern water recreation						Grants, SPLOST 2026
2026	Zipline						Grants, SPLOST 2026

Attachment: Workplan Draft BOC Presentation 02.08.2021 (1955 : Yahoola Reservoir Work Plan)

Status	Category	Task	Responsible Party	Secondary Partners	Notes	Estimated Costs	Funds
2026	RV camping						Grants, SPLOST 2026
2026	Conference center & lodge						Grants, SPLOST 2026
2026	Amphitheater						Grants, SPLOST 2026
2026	Dam & Yahoola Creek access						Grants, SPLOST 2026



Lumpkin County, Georgia

Special Projects Department

Date: February 16, 2021

Agenda Item: Library Pavilion

Item Description: Library Pavilion

Facts & Historical Information:

At a special called work session in October of 2020, the Board considered working with the Chestatee Regional Library System to fund the pavilion for the side yard of the new county library facility. Staff worked with a local draftsman to develop all the plans needed to bid and construct the structure. The plan is attached for review/comment/consideration. The library board has reviewed the plan and have agreed to contribute \$50,000 toward the project.

Potential Courses Of Action:

The board could approve the drawings and direct staff to bid the project. The board could make recommended changes to the design and ask for revised plans.

Budget Impact:

Funds were identified for this project in October. There will be no adverse impact to the county's operating budget.

Staff Recommendation:

As funds have been identified for this project for the county's portion, staff recommends proceeding with the project given the contribution from the library in the amount of \$50,000.

Attachments:

pavilion plans 1-21-21
RFP Library Pavilion Construction (003)

LUMPKIN COUNTY LIBRARY PAVILION

65 MECHANICSVILLE ROAD

DAHLONEGA, GA 30533

INDEX OF DRAWINGS

ARCHITECTURAL	ELECTRICAL	MECHANICAL	PLUMBING	EXIT PLANS
CS COVER SHEET				
Sheet 1 of 6-ELEVATION'S A	Sheet E of 1-ELECTRICAL PLAN			
Sheet 2 of 6-ELEVATION'S B				
Sheet 3 of 6-FLOOR PLAN				
Sheet 4 of 6-FOUNDATION PLAN				
Sheet 5 of 6-FRAMING DETAIL PLAN				
Sheet 6 of 6-ROOFING PLAN				

CODES

INTERNATIONAL BUILDING CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL RESIDENTIAL CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL PLUMBING CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL MECHANICAL CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL FUEL GAS CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL FIRE CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL SWIMMING POOL AND SPA CODE 2018 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL PROPERTY MAINTENANCE CODE 2018 EDITION WITH GEORGIA AMENDMENTS
LIFE SAFETY CODE (NFPA 101) 2018 EDITION WITH GEORGIA AMENDMENTS
NATIONAL ELECTRIC CODE 2017 EDITION WITH GEORGIA AMENDMENTS
INTERNATIONAL ENERGY CONSERVATION CODE 2015 EDITION WITH GEORGIA AMENDMENTS

PROJECT CRITERIA

A.	OCCUPANCY CLASSIFICATION	PAVILION
B.	TYPE OF CONSTRUCTION	TYPE V B(TYPE 5-B)
C.	SPRINKLERS	NO
D.	ONE HOUR PROTECTED	NO
E.	AREA IN SQUARE FEET:	MAIN LEVEL=1,020 UP-STAIRS = TOTAL =
F.	NUMBER OF STORIES	ONE
G.	HEIGHT:	22'-4"RIDGE HGT.
H.	OCCUPANT LOAD:	

ENGINEER: LARRY REITER

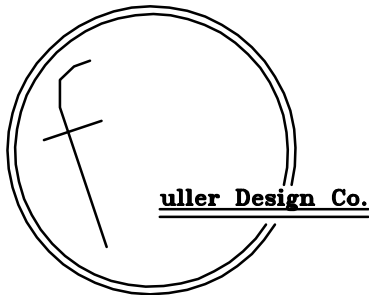
ARCHITECTURAL DESIGNER

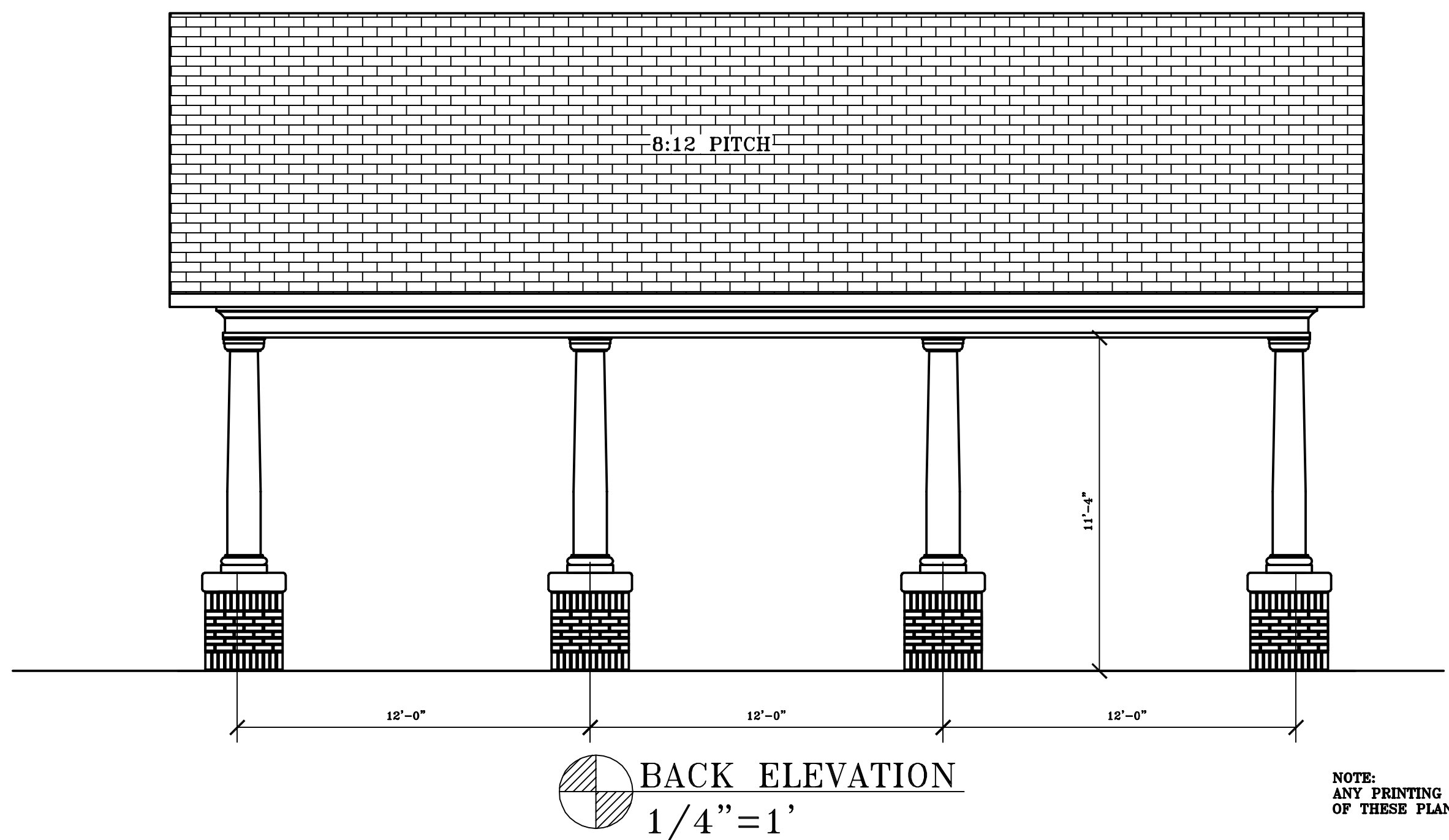
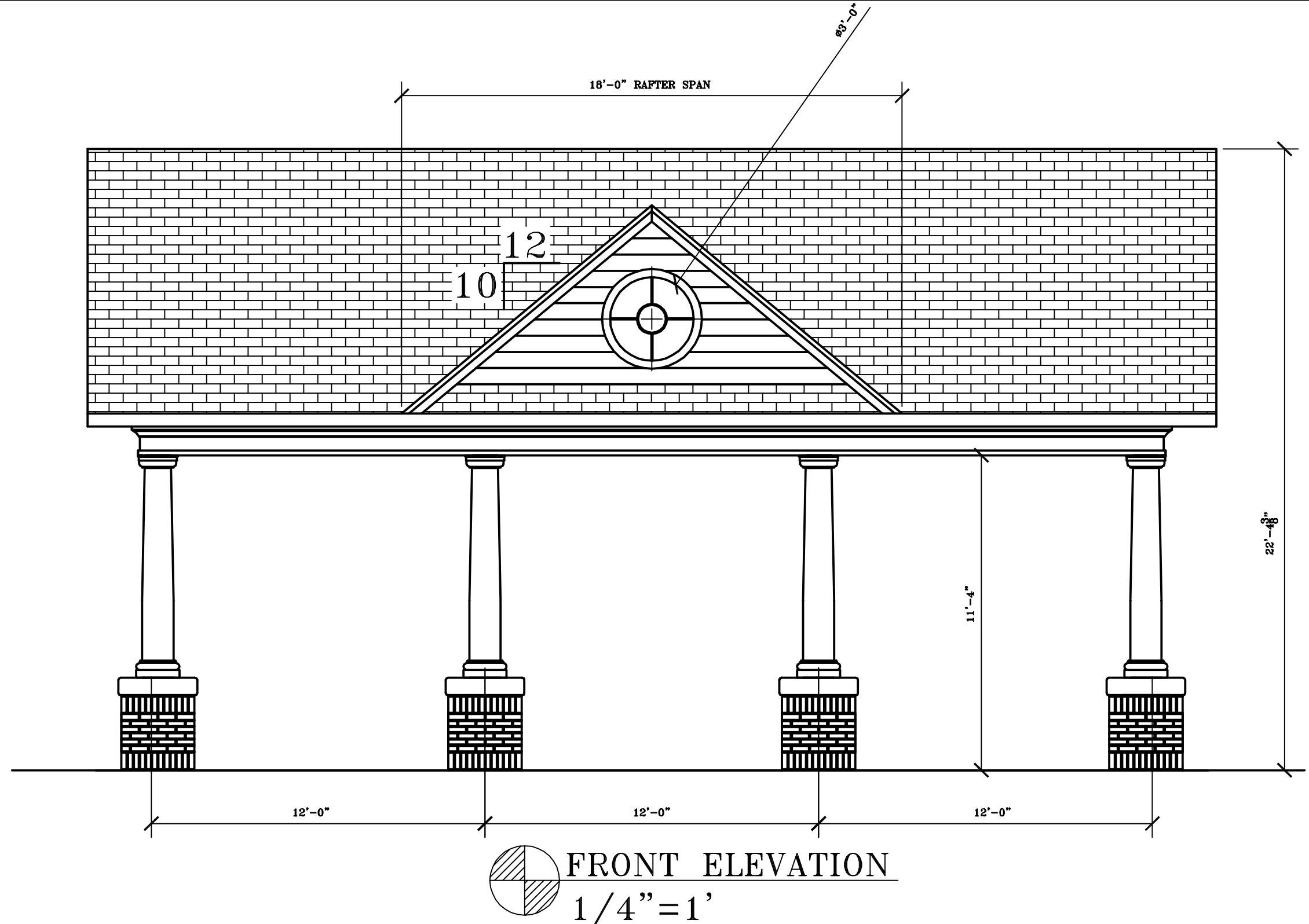
FULLER DESIGN CO.

