



LEE COUNTY BOARD OF COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING

102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

Tuesday, August 13, 2024 AT 6:00 PM

T. PAGE THARP BUILDING
OPAL CANNON AUDITORIUM

WWW.LEE.GA.US

MEETING AGENDA

Work Session

COUNTY COMMISSIONERS

Luke Singletary, Chairman, District 2

Chris Guarnieri, Vice-Chairman, District 4

Dennis Roland, Commissioner, District 1

Billy Mathis, Commissioner, District 3

George Walls, Commissioner, District 5

COUNTY STAFF

Christi Dockery, County Manager

Kaitlyn Good, County Clerk

Jimmy Skipper, County Attorney

1. CALL TO ORDER

2. INVOCATION

A) Pastor Shane Mullins, Move Christian Church, to lead the invocation.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

A) Consideration to approve the minutes from the July 23, 2024 meeting of the Board of Commissioners.

5. CONSENT AGENDA

6. NEW BUSINESS

7. PUBLIC HEARING

8. DEPARTMENTAL MATTERS

A) **Planning, Zoning & Engineering** - Consideration to approve a Variance Application for **Palmyra Subdivision XII (Z24-009)** from Lanier Engineering requesting a variance from the requirement for new residential subdivisions in accordance with section 70-94 of the Lee County Code of Ordinances. The property owner is Billy Boggus Construction, LLC. The subject property is zoned R-1 and is located off Fussell Road, parcel number 029C003, in Land Lot 248 & 233 of the Second Land District of Lee County, Georgia. *Planning department staff and Planning Commission members recommend denial, with a 5-1 vote. Public Hearing held July 23, 2024*

9. CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES

10. COUNTY MANAGER'S MATTERS

A) Updates on County projects.

B) Consideration to approve a resolution to amend the ACCG Defined Benefit Plan.

- C) Consideration to ratify the quote from Zane Grace Construction for the installation of the fitness equipment at Pirate's Cove Nature Park.
- D) Discussion of a resolution to establish a temporary moratorium on the acceptance, consideration, and approval of applications for permitting new multi-family residential housing.
- E) Consideration to approve the engagement letter from Mauldin and Jenkins for the FY2024 audit.
- F) Consideration to approve the Georgia Public Library Service Major Repair and Renovation Grant application for roofing replacement at the Oakland Library.
- G) Consideration to approve the ACCG Safety Discount Verification Form.

11. **COMMISSIONER’S MATTERS**

- A) Consideration to adopt Scenario 3 of the salary study, as performed by The Archer Company, to go into effect with the paychecks issued September 5, 2024, with all employees receiving no less than a 3% increase. Additional adjustments for Deputies, Firefighters, and Paramedics have been included within the study.

12. **UNFINISHED BUSINESS**

13. **COUNTY ATTORNEY’S MATTERS**

14. **EXECUTIVE SESSION**

15. **PUBLIC FORUM**

16. **ANNOUNCEMENTS**

- A) The next regularly scheduled Board of Commissioners meeting will be held **Tuesday, August 27, 2024 at 6:00pm.**
- B) Offices of the Lee County Board of Commissioners will be **closed Monday, September 2, 2024** for Labor Day.
- C) The Lee County Rivers Alive annual clean-up event will be **Saturday, September 21, 2024 from 9:00am to 1:00pm.** There will both be on water and on land opportunities to volunteer. A Waiver must be signed for participation. Please contact the Lee County Chamber of Commerce at (229) 759-2422 for more information.

17. **ADJOURNMENT**

AGENDA MAY CHANGE WITHOUT NOTICE

Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at 229-759-6000 or through the Georgia Relay Service 800-255-0056 (TDD) or 800-355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9 am and 4 pm, Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven working days. The meeting rooms and buildings are handicap accessible.



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T. PAGE THARP GOVERNMENTAL BUILDING
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Tuesday, July 23, 2024 AT 6:00 PM
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MEETING MINUTES
Voting Session

COUNTY COMMISSIONERS

Luke Singletary, Chairman, District 2
Chris Guarnieri, Vice-Chairman, District 4
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George Walls, Commissioner, District 5

COUNTY STAFF

Christi Dockery, County Manager
Kaitlyn Good, County Clerk
Jimmy Skipper, County Attorney

The Lee County Board of Commissioners met in a voting session on Tuesday, July 23, 2024. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Chairman Luke Singletary, Vice-Chairman Chris Guarnieri, Commissioner Dennis Roland, Commissioner Billy Mathis, and Commissioner George Walls. Staff in attendance were County Manager Christi Dockery, County Clerk Kaitlyn Good, and County Attorney Jimmy Skipper. The meeting was also streamed on Facebook Live. Chairman Singletary called the meeting to order at 6:00 PM.

1. **CALL TO ORDER**

2. **INVOCATION**

- A) Pastor Jonathan LeBarge, New Hope Baptist Church, to lead the invocation.
Pastor Jonathan LeBarge led the invocation.

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

- A) Consideration to approve the minutes for the July 9, 2024 meeting of the Board of Commissioners.

Commissioner Roland made the **MOTION** to approve the minutes for the Board of Commissioners meeting for July 9, 2024. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

5. **CONSENT AGENDA**

6. **NEW BUSINESS**

- A) Recognition of employees' years of service.

The following employees were recognized for their many years of service to Lee County:

5 years: Rita Cline - Tax Record Technician, Tax Assessor's Office
10 years: Russ Snow - 1st Lieutenant - Investigations, Sheriff's Office
15 years: Daphne Lindsey - 1st Lieutenant - Investigations, Sheriff's Office
15 years: Kyle Lentz - Fire Safety Educator, Fire & EMS

- B) Patsy James, Executive Director of Lee County Family Connection, to provide the year end report.

Patsy James, Executive Director of Lee County Family Connection, provided the year end report to the Board. Ms. James noted that she had 15 years of service with Family Connection. She gave the summary of the year ending on June 30th. Ms. James discussed Backpack Blessings, a program that has been in place for around 12 years and helps children Kindergarten through Fifth Grade. This year they were able to pack 4,030 bags with the help of eight teams of volunteers.

Ms. James shared that Literate Lee, their early literacy program where monthly book clubs are facilitated by retired educators for Pre-K, Headstart, Kindergarten, First Grade, and Second Grade children, were able to give out 2,158 books and 151 sets of summer books this year. She discussed the food distributions that have taken place over the summer, stating that they were about to be doing their third and last distribution. They have been able to make 300 boxes at each distribution and will have four different locations set up for their last distribution. Ms. James stated that the County has been helpful for allowing them to use facilities in the County, and thanked them for their support.

Ms. James discussed the Junior Youth Leadership Lee Academy, stating that they are going into their third year in this program. Students start in 8th grade then have the option to become ambassadors throughout their high school years. Ms. James informed the Board that JYLLA is being recognized and will be receiving a Georgia City Solutions Community Impact Award in October at the Atlanta Zoo. Core partners for this program include all Lee County Family Connection, the School System, the Chamber of Commerce, the City of Leesburg, the Board of Commissioners, and the Library System. Additionally, the Southwest Georgia Leadership Program has contacted them and wants to work on replicating the program on a regional level.

7. **PUBLIC HEARING**

- A) The Board of Commissioners will hold a Public Hearing for a Variance Application: **Palmyra Subdivision XII (Z24-009)** Lanier Engineering has submitted an application requesting a variance from the requirement for new residential subdivisions in accordance with section 70-94 of the Lee County Code of Ordinances. The property owner is Billy Boggus Construction, LLC. The subject property is zoned R-1 and is located off Fussell Road, parcel number 029C003, in Land Lot 248 & 233 of the Second Land District of Lee County, Georgia. **Planning department staff and Planning Commission members recommend denial, with a 5-1 vote.**

Chairman Singletary opened the Public Hearing.

Interim Planning Director Joey Davenport provided a summary of this variance application, stating that information was in their packet regarding this variance, including a plat that is indicated to have been approved in 2004. He stated this application was requesting to have seven to eight percent greenspace when twenty-five percent is required by the ordinance, which is why it was denied. Staff recommended denial and the Planning Commission denied the application in a five to one vote. Mr. Davenport informed the Board that Mr. Bobby Donley was in attendance if they or any audience members had any questions for him. Commissioner Guarnieri then asked if this would set a precedent for future developments. Mr. Davenport stated that he personally believed it would; if the Board approves this variance then there will be others seeking the same. Mr. Davenport added that when this ordinance was brought to the Board regarding amending it, the Board was opposed to reducing the requirements for greenspace and that was considered in denying the application.

Chairman Singletary asked if there was a plat approved for this subdivision or if it was for a different phase. Mr. Davenport stated that Mr. Donley could better answer that question; however,

they do have a preliminary plat, but he is unaware if there was any approval issues. Chairman Singletary asked if there was a time limit from when a plat is approved to when development must start. Mr. Davenport answered that there is a time limit and the 2004 plat exceeds it. He believes they provided this plat to show it had been done previously. He continued and stated that this would be the last section of Palmyra Subdivision. He then stated that all sections south of Fussell Road predated the greenspace ordinance. There was a minor subdivision that was not subject to the ordinance and another subdivision that should have been subject, but was not. Commissioner Roland asked if the applicant owned the land back when the plat was approved in 2004. Mr. Davenport stated it was previously owned by Mr. Doug Wingate, the new owner recently acquired it, Mr. Wingate built all of Palmyra subdivision up until this phase. Commissioner Roland asked how big the lots and houses are to which Mr. Davenport answered that they are three-quarter acre lots.

Bobby Donley, Lanier Engineering, was available to answer any questions regarding what the developer plans to do regarding the size of homes. He informed the Board that they did not submit the new preliminary plat expecting the 2004 plat to still be active. He stated that whenever a client approaches them regarding projects like this, before they give any support, they will ask specific questions. Mr. Donley stated that the first thing they looked at was if there was anything regarding this property that makes it eligible for this variance that other pieces of property wouldn't have. He explained that they believe this subdivision is eligible for this variance given that it is the last section of an existing developed subdivision. The shape of the property is fixed to only allow road configuration as it always has been.