P.O. BOX 2082

DAHLONEGA, GA 30533

770-366-1036

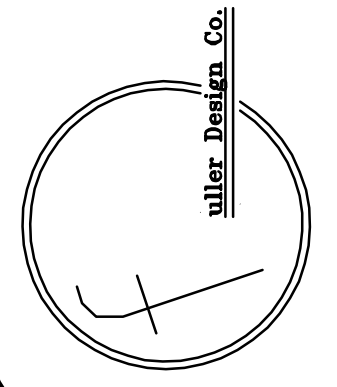




ELEVATION'S A
1/4"=1'

NOTE:
ANY PRINTING OR REPRODUCTION
OF THESE PLANS IS ILLEGAL.

DRAWN BY: LANCE FULLER
P.O. BOX 2082
DAHLONEGA, GA 30533
770-366-1036



16.a

ELEVATION'S A

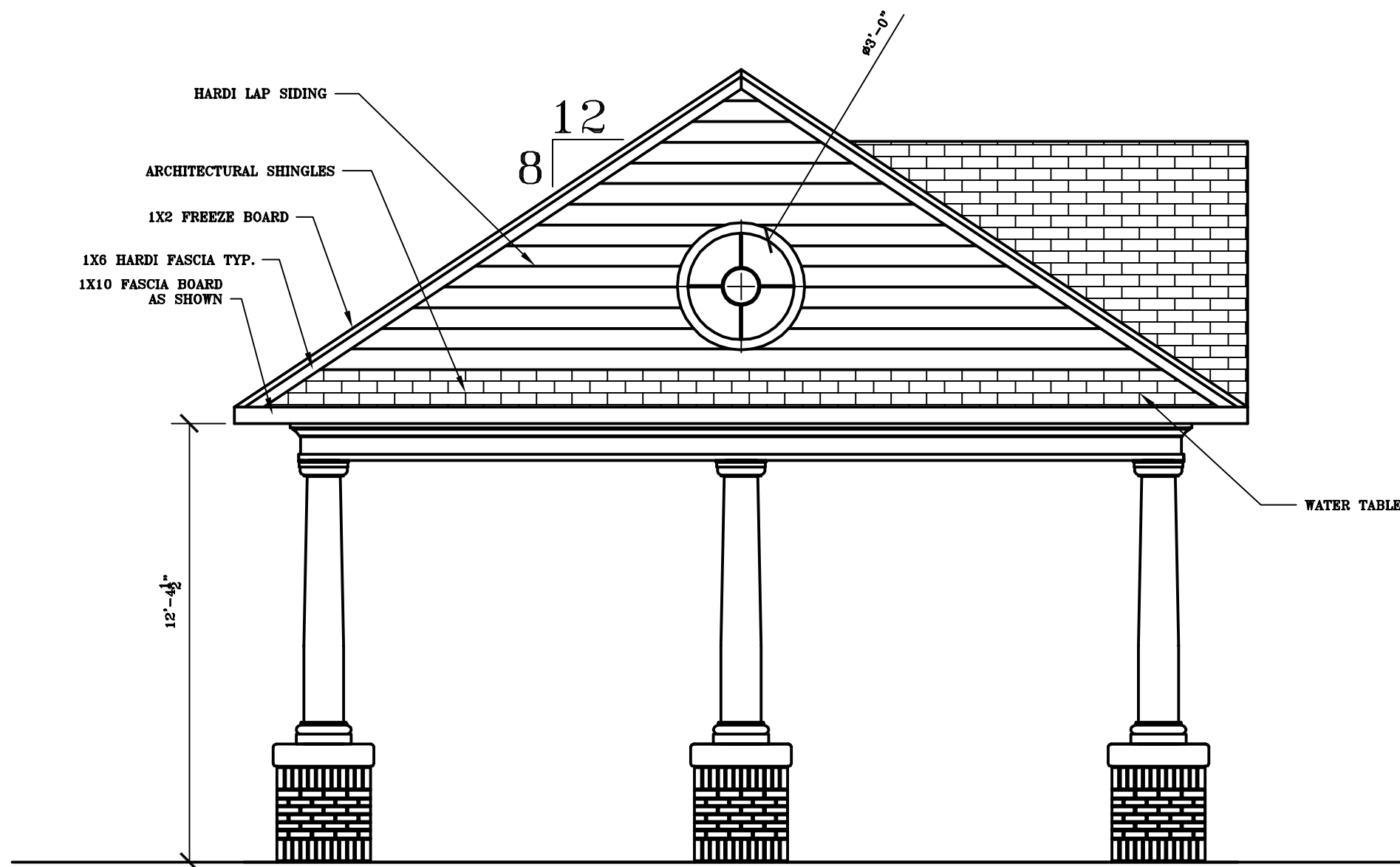
Lumpkin Co. Library Pavilion

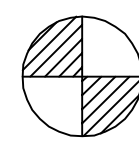
Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

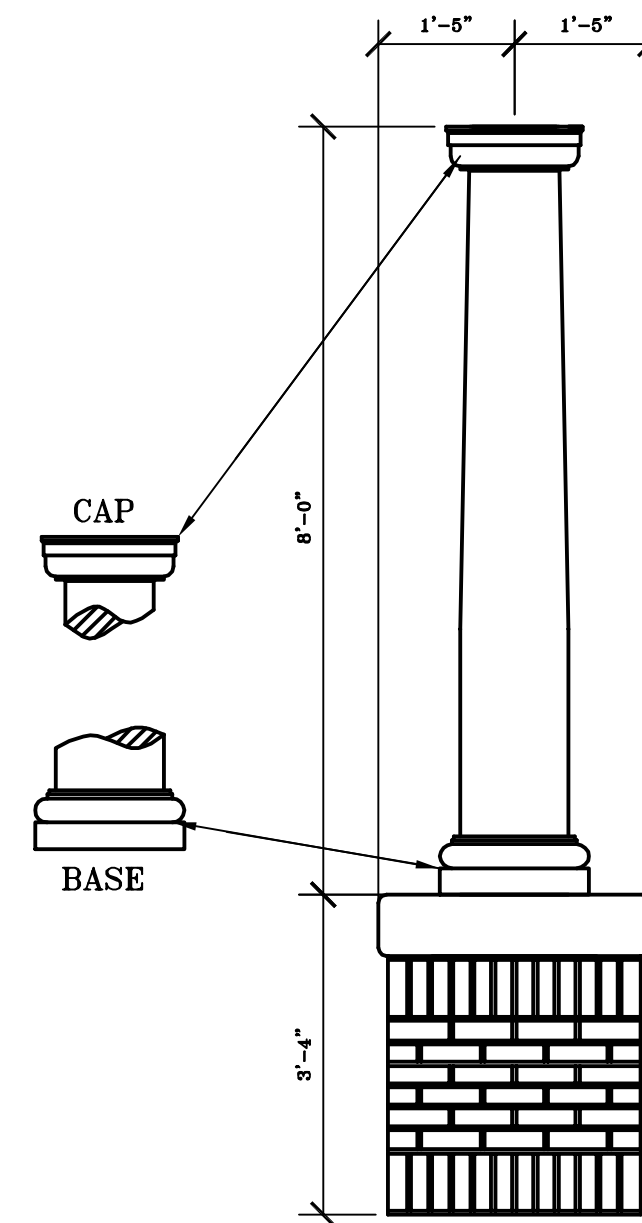
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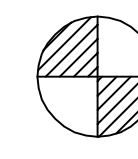
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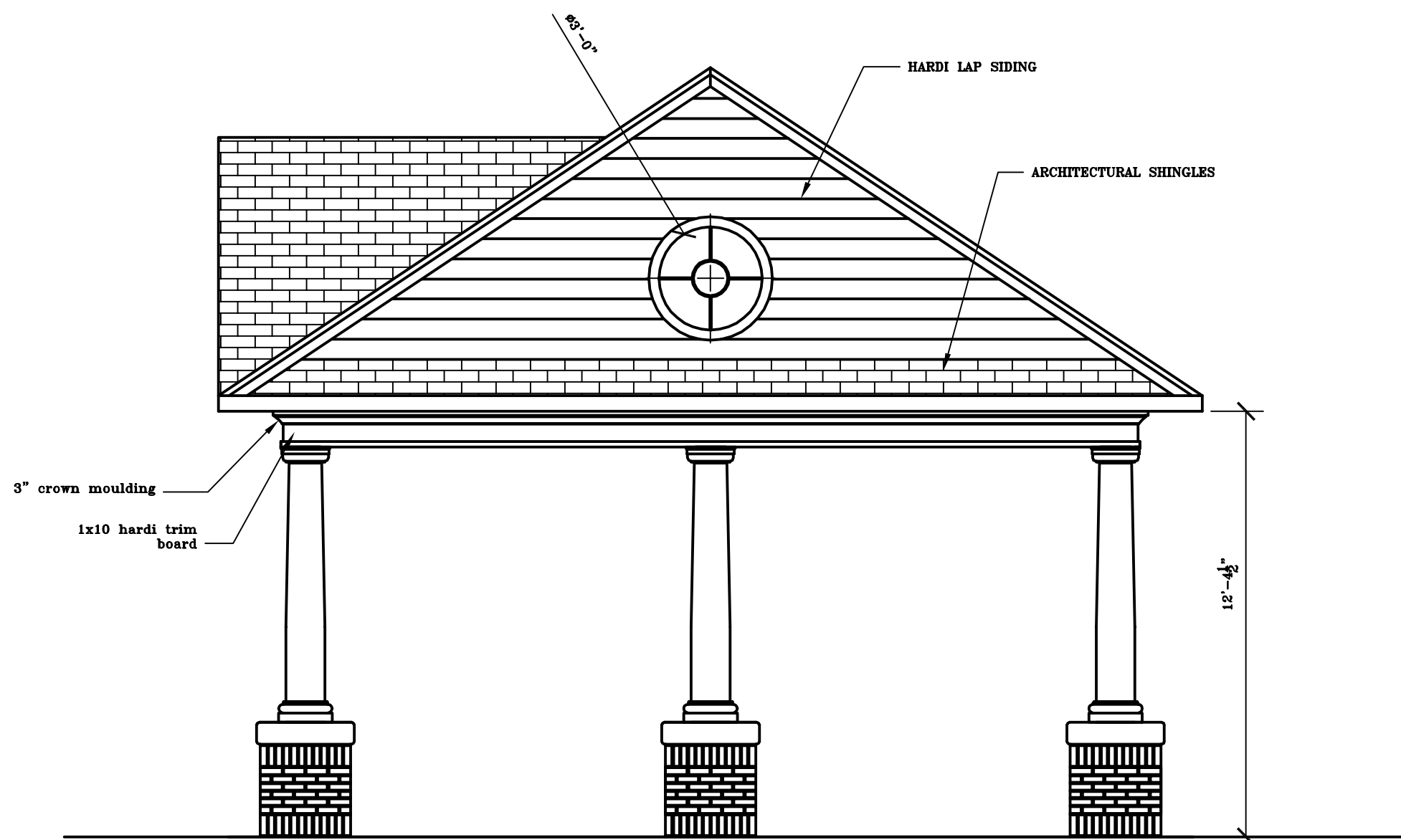
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OF: 6

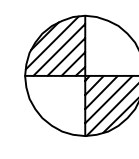


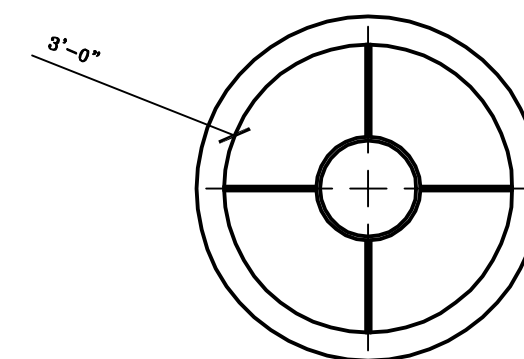

LEFT SIDE ELEVATION
 1/4" = 1'

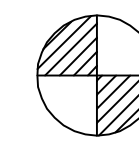



COLUMN DETAIL
 1/2" = 1'

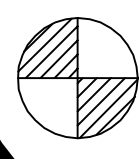



RIGHT SIDE ELEVATION
 1/4" = 1'

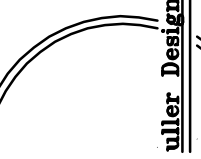



WINDOW DETAIL
 1/2" = 1'

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ELEVATION'S B
 1/4" = 1'

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 P.O. BOX 2082
 DAHLONEGA, GA 30533
 770-366-1036

Fuller Design Co.


ELEVATION'S B

Lumpkin Co. Library Pavilion

Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

DATE:

REVISED: DATE: BY:

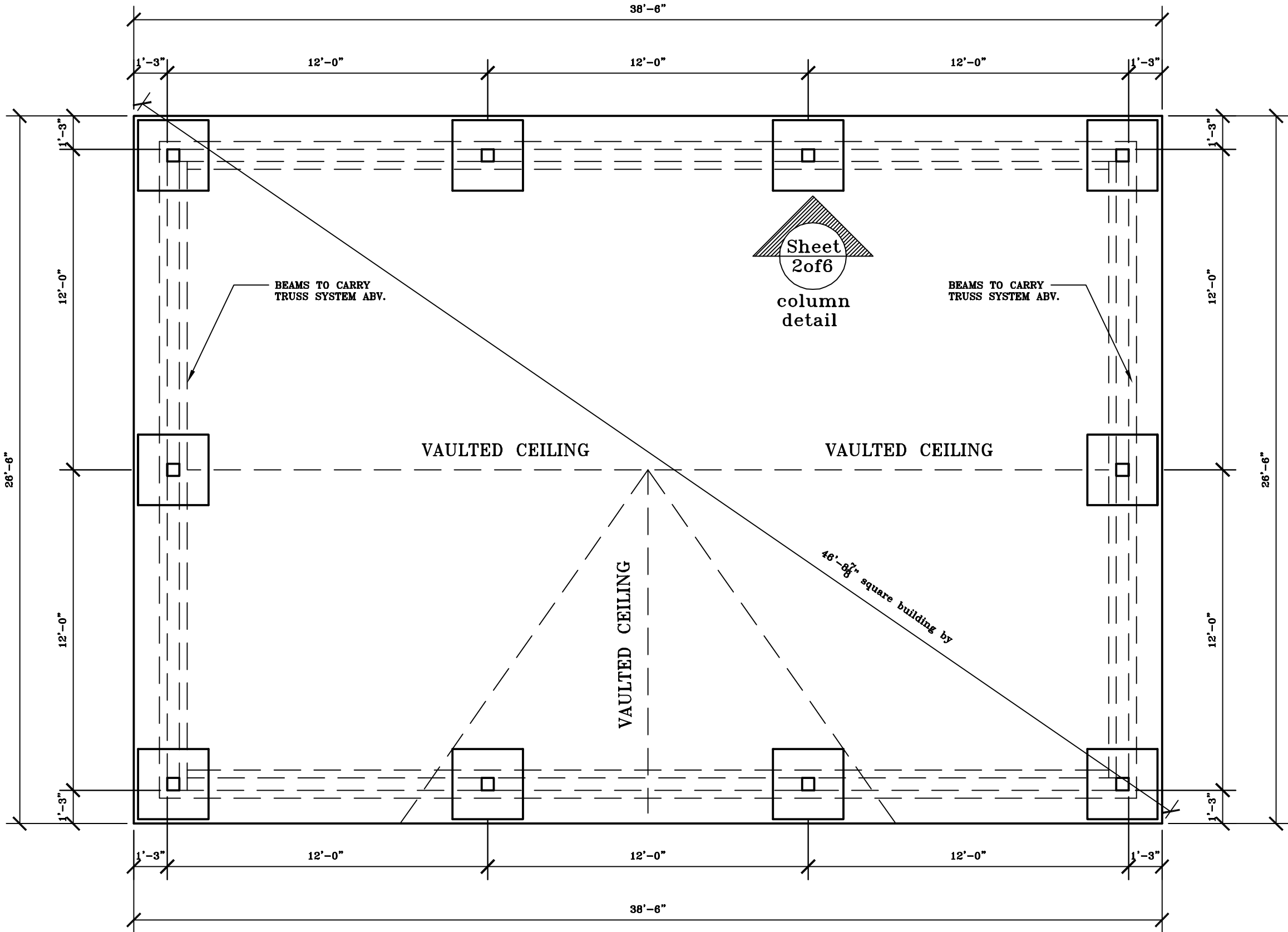
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GENERAL NOTES