Mr. Donley stated that the preliminary plat that he originally found was from 2000 and was updated in 2004. Greenspace did not become a requirement until the new ordinance issued in 2005. He stated that it all predated the greenspace requirements and the current preliminary plat is, with the exception of the greenspace being cut out, a direct match to the rest of the subdivision. It has the same number of lots and all of the proposed lot dimensions match the lot dimensions for the rest of the subdivision, which is a 125 foot lot, allowing for a side entry garage. Mr. Donley stated that the property will be developed as it is not a zoning issue. The only question is if it will be allowed to be developed in the same manner that it was intended to be developed and be able to match the rest of the subdivision. Without the variance, there would be fewer lots as seven or eight lots would be lost in greenspace and the roads would have to be shrunk. This would pull the lots down to 100 feet wide, meaning room only for a front entry garage rather than a side entry garage. He stated the developer, Mr. Boggus, said that if the subdivision is allowed to be built with the same dimensions that were intended and match the rest of the neighborhoods, he would match the covenants of the previous neighborhood, which is 2,000 foot minimum with a side entry garage.

The Planning Commission told him that their biggest concern seems to be setting precedence with this variance, Mr. Donley stated that he understood this, but he can not think of any other property that would fit the same mold as this one since it was an existing phase that was already submitted before the greenspace ordinance. Mr. Donley read from the ordinance and stated that they are asking for it to be developed in uniformity with the rest of the subdivision. Commissioner Roland asked how many acres the last phase is, Mr. Donley answered the last phase is 36 acres. Commissioner Roland asked if there are wetlands involved. Mr. Donley stated that there are around four acres of stormwater areas, but there are no wetlands. Commissioner Guarnieri stated that at 25% it would be around six acres. Mr. Donley stated that is correct. When he figured it up, it seemed to be about 7 to 8 of the three-quarter acre lots would be lost.

Public Comments

Mr. Billy Gaskins stated that he moved to Lee County as they heard that it was one of the best counties to raise a family and retire. He has concerns regarding a project behind his home on Amelia

Lane. He said that most of the homes in his area are around 2,400 square feet and now the homes are starting to come in smaller. He is concerned about the property value in his neighborhood due to this. Mr. Gaskin mentioned that he is concerned regarding the roundabout on Ledo Road and the traffic at the nearby red light. He complimented the Lee County Sheriff's Office, but stated that things have changed since they purchased their home six years ago. Chairman Singletary asked if he is opposed or in favor of the variance. Mr. Gaskins answered that he wants to require the greenspace. Chairman Singletary stated that as Mr. Donley said, they are going to build houses with or without the variance and they may reduce road size. Mr. Gaskins stated that he wished they would do it in phases and that he understands everyone wants to purchase a new home, but he wants to protect his property value.

Mrs. Connie Gaskins spoke in favor of this variance. She stated that initially the general consensus was one of opposition to this change from 25% to 7% greenspace. Mrs. Gaskins stated that after speaking to other homeowners and hearing Lanier Engineering explain, this would have a positive impact as it would allow them to stay within the covenants. She said that this would allow garages to open from the side which is preferred. If this is not approved, then they will be forced to change the lot configuration to have front opening garage doors. She said while the covenant is not law, it is the foundation of the neighborhood. Mrs. Gaskins discussed different things in the covenant, including drain pipes that lead from the driveway to the road and the front entry garages. She stated that Mr. Boggus stated that he was absolutely willing to adhere to the covenants and to apply it to his subdivision. She restated that homeowners understand that covenants are not law but have been upheld. Mrs. Gaskins said that they are not opposed to growth and development, but they do expect that individuals respect their neighbors so they can all share in the benefits of this development.

With no further comments or questions from the Board, staff, or audience, the Public Hearing was closed.

8. **DEPARTMENTAL MATTERS**

A) **Planning, Zoning & Engineering - Review of the minutes from the May 2, 2024 Planning Commission meeting.**

The meeting minutes were reviewed as presented.

9. **CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

10. **COUNTY MANAGER'S MATTERS**

A) **Update on County projects.**

County Manager Christi Dockery discussed ongoing projects in the County, including (1) Staff and GEMA representatives have been working together to form a Disaster Recover Redevelopment Plan; (2) They have received all the parts for the Smithville tower and are currently waiting on permits to begin construction; and (3) Windstream has provided an update that they are making good progress and are expected to be done in 2025; they are working very closely with Sumter EMC and Georgia Power.

B) **Consideration to award the bid for flooring in the Tharp Building.**

County Manager Christi Dockery stated the County has not used New World Restoration before, but their references with other Counties were checked. She reminded the Board that the current carpet and paint was sixteen years old from when the offices moved here in 2009. Commissioner Guarnieri asked if this would be paid all out of ARPA funds, to which Ms. Dockery stated that it would.

Commissioner Guarnieri made the **MOTION** to award the bid to New World Restoration, the lowest responsive bidder, at a cost of \$99,125.81 to come from ARPA funds. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

C) Consideration to award the bid for painting in the Tharp Building.

County Manager Christi Dockery stated that they would do this project on the weekend and after work hours, and Public Works staff will be present.

Commissioner Roland made the **MOTION** to award the bid to Affordable Painting, the lowest responsive bidder, at a cost of \$75,000.00 to come from ARPA funds. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

D) Consideration to adopt Chapter 22, Article V: Motion Picture, Television, and Photographic Production to the Lee County Code of Ordinances. *First Reading held July 9, 2024*

Chairman Singletary stated that the changes that were discussed at a previous meeting, including appeals coming to the Board of Commissioners, were made and in the presented document.

Commissioner Mathis made the **MOTION** to adopt Chapter 22, Article V: Motion Picture, Television, and Photographic Production to the Lee County Code of Ordinances pending review by County Attorney Jimmy Skipper. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea. *First Reading held July 9, 2024*

E) Consideration to approve a two (2) year Billing Services Agreement with EMS Management & Consultants, Inc.

Chairman Singletary stated that this was a kind of renewal as the previous company was bought out. The new company is honoring the existing terms; however, an agreement with the new company obviously needs to be completed.

Commissioner Roland made the **MOTION** to approve a two (2) year Billing Services Agreement with EMS Management & Consultants, Inc. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

F) Consideration to approve a MOU with the Flint Riverkeeper's Office for the 2024 Rivers Alive event.

Chairman Singletary stated that this event will be held on September 21, 2024.

Commissioner Roland made the **MOTION** to approve a MOU with the Flint Riverkeeper's Office for the 2024 Rivers Alive event with a cost of \$5,000.00. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

G) Consideration to declare vehicles and equipment surplus.

Commissioner Roland made the **MOTION** to declare the following vehicles and equipment surplus: a 2006 CAT 950 Loader, 1992 F-800 Dump Truck, 2006 John Deere 5425 Tractor, 2000 Sterling

Truck Jet Vac, 2008 F-350 Super Duty Flatbed, 2008 E-450 Super Duty Bus, 2015 Dodge Charger, and a 2008 Ford Crown Victoria. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

11. **COMMISSIONER'S MATTERS**

A) **Discussion of the 2025 LMIG application and potential projects.**

County Manager Christi Dockery, discussed LMIG 2025 with the Board, stating that the formula for Lee County in 2025 is approximately \$705,000.00 and will match it 30% for a total of over \$915,000.00. She stated that if the Commissioners have any roads they want to be considered, then staff can bring them back an estimate and bring all roads to be approved at one time. This funding will be combined with the LRA funding that was received last month. Chairman Singletary stated that he wanted to point out that on one of the spreadsheets had the Grand Island Road as unencumbered, so the estimated total is currently around \$5.5 million and not the \$8.5 million that was listed. He also stated that Ms. Dockery spoke with representatives from the City of Albany and they will be repaving their portion of Ledo Road probably in 2025. Chairman Singletary stated the County would get a better deal in doing the repaving with the City and asked the Board to consider it.

Commissioner Mathis asked how Grand Island Road came off the list. Ms. Dockery said it is still listed as encumbered. Heather Jones, Finance Director, stated that it was not taken off the list. The original list they have has notes that state if they were to unencumber certain roads then they would have a new amount of money. Commissioner Mathis stated he understood that, but the language was confusing. Chairman Singletary agreed that it was a bit confusing. Commissioner Mathis asked that for future lists staff not place any notes of unencumbered roads as it would be less confusing if the Board decides to unencumber something. Ms. Dockery added that she sent a SPLOST and TSPLOST list that shows the roads are still encumbered.

Commissioner Mathis stated that Liberty Holding Pond, which is in his district, has never voted to encumber the money and would like to take the \$33,130.00 off, if that is the will of the Board. Chairman Singletary asked Commissioner Mathis if he means that he wishes to unencumber those funds. Commissioner Mathis stated that is what he meant. He asked if with all the funds there is \$6 million and once it is bid out it would be \$7 or \$8 million. Commissioner Mathis asked if Ledo Road could be the LMIG road for next year, which would give the County around \$1 million for that road. The remaining Board members voiced support.

12. **UNFINISHED BUSINESS**

13. **COUNTY ATTORNEY'S MATTERS**

14. **EXECUTIVE SESSION**

A) **Executive Session to discuss personnel matters.**

Commissioner Roland made the **MOTION** to adjourn to Executive Session. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea. Time: 6:50PM

Commissioner Walls made the **MOTION** to adjourn from Executive Session. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea. Time: 7:59PM

15. **PUBLIC FORUM**

The Public Forum was held before the Executive Session.

Sam Johnson – State of Old Leslie Road

Chairman Singletary asked if anyone else would like to speak.

With no further comments or questions from the audience, the Public Forum was closed.

16. **ANNOUNCEMENTS**

A) The next meeting of the Board of Commissioners will be held August 13, 2024 at 6:00pm.