1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES, REGULATIONS, AND H.U.D. M.P.S.
2. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT SITE BEFORE BEGINNING CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPAIRED TO FULLER DESIGN CO. FOR JUSTIFICATION AND/OR CORRECTION BEFORE PROCEEDING WITH WORK.
3. ALL DIMENSIONS SHOULD BE READ OR CALCULATED AND NEVER SCALED.
4. ALL FOOTINGS TO BE BELOW FROST LINE (SEE LOCAL CODE) AND MUST REST ON UNDISTURBED SOIL CAPABLE OF HANDLING THE BUILDING. CONSULT LOCAL ENGINEER FOR PROPER FOOTING AND REINFORCING SIZES.
5. CONTRACTOR SHALL INSURE COMPATIBILITY OF THE BUILDING WITH ALL SITE REQUIREMENTS.
6. IF BACKFILL EXCEEDS 4' AGAINST A ANY FOUNDATION WALL, REINFORCE AS PER CODE.
7. ALL FOUNDATION AND STRUCTURAL MEMBERS SHOULD BE VERIFIED AND STAMPED BY AND ENGINEER IN THE STATE WHERE CONSTRUCTION IS OCCURRING DUE TO A WIDE VARIANCE IN LOCAL CODES, SOIL BEARING CONDITIONS, FROST LINE DEPTHS, GEOLOGICAL AND WEATHER CONDITIONS, ETC. THE CONTRACTOR IS RESPONSIBLE FOR ADJUSTING AND VERIFYING ALL STRUCTURAL DETAILS AND CONDITIONS TO MEET ALL LOCAL CODES AND TO INSURE A QUALITY AND SAFE STRUCTURE.
8. ALL WOOD, CONCRETE, AND STEEL STRUCTURAL MEMBERS SHALL BE OF A GOOD GRADE AND QUALITY AND MEET ALL NATIONAL, STATE, AND LOCAL BUILDING CODES WHERE APPLICABLE.
9. ALL COLUMNS OR SOLID FRAMING SHOULD BE DESIGNED TO CARRY LOADS AND SHOULD EXTEND DOWN THRU THE LEVELS BELOW AND TERMINATE AT THE BASEMENT FLOOR OR AT OTHER BEARING POINTS DESIGNED TO CARRY THE LOAD.

GENERAL NOTES

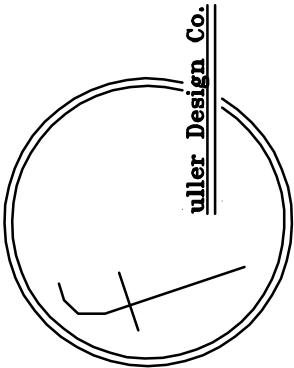
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FLOOR PLAN
1/4"=1'

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FLOOR PLAN

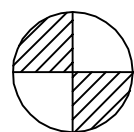
Lumpkin Co. Library Pavilion

Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

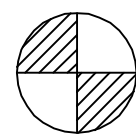
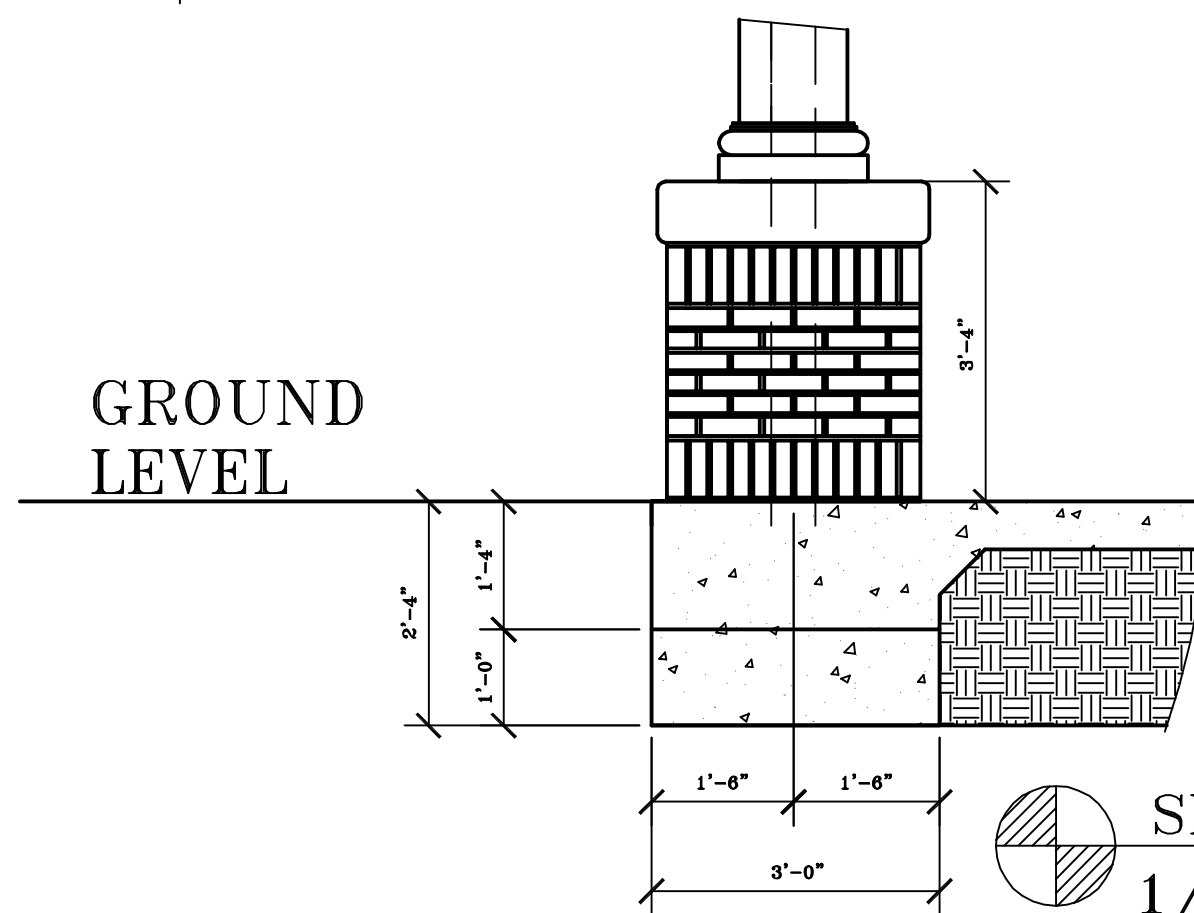
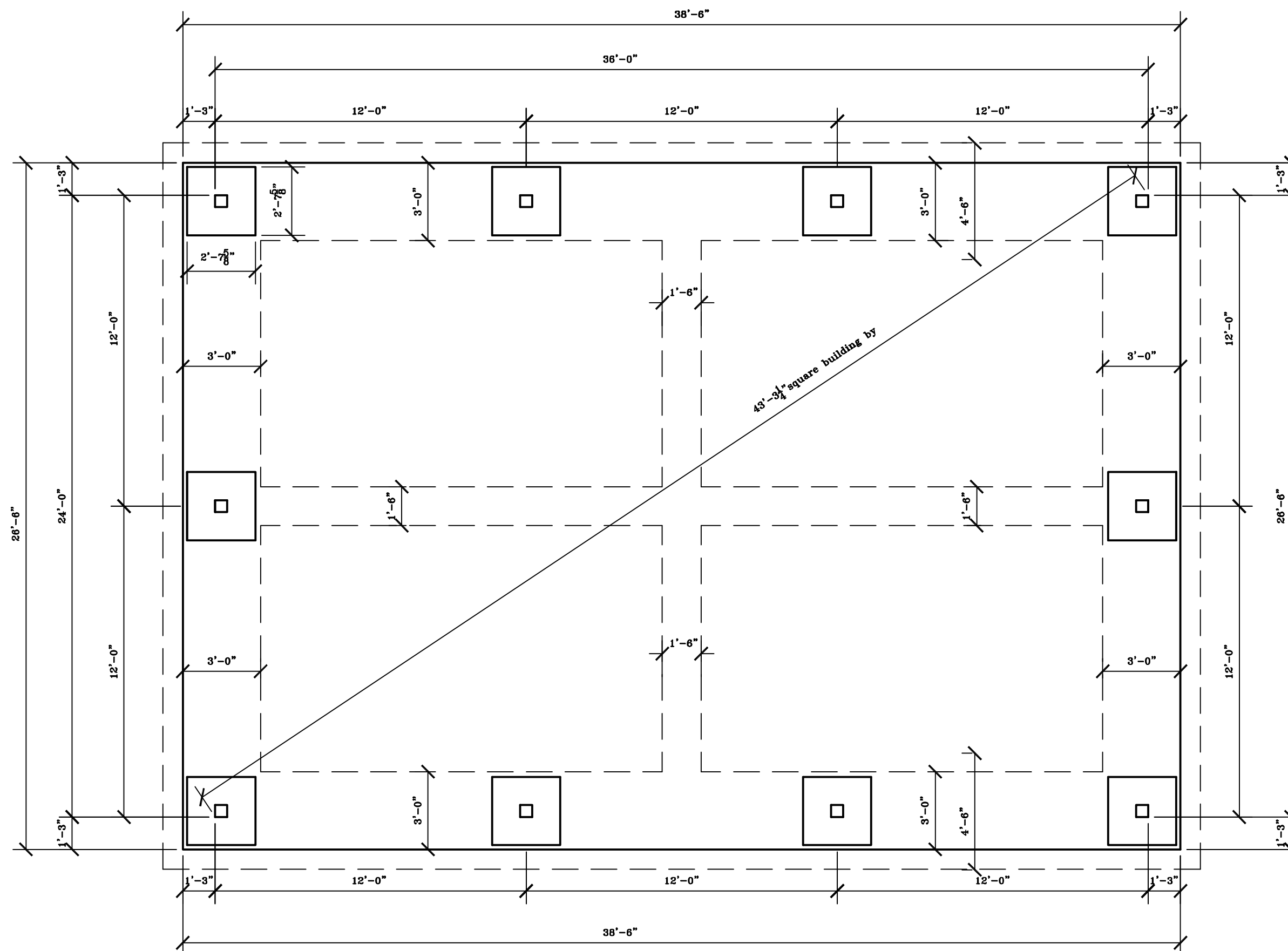
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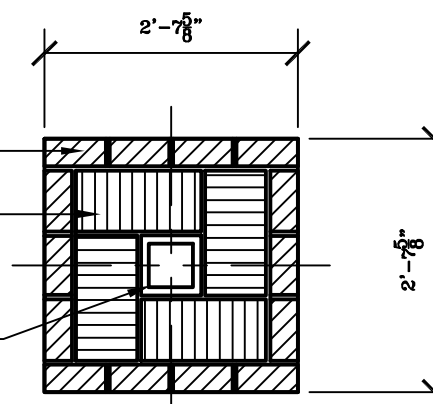
FOUNDATION PLAN
1/4"=1'



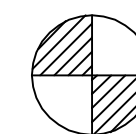
SECTION-1
1/2"=1'

MODULAR BRICK
7-5/8" X 7-5/8" X 15-5/8"
CONCRETE BLOCK

STEEL COLUMN



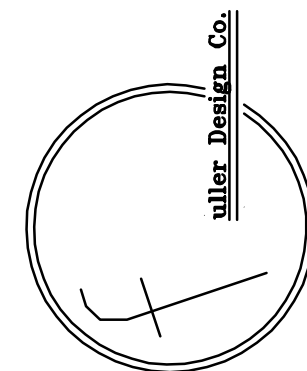
TYPICAL SECTION
THRU EXTERIOR
COLUMN BASE



SECTION-2
1/2"=1'

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16.a

FOUNDATION PLAN

Lumpkin Co. Library Pavilion

Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

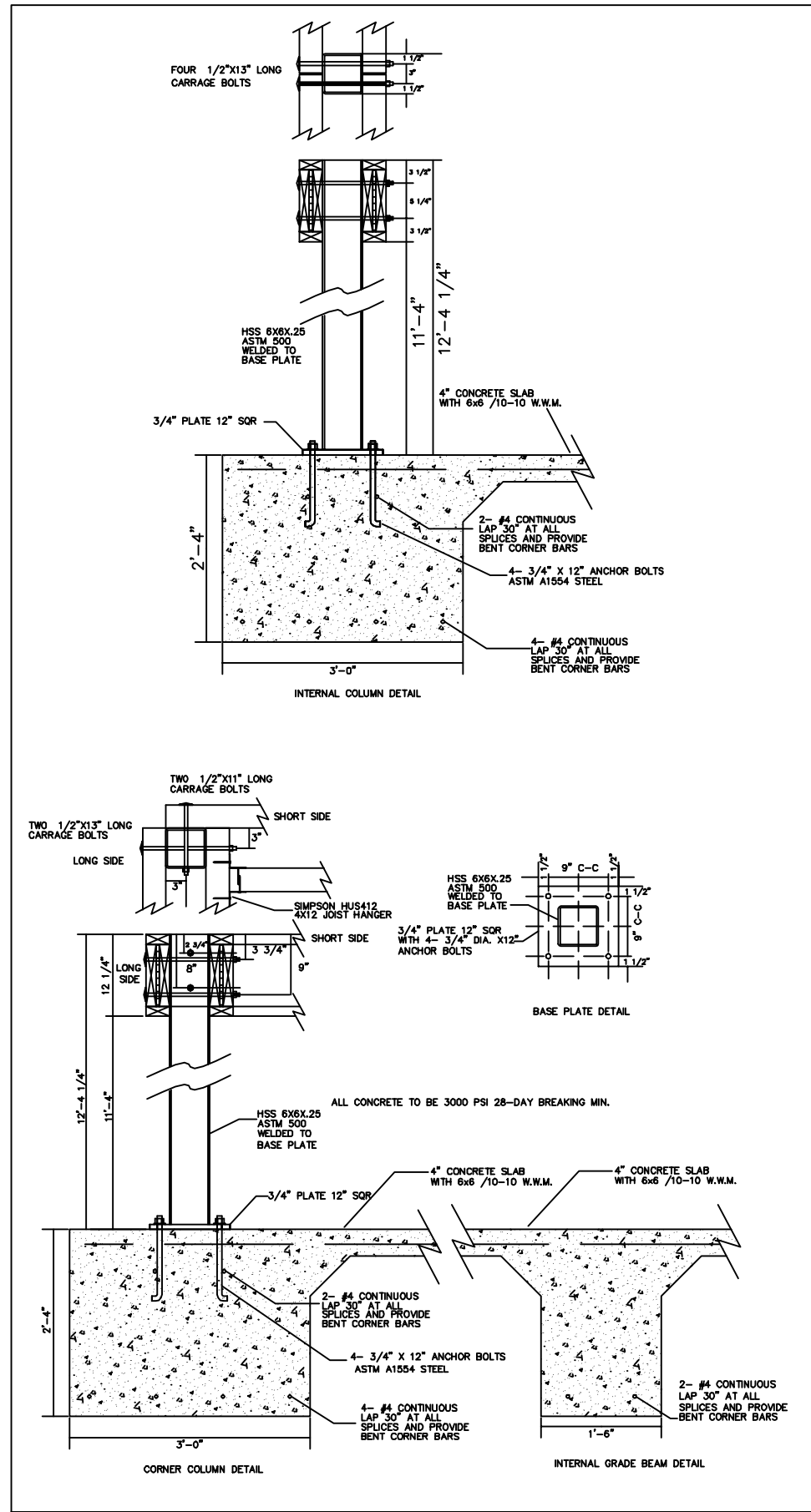
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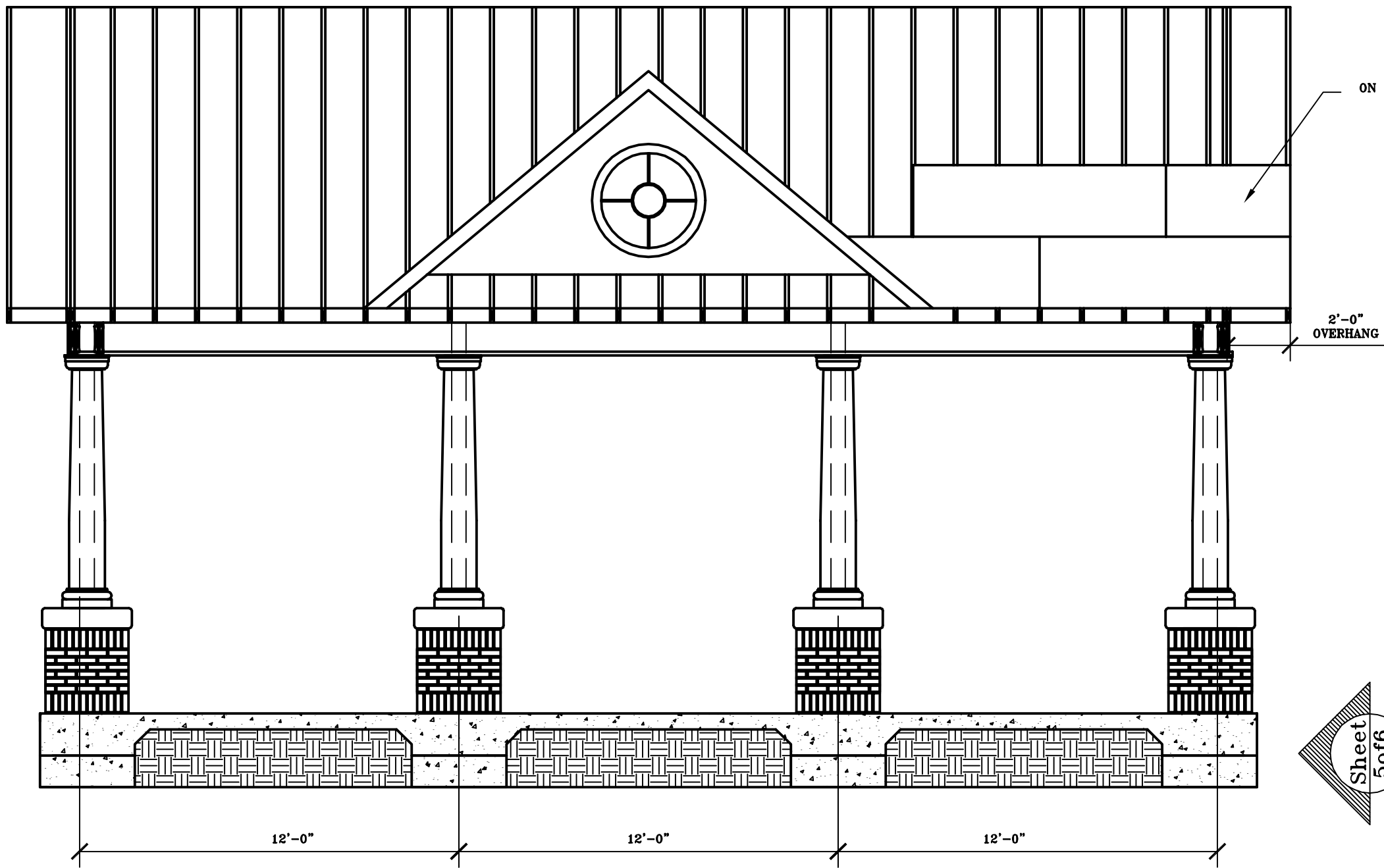
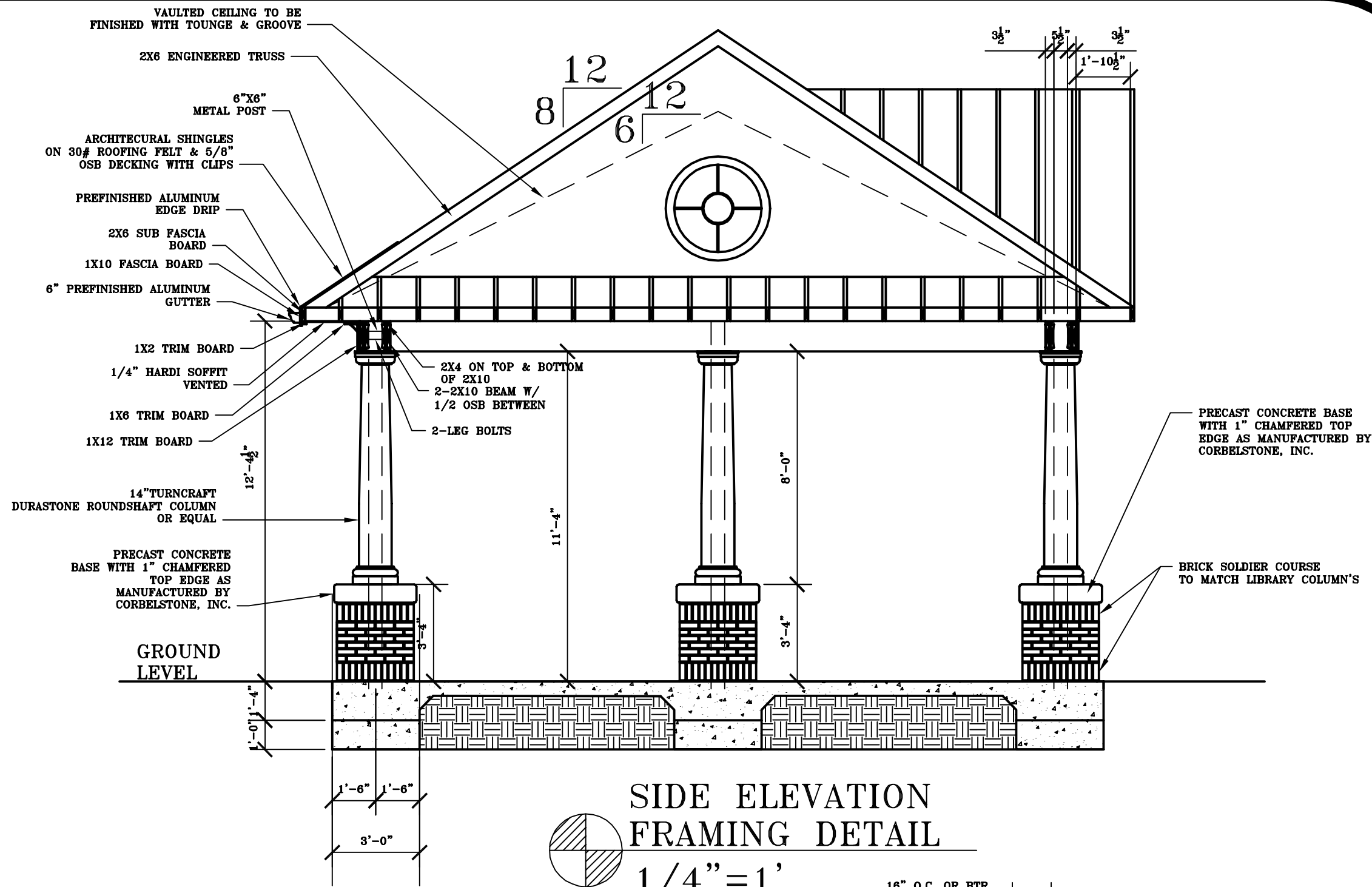
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OF: 6



METAL COLUMN
FRAMING DETAIL
1/2" = 1'

FRAMING DETAIL
1/4" = 1'



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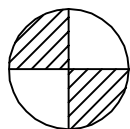
FRAMING DETAIL