B) The Lee County Rivers Alive annual clean-up event will be **Saturday, September 21, 2024 from 9:00am to 1:00pm**. There will both be on water and on land opportunities to volunteer. A Waiver must be signed for participation. Please contact the Lee County Chamber of Commerce at (229) 759-2422 for more information.

17. **ADJOURNMENT**

The meeting adjourned at 8:00PM.

CHAIRMAN

ATTEST:

COUNTY CLERK



**Planning Department
Lee County, Georgia
Staff Report**

Variance Application Review – Boggus Construction LLC, Palmyra Subdivision Section 12, Sapelo Drive, Lee County GA – Land Lots 248 & 233, 2nd District

Application Name: Variance Application

Date: 5/23/2024

Applicant Name: Lanier Engineering, Inc.

Property Owner: Billy Boggus Construction, LLC

Location: Parcel # 029-C-003 in Land Lot 248 & 233, 2nd District

Parcel Size: 36.196 acres

Existing Zoning: R-1

Application Summary

The applicant proposes to develop the subject property with 35 single family residential lots. The applicant requests a variance from the greenspace requirements of the Lee County Zoning Ordinance. The applicant indicates a proposed amount of greenspace that totals 2.843 acres equivalent to approximately 7.85% of the total property area of proposed Palmyra Subdivision Section 12.

Lee County Zoning Ordinance Sec. 70-94 (Land Conservation) establishes requirements for greenspace preservation in the process of major subdivision development. Sec. 70-94 (a) (3) states that when a major subdivision development will be served by a County-provided water system or sewer system, a minimum of 25 percent of remaining developable land (after identifying unbuildable land such as steep slopes, storm water retention areas, etc.) shall be preserved as greenspace. Section 70-94 (a) additionally states that undevelopable areas include storm water management ponds and similar areas, but that significant natural areas, wetlands and other similar areas may be used to meet the greenspace requirement.

(Ord. of 12-2-2002, § 70-94; Res. No. Z05-022, 9-19-2005)

A variance would be required to allow the proposed development to proceed with less than 25 percent of the developable area dedicated for greenspace preservation. (This is associated with the applicant's intent to provide public water to lots sized to equate to an average density of approximately 1 dwelling unit per acre; for density of 1 unit per 2 acres the greenspace requirement would be 10 percent.) The following is an assessment of the Lee County Zoning Ordinance criteria for variances.

Variance Review Comments Summary

A variance may be granted by the Board of Commissioners, after review of the Planning Commission, in cases where the variance is determined to not be contrary to the public interest, and where owing to

special conditions a literal enforcement of a specified zoning requirement will result in unnecessary hardship. A variance may be granted in a case of unnecessary hardship determine by the following criteria:

- (1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography, and;
- (2) The application of the chapter to this particular piece of property would create an unnecessary hardship, and;
- (3) Such conditions are peculiar to the particular piece of property involved, and;
- (4) Relief, if granted, would not cause substantial detriment to the public interest, or impair the purposes and intent of this chapter, provided, however, that no variance may be granted for a use of land or building which is prohibited by this article.

The evaluation criteria for a hardship variance are generally not met in this case.

The size, shape and topography of the existing property are not extraordinary or exceptional in comparison with properties of similar sizes in Lee County with similar potential for residential development. Within the subject property, the areas with the most significant existing steep slopes are proposed for subdivision into conventional sized residential lots. And the dimensions of the existing property do not seem to pose a challenge to planning for roads and subdivision.

Application of the cited provisions of Sec. 70-94 would require approximately 9 acres of developable land to be set aside for greenspace in a location where, to the extent possible, it can be connected with existing greenspace. There is not existing greenspace preservation land located adjacent to the proposed development within the prior section of Palmyra Subdivision that allows greenspace connectivity, however, there is potential for rail-to-trail construction within the right-of-way along the north edge of the property where proposed greenspace can provide future connectivity. In order to meet the requirements of Sec. 70-94 the proposed development would need to be reduced by approximately 7 to 8 lots. Due to the potential to plat a subdivision in a manner more compliant with Sec. 70-94 with a reduced number of lots estimated in the range of 27 to 28, it can be determined that the application of Sec. 70-94 concerning greenspace requirements does not create an unnecessary hardship with respect to the requirements applied to other similar properties that may be proposed for similar development under current Lee County regulations.

This situation is not particular to this subject property in that the current and existing requirements of Sec. 70-94 would be similarly applied to any property in Lee County zoned R-1 and proposed for major subdivision into lots for single-family residential development.

Relief from the provisions of Sec. 70-94 in this case would result in a substantial reduction in greenspace requirements that are applicable to all R-1 zoned properties proposed for major subdivision and residential development. As a result, approval of the requested variance would be expected to cause detriment to the public interest and impact the purpose and intent of the zoning ordinance. If approved, the variance to allow the reduction of greenspace requirements to the proposed extent would result in allowance to this applicant that is not similar to the requirements placed on other developers of R-1 properties in Lee County per current Zoning Ordinance standards.

Sec. 70-94. Land conservation.

(a) In order to protect open green space and to reduce the cost of development of a residential subdivision, this chapter establishes density neutral development requirements by establishing the total number of units a specified amount of developable land will yield. This total yield must not include undevelopable areas such as storm water management ponds, and similar areas. In order to protect significant natural areas, wetlands and other similar areas may be used to meet the greenspace requirement. Wetland areas may also be used to meet stormwater management requirements in accordance with Chapter 38 of this Code. In order to do this, where the property is to be developed as a major subdivision, the following process must be followed:

- (1) Delineate all unbuildable lands such as steep slopes, storm water retention areas, etc.
- (2) Then, out of the remaining buildable land, determine the number of dwelling units desired, provided that the maximum density allowed by this chapter is not exceeded.
- (3) Once subsection (2) is done, where the property is to be developed as a major subdivision with at least a county provided water system or a county provided sewer system, unless otherwise specified, a minimum of 25 percent of the remaining developable land shall be preserved. Where the property is to be developed with wells and septic tanks, a minimum of ten percent of the developable land shall be preserved. Preservation under this section shall be accomplished by delineating any potential conservation areas such as significant tree stands, fields, historic or cultural areas. These areas shall be preserved as a common area for the residents of the subdivision. Unless the conservation area is conveyed to and accepted by the county, a legal entity such as, a homeowner's association, or trust for maintenance and care must be established and evidence thereof provided to the county and filed with the subdivision files. Such legal entity must have perpetual existence and be responsible for the continued preservation of the preserved land. Whenever an adjacent development has already preserved greenspace, all greenspace areas must be connected among the different developments in order to provide a connected greenspace "belt."
- (4) Once potential conservation areas noted in subsection (3) are delineated, the next step is to locate potential house sites on the remaining land.
- (5) Once potential house sites are located, streets should be aligned with the houses. Trails, separate from public roads, may also be used to connect the house sites to allow neighborhood connectivity.
- (6) The final step is to draw in lot lines. These cannot include unbuildable lands noted in subsection (1) or land delineated as conservation areas per subsection (3).

Unless the entire property consists of buildable lands, both subsection (1) or subsection (3) requirements must be complied with by the developer; provided, however, that in no event shall less than 25 percent of the total tract be preserved in developments where wells and septic tanks are not to be used, and no less than ten percent of the total tract shall be preserved in developments where wells and septic tanks are to be used.

(b) The requirements of subparagraph (a) of this section shall not be applicable in R-1L, R-3L or when the governing body has required a minimum building lot size greater than allowed for the zoning density.

(Ord. of 12-2-2002, § 70-94; Res. No. Z05-022, 9-19-2005)



LEE COUNTY
CITY OF LEESBURG
CITY OF SMITHVILLE

VARIANCE APPLICATION

OWNER: BILLY BOGGUS CONSTRUCTION, LLC
ADDRESS: 923 17TH AVENUE, ALBANY, GA 31701
DAYTIME PHONE #: 229-344-6529 EMAIL: BBCALBANY@YAHOO.COM
ADDRESS OR LOCATION OF PROPERTY: PALMYRA SUBDIVISION

In order that the general health, safety and welfare of the citizens may be preserved, and substantial justice maintained, I (We) the undersigned request in connection with the property hereinafter described:

Present Zoning R1 Present Use of Property: VACANT

248 & 233 Land Lot Number 2ND Land District 36.196 # of Acres

Reasons for requesting variance:
REDUCE AMOUNT OF GREENSPACE PER ORIGINALLY APPROVED
GENERAL DEVELOPMENT PLAN

ALSO ATTACH: (1 copy of each) Plat of property, including vicinity map
 Legal description Containing Metes and Bounds

I hereby certify that I am the owner and/or legal agent of the owner, in fee simple of the above-described property.

WITNESS Beth Pellock

OWNER [Signature]

DATE: 5/23/24

DATE: 5/23/24

Application Fee: _____ Date Paid: _____ Received by: _____

In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the application.

Applicant Name: LANIER ENGINEERING, INC

Address: 1504 W THIRD AVENUE, ALBANY, GA 31707

Phone #: 229-438-0522 Email: TLANIER@LANIER-ENGINEERING.COM



June 21, 2024

Amanda Nava
Lee County Planning & Engineering Department
110 Starksville Avenue North
Leesburg, Georgia 31763

**RE: Palmyra Subdivision Section XII
Lee County, Georgia LE24141**

Dear Amanda:

Lanier Engineering has submitted a variance concerning the development of Section XII of Palmyra Subdivision. This and the adjoining property was owned by the Wingates, with the previous sections of development built in the 1990's. This 12th and final section was included in the masterplan of development, had an approved preliminary plat, and construction plans prepared. It was, however, never constructed.

Recently, the Wingate family sold this property to Billy Boggus, who desires to develop this final section in a character consistent with the existing homes and lots. The lots will be a minimum of 0.75 acres in size with a minimum house size of 2000 sf. At the time of development of the previous sections, Lee County did not have a greenspace requirement. The original preliminary plat for Section XII did show a 1.223 acre recreation area, which was for a brief time required before the greenspace rules were adopted. The 2.843 acres of greenspace proposed are more than double the amount of recreation area shown on the previously approved preliminary plat.