Lumpkin Co. Library Pavilion

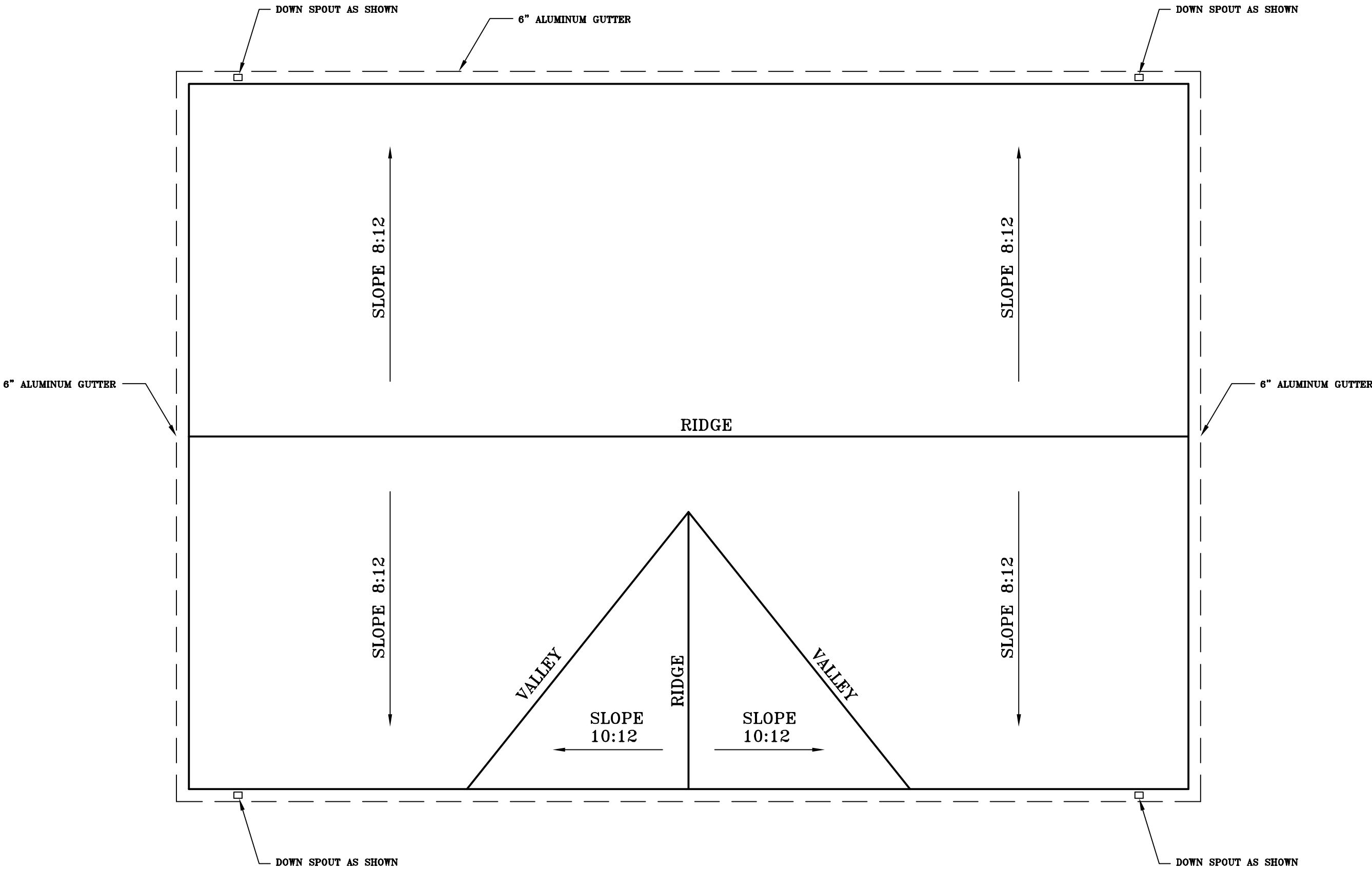
Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

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OF: 6

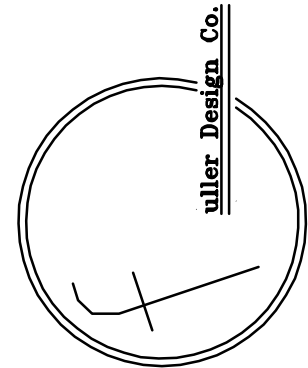


ROOFING PLAN
1/4"=1'



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ROOFING PLAN

Lumpkin Co. Library Pavilion

Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

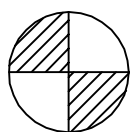
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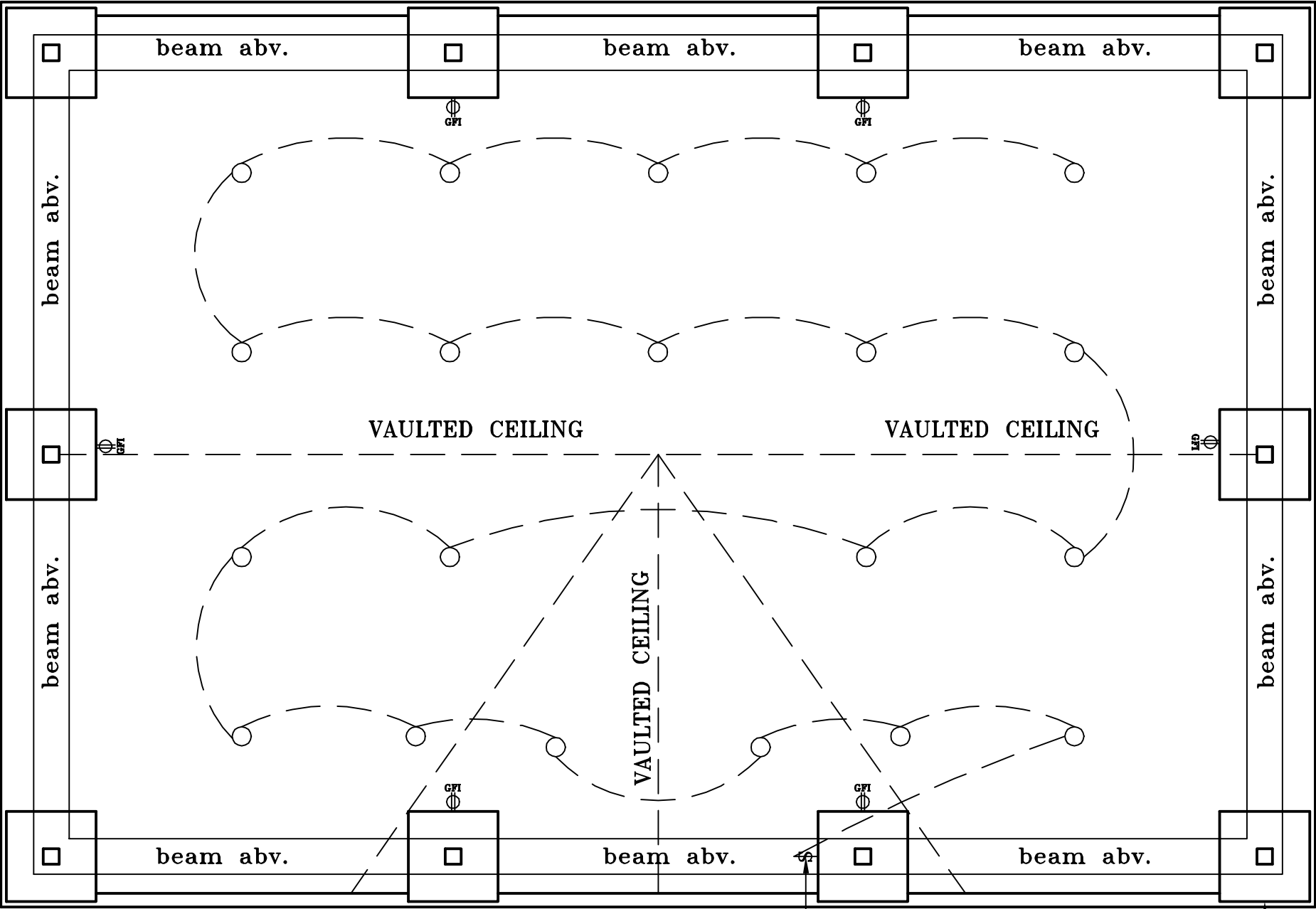
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OF: 6



ELECTRICAL PLAN
1/4"=1'



NOTE:
ALL GFI RECEPTICALS SHALL BE
PLACED INTO THE BRICK COLUMNS
AS SHOWN.

MAIN ELECTRICAL LINE
TO BE PLACED IN THIS
AREA BY POWER COMPANY
PER LOCAL CODE.

SWITCH TO BE
BUILT
INTO COLUMN

-ELECTRICAL LEGEND-

	ELECTRICAL OUTLET
	ELECTRICAL OUTLET WIRED FOR 220/DRYER OUTLET
	ELECTRICAL OUTLET WITH GROUND FAULT BREAKER
	LIGHT SWITCH
	RECESSED LIGHT/CAN LIGHT
	SCONCE LIGHT
	LIGHT FIXTURE
	FAN WITH LIGHT FIXTURE
	2 X 2 FLUORESCENT FIXTURE
	EXHAUST FAN WITH LIGHT
	SMOKE DETECTOR - SEE NOTE BELOW
	EXTERIOR FLOOD LIGHT
	EXIT SIGN WITH DUAL LIGHTS
	2 X 4 FLUORESCENT FIXTURE
	4' X 8' FLUORESCENT FIXTURE

NOTE:
All smoke detectors to be hard-wired with
battery backup and must be interconnected.