As stated above, it is the new property owner's desire to develop this tract in a manner consistent with the adjoining sections. We have revised the original preliminary plat to maximize the amount of greenspace in sizeable parcels, but are still short of the currently required 25%. We are therefore submitting this variance request for a reduced amount of greenspace prior to a formal submittal of the preliminary plat.

We believe the following items support this request: 1) This is the twelfth and final section of this subdivision. The original masterplan was created with this overall layout in mind prior to the adoption of greenspace requirements. Because of this, the developer is somewhat "painted into a corner" with little opportunity to change the layout scheme in the remaining parcel given its physical dimensions. 2) Enforcement of the current greenspace rules would necessarily require a reduction in the number of lots threatening the viability of the development. 3) The proposed development will be consistent with the character of the existing subdivision and the expectations of the original home buyers. 4) We have made a good faith effort in revising the previously approved preliminary plat to maximize the amount of proposed greenspace without the creation of small slivers of isolated greenspace areas.

The approval of this variance will allow the development of desirable subdivision for Lee County with nice homes that are consistent in character with the adjoining properties. Pending approval of this variance request, we will submit the attached preliminary plat for County approval. If you have any questions please call.

Sincerely,

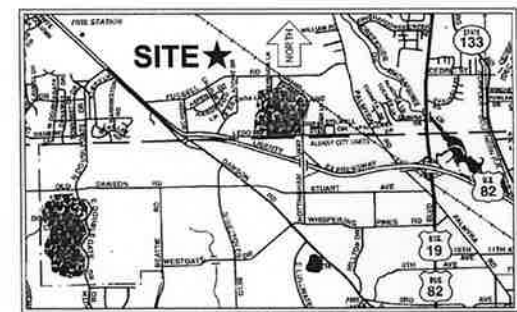
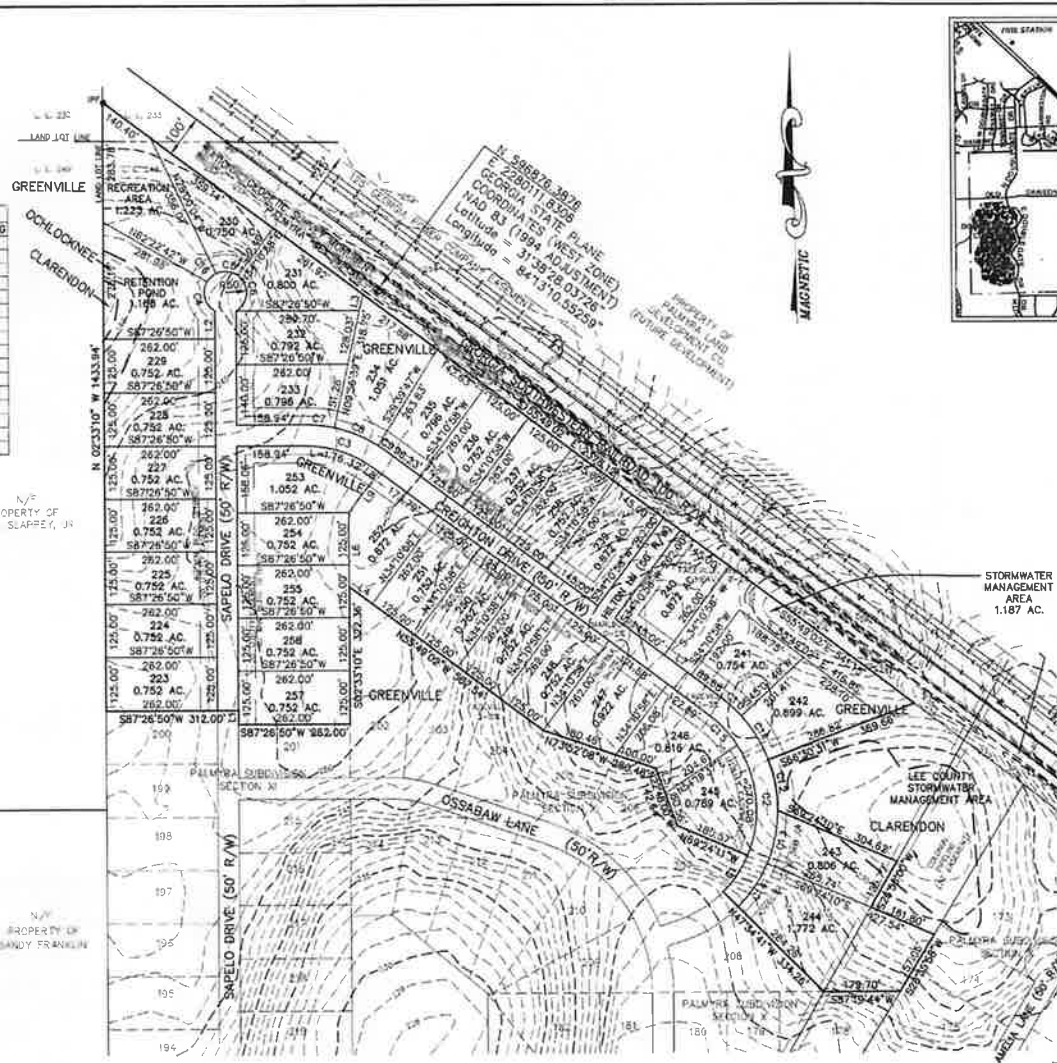
A handwritten signature in black ink that reads 'Tod Lanier'.

Tod Lanier, PE

Vice President

LINE TABLE		
LINE	LENGTH	BEARING
L1	33.06'	N02°33'10"W
L2	65.00'	N02°33'10"W
L3	39.43'	N02°59'39"E
L4	67.54'	N55°49'02"W
L5	62.08'	N22°48'00"W
L6	177.64'	N02°33'10"W
L7	80.00'	N55°49'02"E
L8	17.65'	S55°49'02"E
L9	119.64'	S34°10'58"W

CURVE TABLE			
CURVE	LENGTH	RADIUS	CHORD BEARING
C1	104.75'	275.00'	104.12' N31°30'34"E
C2	514.36'	300.00'	453.65' N06°41'50"W
C3	182.35'	300.00'	189.97' N74°13'06"W
C4	75.69'	50.00'	70.82' S17°22'58"E
C5	54.27'	50.00'	55.84' N66°54'33"W
C6	98.84'	50.00'	83.52' N00°48'54"E
C7	70.89'	325.00'	70.75' N86°18'16"W
C8	111.85'	325.00'	111.30' N70°11'47"W
C9	25.64'	325.00'	25.63' N68°04'38"W
C10	61.51'	325.00'	61.44' N52°23'37"W
C11	121.84'	325.00'	121.72' N34°13'49"W
C12	121.77'	325.00'	121.06' S12°45'23"E
C13	128.31'	325.00'	127.48' N09°17'18"E
C14	123.80'	325.00'	123.05' N31°30'38"E
C15	95.89'	275.00'	96.19' S45°44'43"E
C16	30.00'	50.00'	29.55' S44°46'37"W



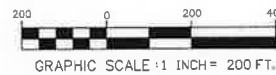
LOCATION MAP
SCALE: 1" = 6000'±

- NOTES:
- TOTAL AREA OF SECTION XI IS 36.96 ACRES
 - THIS PROPERTY IS CURRENTLY ZONED R-1 SINGLE FAMILY RESIDENTIAL.
 - THERE WILL BE A 20' UTILITY EASEMENT PARALLEL AND CONTIGUOUS TO EXISTING AND PROPOSED STREET RIGHTS-OF-WAY.
 - ALL LOTS HAVE A FRONT SETBACK OF 40', A SIDE SETBACK OF 10' AND A REAR SETBACK OF 20' PROPOSED STREET RIGHTS-OF-WAY TO BE 50' WIDE.
 - TOPOGRAPHIC INFORMATION TAKEN FROM A DRAWING BY DUBEAU SURVEYING BOUNDARY SURVEY BY BURNSED SURVEYING CO
 - SITE TO BE SERVED BY LEE CO. WATER SYSTEM AND TO HAVE INDIVIDUAL SEPTIC TANKS.
 - THIS PROPERTY IS NOT LOCATED IN A 100 YEAR FLOOD PLAIN PER F.E.R.M. COMMUNITY PANEL #130122 0200 B DATED MAY 15, 1991
 - PROPOSED STREETS TO BE CURB & GUTTER WITH WIDTH OF 31' FROM BACK OF CURB TO BACK OF CURB. PAYMENT RADIUS AT CURB-TO-C&G TO BE 40'.
 - OWNER'S DEVELOPER: PALMYRA DEVELOPMENT COMPANY, LLC, 350 OSPREY RIDGE COURT ALBANY, GA 31702 PHONE: (229) 436-3733
 - GARBAGE COLLECTION WILL BE BY MEANS OF INDIVIDUAL CONTAINERS FOR EACH LOT.
 - THE LEE COUNTY UTILITIES AUTHORITY HAS CONTROL OVER THE SUPPLY OF POTABLE WATER AND RECEIPT OF SANITARY SEWAGE FROM ALL LANDS SUBDIVIDED AFTER JULY 27, 1995 OWNERS OF THESE SUBDIVIDED LOTS WILL BE REQUIRED TO IMMEDIATELY CONNECT TO PUBLIC WATER AND SEWAGE SYSTEMS WHENEVER EITHER BECOMES ACCESSIBLE.
 - WETLANDS MAY BE PRESENT IN SOME OF THESE LOTS; WETLANDS ARE PROTECTED BY FEDERAL LAW, BEFORE DISTURBING ANY AREA DESIGNATED AS A WETLAND, CONTACT THE U.S. ARMY CORPS OF ENGINEERS, REGULATORY BRANCH, P.O. BOX 899, SAVANNAH, GEORGIA 31402-0899.
 - BEFORE ANY BUILDING ACTIVITY BEGINS, THE LEE COUNTY HEALTH DEPARTMENT MUST APPROVE THE BUILDING SITE. AN INTENSIVE SOI SURVEY WILL BE REQUIRED IN THE AREA OF CONSTRUCTION TO MAKE CERTAIN THAT SOILS PRESENT ARE SUITABLE FOR INDIVIDUAL SEWAGE DISPOSAL SYSTEMS.
 - LEVEL 3 SOI SURVEY ON LOTS 240, 241, 246, 247, 248 PERFORMED BY JERRY PLUNKTON, SOI SCIENTIST, LEVEL 2 SOI SURVEY ON REMAINING LOTS PERFORMED BY DENNIS GAY, SOI SCIENTIST.
 - RECREATION AREA REQUIRED = $0.06 \times 36,959 = 2,172$ AC
RECREATION AREA REQUIRED WITH IMPROVEMENTS = $0.50 \times 2,172 = 1,086$ AC
RECREATION AREA PROVIDED = 1,223 AC
IMPROVEMENTS SHALL BE COMPLETED PRIOR TO FINAL APPROVAL OF SUBDIVISION.