Lumpkin Co. Library Pavilion
16.a

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ELECTRICAL PLAN

Lumpkin Co. Library Pavilion

Attachment: pavilion plans 1-21-21 (1956 : Library Pavilion)

DATE:

REVISED: DATE: BY:

Sheet
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OF:1

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Proposed Scope of Work:

The Lumpkin County Board of Commissioners is requesting competitive Sealed Proposals for the construction of a Pavilion, per provided plans, at a site owned by the county and operated as a Library located at 56 Mechanicsville Road, Dahlonega. The pavilion will be constructed on the flat pad located at the southern end of the library facility. Proposers will be asked to submit a pricing component to construct the pavilion as drawn and with an optional foundation of a helical pier system. Any other variations from the plans must be clearly noted and explained on the proposal form. Pavilion finishes should match the existing structure in material type and color scheme. (GAF Timberline Architectural Shingle – Charcoal; Brick – Cherokee Brick Ranch Flash 1 with no white; Hardie plank siding)

Cost Form Sample

Pavilion Cost Proposal Form – per plan specifications

Proposal on specification as outlined: Yes _____

No _____ *

*variations are to be noted

Total Material Cost: _____

Total Labor Cost: _____

Pavilion Cost Proposal Form – alternate helical pier system and any other variations specified by proposer

Proposal on specification as outlined: Yes _____

No _____ *

*variations are to be noted

Total Material Cost: _____

Total Labor Cost: _____

Notation of variations: _____



Lumpkin County, Georgia

Public Works Department

Date: February 16, 2021

Agenda Item: 2021 TSPLOST Work Plan Truck and Trailer Request

Item Description: Request to revise the TSPLOST work plan to include a small dump truck with additional equipment.

Facts & Historical Information:

In January 2021 staff started working on the 2021 work plan for the TSPLOST. One of the items staff is proposing to include in the work plan is a small multipurpose truck and trailer. This truck would be a heavy-duty F-550 (aka F-600) truck with the following additional equipment:

- Dump bed
- 16,000 lb. trailer
- Snow plow
- Drop in salt spreader
- Brine distributor tank

This truck would be used to haul the skid steer/ mini-ex along with materials to small job that do not require a large dump truck. Also, it would be used to plow snow, spread salt and brine during winter events, allowing a safer vehicle to treat smaller roads. This truck would not require that the driver have a CDL license, which would increase the number of employees that could be utilized to operate the truck during normal tasks and during winter events.

The issue that staff discovered while trying to get pricing is that Ford has completed their production of '21 F-550 and is starting production of the '22 models. Due to demand, there are no '21 models available. Ford has informed staff that if a commitment is sent to them by Feb. 18th, they will sell a '22 model to the county at the '21 state contract price (\$51,099). If the county does not commit to purchase by Feb 18th, it will be 2023 before a F-550 chassis can be delivered. With a commitment, the Chassis is anticipated to be delivered in June or July of 2021.

Potential Courses Of Action:

- A) Give approval to staff to purchase the truck as part of the '21 TSPLOST work plan.
- B) Deny the request.

C) Do not act on the request until the total '21 work plan is submitted.

Budget Impact:

The estimated total cost of this request is \$100,000. This request is not included in the original TSPLOST equipment list. To date the county has spent \$799,990 of the \$1,845,700 budgeted for the equipment in the TSPLOST. The amount spent includes the 2 new tractors and blowers that were not a part of the original equipment list. The cost of equipment from the revised project list remaining to be purchased is estimated to be \$904,900. Staff proposes to drop the crack sealer and 2 pickups (purchased with SPLOST funds) from the original list and replace it with this proposed truck. This will in net reduce the amount of funds need for equipment by \$40,800.

Staff Recommendation:

It is staff's recommendation that the BOC approve COA A): Give approval to staff to purchase the truck as part of the '21 TSPLOST work plan, with the dropping of the items from the original list to ensure that the total budget is not exceeded.

Attachments:

original project list
revised equipment list 1-29-21
Email

TSPLOST potential projects:

Rev 9/4/18

1. Road resurfacing/ safety improvements:

a. 14 miles per year. Estimated cost: \$125,000 per mile : \$1,750,000 per year

b. Funding sources:	TSPLOST:	\$1,200,000 per year
	LMIG:	\$550,000 per year
	Total per year cost:	\$1,750,000 per year

c. Total for 5 year program:	TSPLOST:	\$6,000,000
	LMIG:	\$2,750,000
	Total 5 year cost:	\$8,750,000

2. Road Maintenance equipment:

Replace or purchase new equipment as needed. Estimated cost: \$369,000 per year

Chipper	\$87,100	replace
Chipper truck	\$150,000	replace
Track hoe	\$283,400	replace
Patching machine	\$97,500	replace
Skid steer	\$83,200	replace
Lowboy trailer	\$84,500	replace
1 Side arm mowers	\$185,000	replace
6 pickup trucks	\$218,000	replace
1 Dump Truck	\$208,000	replace
used loader for salt shed	\$58,500	replace
Spreader truck	\$212,000	add
Crack Sealer	\$91,000	add
Mini-excavator	\$80,600	add
Total estimated cost	\$1,845,700	

3. Oak Grove at 19 N Intersection improvement :

Improve intersection to allow improved safety and traffic flow.

Estimated cost: \$4,000,000 minus any GDOT funding.

Projected total projects cost: \$12,000,000

Projected TSPLOST collection: \$12,000,000

Debris truck	\$248,168	add
Track hoe	\$283,400	replace
Patching machine	\$81,750	replace
Skid steer	\$71,134	replace
Lowboy trailer	\$84,500	replace
1 Side arm mowers	\$185,000	replace
4 pickup trucks	\$144,000	replace
1 Dump Truck	\$208,000	replace
used loader for salt shed	\$23,000	replace
Spreader truck	\$153,505	replace
Mini-excavator	\$72,054	add
2 Mower tractors	\$130,705	replace
2 Blowers	\$19,673	add
F-600 with dump bed, plow, drop in spreader, brine tank and trailer	\$100,000	add
Total estimated cost	\$1,804,889	

- purchased as of 1-29-2021

- Proposed addition

Melissa Witcher

From: Larry Reiter
Sent: Monday, February 8, 2021 4:56 PM
To: Stan Kelley
Cc: Melissa Witcher
Subject: FW: Medium duty cab and chassis

From: Randy Allison <Randy.Allison@LumpkinCounty.GOV>
Sent: Monday, February 8, 2021 12:59 PM
To: Larry Reiter <Larry.Reiter@LumpkinCounty.GOV>
Subject: Medium duty cab and chassis

Larry,

Per our earlier conversation regarding a medium duty chassis for a flat bed dump. I recommended a Ford Chassis that was on state contract as spec'd for \$51099.00. This is a 22k GVWR chassis which best suits our needs. The pricing on state contract is for 2021 m/y vehicles. GM and Ford have both cut-off production on 21 models, no more will be produced. The chassis we will be receiving would be a 2022 m/y. Both GM and Ford do not have pricing out yet for 2022 vehicles. Ford has agreed to sell 2022 vehicles at 2021 contract pricing until they bring out 2022 pricing which is projected to be 02/18/21. After that the pricing goes to 2022 pricing. To get the 2021 pricing Ford needs a letter of intent to purchase or a PO# no later than 02/18/21 to secure 2021 pricing.

I compared GM as well as Dodge with regards to specs and pricing. I spoke with Roz Izenhour with Chrysler in charge of their 5500 series on state contract. Chrysler's 5500 series only has a GVWR rating of 18k, they hope to offer a 19.5 GVWR option later but it is currently unavailable. However, Chrysler does not offer a 22k GVWR chassis at all. I also spoke with Juan Lizano with GM in charge of the state contract for Georgia. GM on state contract only goes to 12.5 GVWR; however I still spoke with Mr. Lizano about GM's 5500 series; there again it is a 18 – 19.5 GVWR, he advised GM could provide a 22K GVWR chassis in a 6500 series chassis. I ask him to price the vehicle with the same specs as the Ford on state contract. Since GM does not have 2022 M/Y pricing out yet, his best estimate would be in the \$53,000.00 plus range but could not confirm until GM publishes dealer pricing.

Bottom line, Chrysler can not met the GVWR specification, GM's chassis will be estimated at least \$2000.00 higher however GM will not commit to this pricing until they officially bring out 2022 pricing it could be higher
 Hopefully this will help answer any questions.

Respectfully
 Randy .



Randy Allison
 Fleet & Transit Division Manager
 Lumpkin County
 Dahlonega, Ga. 30533
randy.allison@lumpkincounty.GOV
www.lumpkincounty.gov
 Office 706.482.2495
 Fax 706.867.8823

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Lumpkin County, Georgia

Sheriff's Department

Date: February 16, 2021

Agenda Item: Sheriff Request to Purchase a Vehicle

Item Description: Sheriff Request to Purchase a Vehicle