PRELIMINARY PLAT
FOR
PALMYRA SUBDIVISION SECTION XII
PART LAND LOT 248 & 233 2ND LAND DISTRICT
LEE COUNTY, GEORGIA
SCALE: 1" = 200'
OCTOBER 13, 2000
REVISED JUNE 24, 2004

LEGEND	
FW	= POINT OF BEGINNING
BS	= IRON PIN SET
RP	= IRON PIN SET
GP	= GALVANIZED IRON PILING
CM	= CONCRETE MONUMENT SET
CM	= CONCRETE MONUMENT FOUND
E	= OVERHEAD ELECTRIC LINES
W	= 20' WIDE
FD	= ELECTRIC POLE
W	= WIRE FENCE
U	= UNDERGROUND PETROLEUM MAIN
UFD	= UNDERGROUND FIBER OPTIC

THIS PLAT REFLECTS NO RESEARCH AS TO EASEMENT OF TITLE.
7500.DWG



LANIER ENGINEERING, INC.
1504 THIRD AVENUE
ALBANY, GEORGIA 31707
(912) 436-0532

9907174-R

Legal Description

Palmyra Subdivision
Section XII

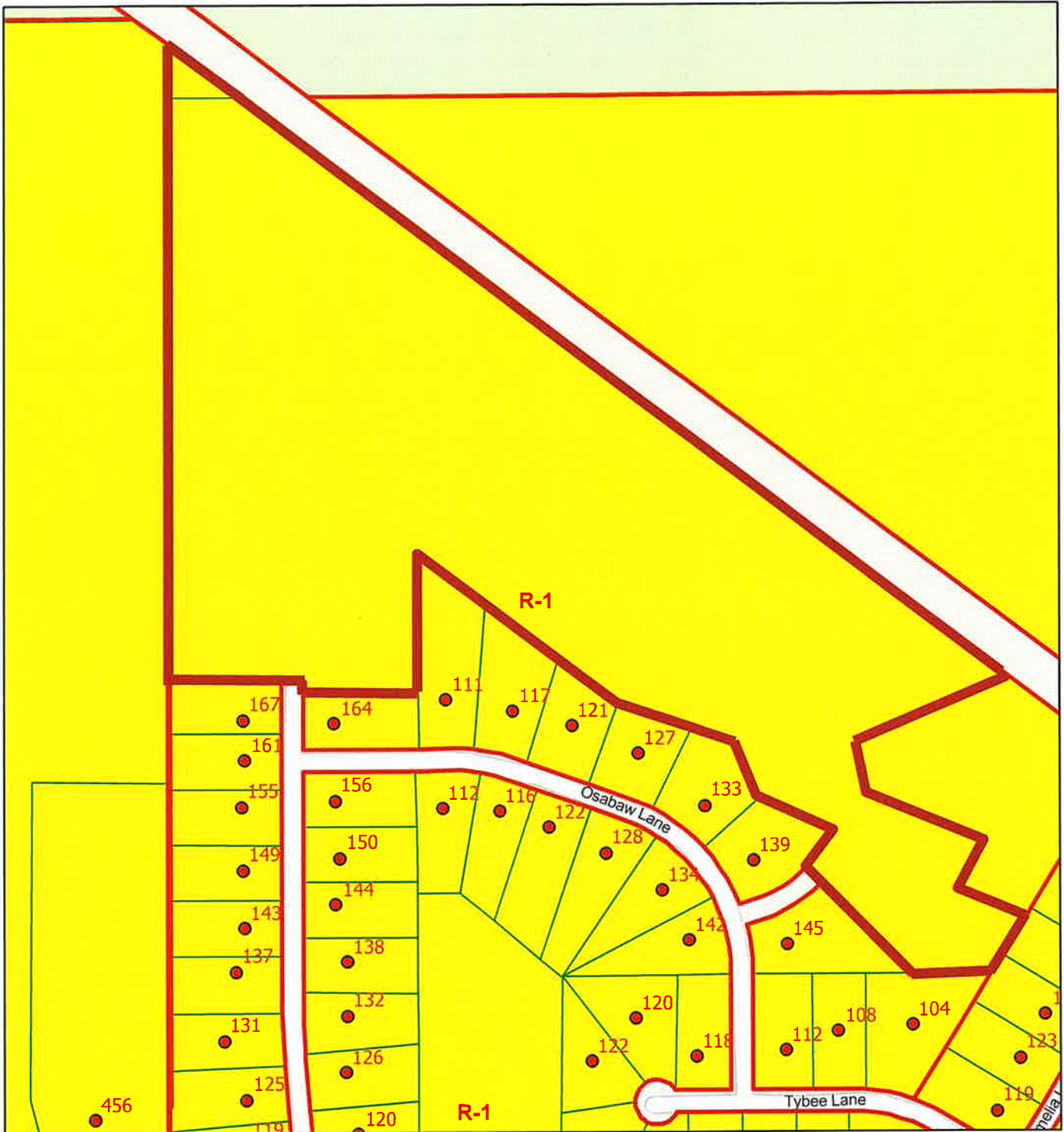
All that tract or parcel of land lying and being in Land Lots 248 & 233 of the Second Land District in Lee County, Georgia, and being more particularly described as follows.

Commence at the point where the west line of Land Lot 233 intersects with the southwest right-of-way line of the former CSX Railroad (now Rails to Trails Conservancy) which is the Point of Beginning.

From this Point of Beginning run along said right-of-way line S 55 degrees 49 minutes 02 seconds E for a distance of 2378.12 feet to a point; thence leaving said right-of-way line run S 66 degrees 30 minutes 31 seconds W for a distance of 369.66 feet to a point; thence run around a curve to the right which has a radius of 325.00 feet and an arc of 121.77 feet; the chord being S 12 degrees 45 minutes 23 seconds E for a distance of 121.06 feet to a point; thence run S 69 degrees 24 minutes 10 seconds E for a distance of 304.62 feet to a point; thence run S 28 degrees 56 minutes 00 seconds W for a distance of 125.77 feet to a point; thence run S 69 degrees 24 minutes 10 seconds E for a distance of 161.80 feet to a point; thence run S 28 degrees 35 minutes 58 seconds W for a distance of 157.05 feet to a point; thence run S 87 degrees 19 minutes 44 seconds W for a distance of 179.70 feet to a point; thence run N 47 degrees 34 minutes 41 seconds W for a distance of 334.26 feet to a point; thence run around a curve to the left which has a radius of 275.00 feet and an arc of 104.75 feet; the chord being N 31 degrees 30 minutes 34 seconds E for a distance of 104.12 feet to a point; thence run N 69 degrees 24 minutes 11 seconds W for a distance of 180.57 feet to a point; thence run N 22 degrees 48 minutes 00 seconds W for a distance of 142.64 feet to a point; thence run N 73 degrees 52 minutes 08 seconds E for a distance of 280.46 feet to a point; thence run N 55 degrees 49 minutes 02 seconds W for a distance of 567.54 feet to a point; thence run S 02 degrees 33 minutes 10 seconds E for a distance of 322.36 feet to a point; thence run S 87 degrees 26 minutes 50 seconds W for a distance of 262.00 feet to a point; thence run N 02 degrees 33 minutes 10 seconds W for a distance of 33.06 feet to a point; thence run S 87 degrees 26 minutes 50 seconds W for a distance of 312.00 feet to a point; thence run N 02 degrees 33 minutes 10 seconds W for a distance of 1433.94 feet to a point which is the Point of Beginning.

Said tract contains 36.196 acres.

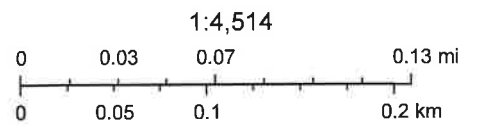
ArcGIS Web Map



6/27/2024, 8:36:49 AM

- Address Points
- ▭ Detailed Zoning
- ▭ Parcels
- ▭ Lee County Boundary

- Zoning
- ▭ Agriculture
 - ▭ Residential



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri



MEMORANDUM

LEE COUNTY BOARD OF COMMISSIONERS

TO: Honorable Board of County Commissioners
SUBJECT: County Updates

ADA Compliant Website

- NTS currently working on the Website

Agricultural/ Recreation Complex

- Located on 100 acres on Leesburg Bypass — 231 State Route 3
- Proposed plans provided July 29, 2020
- Resolution adopted and lease agreement signed on September 22, 2020 with Georgia Department of Natural Resources for a Boat Ramp
 - Renewed January 11, 2022
 - Estimated Start Date: Fall 2023
 - DNR hired EMC Engineering to survey property for canoe/kayak ramp
 - DNR staff notified us that the DNR Commissioner has signed the Boat Ramp agreement for the Lee County construction project
 - Engineering design began in January 2023
 - An Environmental study will be conducted in the next few weeks
- Improvements to the Property
 - Renovation of Covered Building: New roof, fresh paint, picnic tables, electrical system, well
 - Bobby Donley, Lanier Engineering, provided proposed site plan
 - Proposal submitted to the BOC for review
 - Trails: ¾ mile walking trail that runs along a 46 foot high ridgeline above the Kinchafoonee Creek and has a seasonal view of the waterway
 - Eight (8) picnic tables as well as a number of trash cans have been placed along this trail on the creek side
 - Directional signs for the area ordered (i.e. Parking, No Parking, trail markers, boundary signs, etc.)
- Future Improvements
 - Define the location of the road
 - Grade and place compacted crushed stone GAB/recycled asphalt on the area on top of the ridgeline for a parking area
 - Placing a gate at the trailhead so that the area can be closed to public for safety during high water events
- Planning/Designing Committee created by the Board at the May 11, 2021 meeting
 - **Committee Members:** Art Ford, Tim Sumners, Tom Sumners, Bobby Donley, Lisa Davis, David Dixon, Judy Powell, Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey
 - **Meetings:** June 14, 2021, November 15, 2021, January 11, 2022
 - Staff is working with a local engineering firm to develop a plan
- Professional Services Agreement with Lose Design approved and signed on August 8, 2023

Updated: August 8, 2024

- Onsite meeting held Friday, September 15, 2023
- Concept plan meeting held Friday, February 2, 2024
- Final plans presented to BOC on March 12, 2024
 - To be completed in phases
 - Includes: Multipurpose building, tennis courts, pickleball courts, RV campsite, walking and cross country trail, pavilions, amphitheater, practice fields, and a flexible lawn area
- Next Step: Development of bid documents for construction

Bicentennial Anniversary – June 9, 2025

- Preliminary discussions ongoing with staff and Chamber of Commerce staff on projects and ideas for a community celebration for Lee County’s first 200 years

Census Numbers (2020)

- Lee County: 33,179
- Smithville: 593
- Leesburg: 3,480

Commercial Land Development Permits

- Boaters World – Ridezilla – Hwy 19
- City of Leesburg Water Improvements
- Dawson Road Commercial Subdivision Lots 3-8 – US Hwy 82
- DeSoto Silicon Ranch Phase II & III
- Drake Properties – Downtown Leesburg Restaurant Passion
- Elliano’s Coffee – US Hwy 19
- Flint Ventures Commercial Subdivision – US Hwy 19
- Forrester Crossing Phase I – New Office Building
- Giovingo Properties Sanitary Sewer Expansion – US Hwy 82
- Gold Star EMS – Fussell Road
- Lamon Office Building – Ledo Road
- Lee County Utilities Authority Water & Sewer Improvements
- New Jerusalem Grove Baptist Church – Smithville
- Oakland Express convenience store – US Hwy 82
- Oxford Business Park
- Seven Brew – US Hwy 82
- Two (2) Proposed Package Stores –US Hwy 82
- Gas Station – US Hwy 82

DeSoto Solar Project

- Staff anticipates pushing power to the grid on both the DeSoto II and the DeSoto III projects by the end of this year
- Both projects to be fully completed by the end of Spring 2024
- Received first \$235,000.00 annual payment
- DeSoto I is fully completed and operating well
 - Sheep expected to be on the DeSoto I project by the end of summer or early fall 2024

GEMA

- GEMA representatives will be working with local government, businesses, and citizens to create a Disaster Recovery and Redevelopment Plan
 - There will be at least three stakeholder meetings
- Consists of a zero-cost match

- First meeting was held in the Kinchafoonee Room on Friday, April 26, 2024
 - A representative from the County and from the school system was in attendance
 - The City of Leesburg was also invited but was not in attendance
- Second meeting held Tuesday, June 25, 2024
- Third meeting to be held Wednesday, August 21, 2024

GIS

- Implemented Pictometry

Road Layer

- Including road width, length, and speed limits

Utilities Mapping Project

- Purpose: To map all utilities in Lee County
 - Includes water mains, water valves, water towers, fire hydrants, sewer lines, sewer manholes, sewer pump stations, fiber, gas, telephone, etc. as well as feature type, pipe size, pipe material, valve size
 - Also mapping greenspace, stormwater holding ponds, Hazard Mitigation lots, etc.
- Goal: To have an internet map in ArcGIS Online where utility workers can view utility maps on a tablet in the field

GDOT

- The Georgia Department of Transportation has activated a virtual Public Information Open House website for the GDOT project PI 0017962 Lee County
 - Comments are welcome and will be accepted until July 26, 2024
 - Link: [SR 3 - US 19 at CS 507 - Church St - Intersection improvements - PI 0017962 \(arcgis.com\)](#)

2024 LRA Funds

- March 2024: Governor Kemp announced an additional \$250 million in Local Road Assistance Administration funds (LRA) was to be included in the amended FY 2024 budget
- Same application process and eligible activities/ projects as for the traditional LMIG
- No required match
- Lee County's formula amount for this grant is **\$855,690.09**
- Application submitted May 31, 2024
 - Road Projects: English Drive, Hickory Grove Road, New York Road from Mossy dell Road to SR 195
- Application approved June 5, 2024
- Funds received June 6, 2024
- LRA funds and future LMIG funds will be combined for the next road resurfacing RFP

2025 LMIG

- Letter from GDOT received July 9, 2024
- Lee County's formula amount for 2025 is \$704,454.79, plus the 30% local match of \$211,336.44 comes to a total of **\$915,791.23**
- All electronic LMIG applications must be received no later than February 1, 2025

Playground Upgrades

Pirates Cove

- New exercise equipment has been purchased for Pirates Cove Nature Park
- Zane Grace Construction to install a 48x48x6 concrete pad
 - BOC awarded project on May 14, 2024 for \$20,493.00
 - Notice of Award sent May 20, 2024
 - Notice to Proceed sent May 21, 2024
 - Concrete poured May 8, 2024
 - Zane Grace Construction has started the installation process of the exercise equipment at Pirate's Cove on July 31, 2024
 - Trail has been established. There are picnic tables out there (4) and several benches
 - Parking stops and plants were installed

- Waiting on price to put up a Sun Shade

Callaway Park

- Additional playground equipment has been purchased with SPLOST
- Completed fencing and solar lights
- Waiting for picnic tables

Springdale Park

- Additional playground equipment has been purchased with SPLOST
- Completed fencing and solar lights
- Waiting for benches

Rivers Alive Cleanup

- Saturday, September 21, 2024
- Volunteer Sign-ups at www.chamberorganizer.com

Sidewalks

- Georgia Department of Transportation, GDOT, has approved the City of Leesburg's request for funding assistance for sidewalks on State Route 3, State Route 32, and Firetower Road
- GDOT is committing up to \$304,000.00, or 70% of the project cost, whichever is less
- December 22, 2022: Board voted to pay the County's share of the cost for sidewalks on Firetower Road (\$13,500.00)
- Ongoing progress

Smithville Road Bridge

- Georgia Department of Transportation, GDOT, plans to replace the bridge over the Muckaloochee Creek on Smithville Road
- Construction and Maintenance Easements received from adjoining property owners and recorded
- Estimated Start Date: August 15, 2024
 - Detour will be implemented during this construction as bridge will be closed to thru traffic
 - Estimated completion date: January 2025

Speed Limit Ordinance

- Approved by BOC at April 26, 2022 meeting
- Staff has submitted documents to GDOT
- Requested DOT examine Old Leesburg Road/State Route 133
- Awaiting GDOT review and approval

SPLOST VII

- Collection Period: October 1, 2019 - September 30, 2025
- Ballot amount: \$20,825,603.00
 - Current collection: \$23,137,628 as of July 2024 (111%)

SPLOST VIII

- Citizens voted on referendum March 12, 2024
 - Vote passed
- Collection Period: October 1, 2025 - September 30, 2031
- September 12, 2023: BOC approved placing on the March 2024 ballot
- Meeting with Lee County, Leesburg, and Smithville officials held Tuesday, October 10, 2023 with all entities in agreement
- IGA and projects list approved by the BOC on October 24, 2023
- Completed IGA submitted to the Elections and Registration Office November 10, 2023

Storm Drainage Repair/ Holding Ponds

- Lumpkin Road
 - BOC approved a contract with Lanier Engineering to survey in March 2020
 - Survey completed June 2020
 - BOC currently reviewing plans and options

TSPLOST II

- Joint meeting held Tuesday, June 21, 2022 at 5:00pm
- Voters approved continuation of TSPLOST II in November 2022
- Collection Period: April 1, 2024 – March 31, 2029

Telecommunications Tower

- To be located at the Smithville Fire Station
- Partnering with Motorola
- Conditional Use and Variance: Approval recommendation from the Planning Commission on May 2, 2024 and approved by the BOC on May 14, 2024 following a Public Hearing
- Estimated Completion: December 2024
- Meetings held every two weeks to provide updates
- Motorola conducted a Private Locate of the site
- Soil boring analysis completed to test the soil to decide what type of foundation is appropriate
 - 30x30 8ft deep pad and pier foundation
 - 10ft down for the steel foundation
- Awaiting permit filings and approvals

Utilities Authority

- SAG Well Grant - \$1,200,000.00 – LC match \$300,000.00
- The funding would be used to improve the reliability and redundancy of Lee County’s drinking water supply by providing a 1.0 million gallon per day well and treatment facility to provide safe, reliable, and potable drinking water
- The drinking water supply will allow the community to avoid lapses in service during peak water usage months and allow the drinking water to be treated to EPA standards

Westover Extension

- GDOT project - DARTS support
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford Construction Company awarded bid from GDOT
 - Project ongoing
- Staff is working with GDOT and DARTS on signal and safety issues for Ledo Road intersection
- Estimated Completion Date: December 2024
- Discussions with GDOT regarding a traffic study and signal installation ongoing
- GDOT committed to conducting a traffic study of this intersection once the project is completed
- July 10, 2024: North Westover Boulevard traffic is scheduled to move to the lanes closest to the Albany Mall so that construction of the roundabout can continue
 - Speed limit is 25 mph
- Estimated Completion: December 2024

Windstream – Kinetic Fiber Installation

- Kinetic staff is currently staking installation areas throughout the County
- Engineering design completed by January 2024
- Crews began fiber installation in early 2024 with anticipated completion of over 4,234 underserved properties by the end of 2026

- Project is required to be completed by 2026 with minimum speeds of 100 Mbps download and 100 Mbps upload
- Funding for this project includes:
 - Grant award from Georgia's State & Local Fiscal Recovery Funds - \$12,541,241.00
 - Kinetic funding of \$7,337,804.00 with Lee County's match of \$1,200,000.00
 - ARPA funding
 - Total Investment: \$21,079,046.00
- Groundbreaking held Wednesday, February 7, 2024 at Oakland Court
- Approximately 75 permits issued
- Total footage of 501,601, with 295,817 feet being aerial for 58%, and buried is 42% with 205,784
- Monthly meetings with Windstream & Staff
- Windstream is projecting 100% completion of entire project mid-year 2025.
- Sumter EMC construction department has completed 41% of make-ready attachments requested by Windstream in Lee County.

RFPs and RFQs

Open

Public Works Equipment

- Motorgrader, Track Excavator, and two Front End Loaders
- Bid Opening: August 29, 2024
- Bid results to be presented to the BOC at September 10, 2024 meeting

Turn Out Gear

- Fifteen sets for Fire & EMS personnel
- Bid Opening: August 15, 2024
- Bid results to be presented to the BOC at August 27, 2024 meeting

Recently Awarded

Painting for the Interior of the Tharp Building

- ARPA funds expenditures approved by BOC at April 23, 2024 meeting
- Bid Opening: July 3, 2024
- Bid results presented to the Board on July 23, 2024
- BOC awarded bid to Affordable Painting

Flooring for the Interior of the Tharp Building

- Approved by BOC at April 27, 2021 meeting
- ARPA funds expenditures approved by BOC at April 23, 2024 meeting
- Bid Opening: July 3, 2024
- Bid results presented to the Board on July 23, 2024
- BOC awarded bid to New World Restoration

Coston Road Paving Project

- Approved by BOC at September 26, 2023 meeting
- Pre-Bid Meeting: November 16, 2023
- Re-published February 2024
- Pre-Bid Meeting: March 14, 2024
- Bid Opening: April 4, 2024
- BOC awarded the bid to Advanced Engineering Services on April 9, 2024 for \$49,800.00

- April 10, 2024: Notice of Award
- April 25, 2024: Notice to Proceed – 120 days to complete this design
- Survey should have been done by the end of this week July 5th and will begin engineering design immediately upon receipt of the survey

Road Resurfacing Projects (including LMIG 2024)

- Pre-Bid Meeting: November 28, 2023
- Bid Opening: December 11, 2023
- Approved by BOC at September 12, 2023 meeting
- BOC awarded bid on December 12, 2023 to **Oxford Construction Company** at a total cost of **\$5,032,661.75**
- **Roads**: Argyll Place, Aylesbury Place, Berkeley Road, Cambridge Road, Carillon Court, Carowinds Drive, Chokee Road, Coosaw Court, Country Drive, Creek Isle Drive, Creekshire Court, Creekview Drive, Danbury Lane, Doris Drive, Foxworth Drive, Halifax Place, Huntingdon Drive, Johns Drive, Knollwood Drive, Lavender Lane, Longleaf Drive, Margate Drive, Marion Court, Midway Street, Morning Mist Drive, Muckalee Lane, New York Road, Pebble Ridge Drive, Pineview Drive, Pinewood Road, Red Bay Court, Springlake Drive, Towne Lane, Victorian Court, Village Lane, Warrington Road, Willard Court, Winnstead Drive, and Wiregrass Way
- Completed: July 2024

Future

Renovation of the E-911 Center

- Approved by BOC at April 23, 2024 meeting
- Staff writing RFP documents
- Projected Bid Opening: August 2024

Expansion of the Public Works Office Building

- Approved by BOC at April 23, 2024 meeting
- Staff writing RFP documents
- Projected Bid Opening: August 2024

Sewer Extension on Hwy 19

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- Projected Bid Opening TBD
- The plans and easement plats are completed and ready for submittal from Lanier Engineering
- Estimated Completion: December 2024

Fencing

- Approved by BOC at April 25, 2023 meeting
- Staff writing RFP documents
- To be placed at several County facilities
- Projected Bid Opening: TBD

LED Lighting in the Fire Stations

- Previous Pre-Bid Meeting: September 20, 2022
- Previous Bid Opening: October 19, 2022
- Results brought to the Board on October 25, 2022
 - Bids rejected
- Project to be reopened at a future date

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

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

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

WHEREAS, the Employer desires to amend the Adoption Agreement to limit “Compensation” thereunder to base pay, effective as to amounts paid on or after the date that this amendment is adopted by the Employer.

NOW THEREFORE, at a meeting held on the 13th day of **August, 2024**, the Lee County Board of Commissioners hereby resolves as follows:

RESOLVED, that the Board of Commissioners hereby approves the attached Adoption Agreement Amendment #1, to be effective as of the date that this Resolution is adopted.

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

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

THIS _____ day of _____, 2024.

LEE COUNTY, GEORGIA BOARD OF COMMISSIONERS

By: _____
Chair, Lee County Board of Commissioners

Attest:

By: _____
County Clerk

Date: _____

IN WITNESS WHEREOF, the Employer has caused its duly authorized officer to execute this Adoption Agreement Amendment #1 on the date noted below.

LEE COUNTY BOARD OF COMMISSIONERS

By: _____

Title: _____

Date: _____



PO Box 145
Leesburg, Georgia 31763
229-759-4050 (phone)
229-759-4055(fax)
zgc@att.net

July 29, 2024

Lee County Parks and Recreation
Attn: Jeremy Morey
RE: Pirates Cove Equipment Install

We submit the following quotation.
Work to consist of:

-Install workout equipment on concrete slab at Pirates Cove Park

Total: \$10,700.00

Respectfully submitted TZ Grace

Approved and Accepted _____

Date _____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF LEE COUNTY, GEORGIA TO ESTABLISH A TEMPORARY MORATORIUM ON THE ACCEPTANCE, CONSIDERATION, AND APPROVAL OF APPLICATIONS FOR PERMITTING NEW MULTI-FAMILY RESIDENTIAL HOUSING; ON THE ISSUANCE OF LAND DISTURBANCE PERMITS FOR NEW MULTI-FAMILY RESIDENTIAL HOUSING; ON THE AUTHORIZATION AND ISSUANCE OF LAND DEVELOPMENT PERMITS FOR NEW MULTI-FAMILY RESIDENTIAL HOUSING; ON THE ISSUANCE OF MAJOR AND MINOR SUBDIVISION APPROVALS FOR NEW MULTI-FAMILY RESIDENTIAL HOUSING; ON LEE COUNTY’S FUNDING OR CONSTRUCTION OF ANY ROAD OR INFRASTRUCTURE IMPROVEMENTS RELATED TO NEW MULTI-FAMILY RESIDENTIAL HOUSING; AND ON THE ZONING AND REZONING OF LAND FOR MULTI-FAMILY HOUSING IN THE UNINCORPORATED AREAS OF LEE COUNTY, IN ORDER TO DETERMINE WHAT AMENDMENTS OR REVISIONS, IF ANY, ARE REQUIRED TO THE LEE COUNTY LAND USE PLAN AND THE LEE COUNTY ZONING CODE TO DEAL WITH ECONOMIC AND FINANCIAL IMPACT OF THE MULTI-FAMILY RESIDENTIAL HOUSING ISSUES WHICH ARE FACING LEE COUNTY; TO ESTABLISH THE COMMENCEMENT DATE OF THE TEMPORARY MORATORIUM AND TO ESTABLISH THE TERMINATION DATE OF THE MORATORIUM; AND FOR OTHER PURPOSES

WHEREAS, Chapter 70, Article VI, Code Sections 70-196 through 70-206, of the Code of Ordinances of Lee County, Georgia, (the “Lee County Code”) establishes the R-2 (“Residential”) zoning district in the Lee County Code and authorizes the permitting, construction, and operation of multi-family residential housing within the R-2 zoning district in the unincorporated areas of Lee County; and

WHEREAS, such provisions of the Lee County Code which identify authorized residential uses in an R-2 district, i.e. “multi-family housing”, include the following types of residences: single-family detached dwellings, duplexes, apartments, townhouses, condominiums, patio houses, zero-lot-line houses, other high density residential developments, and residential planned unit developments, and all references in this Resolution to “multi-family residential housing”, “multi-family dwellings”, “multi-family residential developments”, and similar designations are intended to reference and include all types of such housing which is included and identified as “multi-family housing” in Chapter 70, Article VI, Section 7-197(a) through Section 70-197(i) of the Lee County Code; and

WHEREAS, Lee County has not revised its Zoning Ordinances relating to the R-2 Multi-Family Residential District in a comprehensive manner in several years; and

WHEREAS, based upon the recent reports from the U. S. Census Bureau, the population of Lee County has increased by 19.9% between the 2010 Decennial Census and July 1, 2023, which makes Lee County one of the fastest growing counties population-wise in the southwest Georgia geographic area; and

WHEREAS, developers continue to seek to construct single-family residences and multi-family residences in Lee County at an unprecedented rate, with the approval and permitting of the Land Disturbance Permits and Major Subdivisions and Minor Subdivisions continuing at a fast pace. Within the last fourteen (14) years, approximately 1,154 single-family residences and 965 multi-family dwelling units have been constructed; and

WHEREAS, particularly with respect to multi-family residential housing, there is typically a substantial amount of increased traffic in the area of such housing; and

WHEREAS, new multi-family residential housing potentially creates additional financial burdens on the Lee County Public School System; and

WHEREAS, multi-family residential housing may not generate sufficient ad valorem tax revenue payable to Lee County and the Lee County Public School System in order to offset the additional costs of public services which must be provided to multi-family residential housing; and

WHEREAS, the Lee County Utilities Authority operates the Kinchafoonee Creek Waste Water Pollution Control Plant (the “Wastewater Treatment Plant”) and such Treatment Plant has essentially met its daily discharge capacity limit of 1 Million gallons per day of wastewater from its customers in the unincorporated area of Lee County as limited by the NPDES Permit issued to the Lee County Utilities Authority to operate its Wastewater Treatment Plant by the Georgia Department of Natural Resources, Environmental Protection Division; and

WHEREAS, any discharge of treated wastewater from the Wastewater Treatment Plant in excess of 1 Million gallons per day is a violation of the Lee County Utilities Authority’s NPDES permit

WHEREAS, substantially all multi-family residential housing in the unincorporated area of Lee County is required by applicable regulations of the State Georgia Department of Health, acting through the Lee County Health Department, to connect such residential housing to the Lee County Utilities Authority’s wastewater treatment system (and not a septic tank system), potentially adding additional gallons of wastewater discharge from the Wastewater Treatment Plant; and

WHEREAS, based upon a recent review by the engineering firm of Hofstadler and Associates undertaken for the Lee County Utilities Authority, the cost of the permitting and construction of a new or additional wastewater treatment facility for processing and discharging the additional wastewater for anticipated new development if such development continues at the current rate in the unincorporated area of Lee County where such new facility is needed would be approximately \$25,000,000.00, and the time to permit and construct such facility, which could potentially increase the discharge capacity of the wastewater treatment facility to an additional 500,000 gallons per day, would take at least an estimated five (5) years; and

WHEREAS, as a result thereof, the Board of Directors of the Lee County Utilities Authority recently adopted a Resolution, effective as of May 24, 2024, imposing limitations on

the issuance of new permits for the connection of new residential sewerage use customers to the sanitary sewer system of the Lee County Utilities Authority due to system capacity constraints and to avoid violation of daily wastewater discharge limitations to which the Utilities Authority is subject in accord with the Utilities Authority's NPDES Permit; and

WHEREAS, as a result of all of the foregoing, Lee County needs to determine the economic and financial impacts of continuing to authorize what is in effect unlimited growth of multi-family residential housing in Lee County upon Lee County, the Lee County School System, the Lee County Utilities Authority, private businesses doing business in Lee County, and Lee County's taxpayers; and

WHEREAS, Lee County needs to have sufficient time necessary to review with appropriate experts and to revise the County's Land Use Plan and the Lee County Code relative to multi-family residential housing to take into account the potential economic and financial costs of such continued multi-family residential housing development to Lee County, the Lee County Public School System, the Lee County Utilities Authority, the businesses doing business in Lee County, and the taxpayers of Lee County, and therefore the governing body of Lee County deems it appropriate to adopt this Resolution placing a temporary moratorium on the acceptance, consideration, and approval of applications for permitting new multi-family residential housing; on the issuance of land disturbance permits for new multi-family residential housing; on the authorization of land development permits for new multi-family residential housing; on the issuance of Major and Minor Subdivision approvals for new multi-family residential housing; on the Lee County's funding or construction of any road or infrastructure improvements related to new multi-family residential housing; and on the zoning and rezoning of land for multi-family residential housing in the unincorporated areas of Lee County, in order to determine what amendments or revisions, if any, are required to the County's Land Use Plan and the Lee County Zoning Code to address the multi-family residential housing issues which are facing Lee County; and

WHEREAS, this temporary moratorium is adopted pursuant to the police powers of the governing body of Lee County for the purpose of protecting the public interest, the property values of residential and commercial property owners in the unincorporated areas of Lee County, and to avoid relatively uncontrolled development of multi-family residential residences and development in Lee County in the future, and this moratorium is narrowly tailored to meet such purposes, with the moratorium being established for the shortest possible duration so that the purpose of the moratorium can be met in a reasonable time period.

NOW THEREFORE, be it resolved by the governing body of Lee County, Georgia, it is hereby resolved by authority of the same, as follows:

1. It is hereby imposed in the unincorporated areas of Lee County, a temporary moratorium on the acceptance, consideration, and approval of applications for permitting new multi-family residential housing; on the issuance of land disturbance permits for new multi-family residential housing; on the authorization of land development permits for new multi-family residential housing; on the issuance of Major and Minor Subdivision approvals for new multi-family residential housing; on Lee County's funding or construction of any road or

infrastructure improvements related to new multi-family residential housing; and on the zoning and rezoning of land for multi-family residential housing in the unincorporated areas of Lee County. Such moratorium shall be in effect within all of the unincorporated areas of Lee County during the term thereof as set out in Paragraph 2 below.

2. The moratorium shall be effective as of the date and time it is adopted by the governing body of Lee County, and shall continue in effect until March 15, 2025, unless such time period is amended by the governing body of Lee County.

3. During the moratorium period, Lee County Planning and Zoning staff and the Lee County Board of Commissioners, in consultation with the Lee County Utilities Authority shall seek to establish and adopt appropriate amendments to the Lee County Comprehensive Land Use Plan and the Lee County Code of Ordinances to provide for the orderly review and consideration of permitting requirements for new multi-family residential housing, the issuance of land disturbance permits for new multi-family residential housing, the authorization of land development permits for new multi-family residential housing, the issuance of Major and Minor Subdivision approvals for new multi-family residential housing and the appropriate zoning and rezoning of land for multi-family residential housing in the unincorporated areas of Lee County.

4. This moratorium shall not be applicable to any multi-family residences or developments for which a final and complete written land development permit has been properly submitted to the appropriate Lee County department prior to the effective date hereof.

5. (A) For the purposes of this Resolution, the term “Lee County Land Use Plan” shall mean the Land Use Plan presently in existence in the unincorporated areas of Lee County adopted by the Lee County Board of Commissioners on February 12, 2019.

(B) The term “Lee County Zoning Code” shall mean the Lee County Zoning Code adopted in accord with Article IX, Section II, Paragraph IV of the Constitution of the State of Georgia of 1983, as amended, said Zoning Code being codified in Chapter 70 of the Code of Ordinances of Lee County, Georgia.

6. The cost of funding the necessary studies and investigations required by the terms of this Resolution shall be funded from the General Fund of Lee County as may be authorized by the governing body of Lee County from time to time.

BE IT FURTHER RESOLVED that this Resolution shall be effective as of the day and time of its adoption as set out below.

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby rescinded.

SO RESOLVED, effective this _____ day of _____, 2024, at _____ o’clock, ____ M. by the governing body of Lee County.

**Board of Commissioners
of Lee County, Georgia**

By: _____
Luke Singletary, Chairman

Attest: _____
Kaitlyn Good, County Clerk



July 25, 2024

Chairman and Members of the Lee
County Board of Commissioners
Lee County, Georgia
102 Starksville Avenue North
Leesburg, Georgia 31763

Attn: Christi Dockery, County Manager

We are pleased to confirm our understanding of the services we are to provide Lee County, Georgia (the County) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Lee County, Georgia as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund and any major special revenue funds. We will obtain and place reliance on the report of other auditors for the Lee County Board of Health, a discretely presented component unit of the County, and the Development Authority of Lee County, a blended component unit of the County. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Schedule of Changes in the County's Net Pension Liability and Related Ratios.
3. Schedule of County Contributions – Pension Plan



We have also been engaged to report on supplementary information other than RSI that accompanies the County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.
2. Schedule of Projects Constructed with Special Purpose Local Option Sales Tax Proceeds.
3. Schedule of Projects Constructed with Transportation Special Purpose Local Option Sales Tax Proceeds.
4. Community Development Block Grant Program Project Cost Schedule
5. Community Development Block Grant Program Source and Application of Funds Schedule.
6. Combining and individual fund statements.
7. Statement of cash flows – discretely presented component unit – Utility Authority

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on -

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).



Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government’s ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.



We plan to obtain and place reliance on the report of other auditors for the Lee County Board of Health, a discretely presented component unit of the County, and the Development Authority of Lee County, a blended component unit of the County, assuming that our communications with the other auditors and review of their audit report and the financial statements of the Lee County Board of Health and the Development Authority of Lee County provide sufficient and appropriate audit evidence on which to base our overall opinion on the aggregate blended and discretely presented component units.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.



As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Lee County, Georgia's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Lee County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Lee County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.



You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. You are also responsible for coordinating our access to information relevant to the preparation and fair presentation of the financial statements of component units which may include discussions with component unit management and their auditors. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.



Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include



the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

As an attest client, Mauldin & Jenkins, LLC cannot retain or store documents, data, or records on behalf of the County. This is in accordance with the ET section 1.295.143 of the *AICPA Code of Professional Conduct*. The County is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the County's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.



Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Lee County, Georgia; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Georgia Department of Audits and Accounts or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 30, 2024 and to issue our reports no later than December 31, 2024. Justin Elliott is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.



Our fee for these services will be \$56,500 for the year ended June 30, 2024, which includes \$9,000 for the audit of the Lee County Utilities Authority and a range of \$5,000 to \$9,000 for each major program requiring a Single Audit. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of Lee County, Georgia. We will make reference to other auditor's report on the Lee County Board of Health and the Lee County Development Authority in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.



We appreciate the opportunity to be of service to Lee County, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC

A handwritten signature in black ink, appearing to read 'Justin M. Elliott', written in a cursive style.

Justin M. Elliott

RESPONSE:

This letter correctly sets forth the understanding of Lee County, Georgia.

By: _____

Title: _____



MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

TO: Lee County Board of Commissioners
SUBJECT: Consideration to approve the Georgia Public Library Service Major Repair and Renovation Grant application for roofing replacement at the Oakland Library.
MEETING DATE: Tuesday, August 13, 2024

MOTION/RECOMMENDATION

Motion to approve the Georgia Public Library Service Major Repair and Renovation Grant application for roofing replacement at the Oakland Library.

BACKGROUND

This grant entails a 50% reimbursement and operates on a 50-50 matching basis, with anticipation for notification by March 2025. Notably, the library project retains \$208,551.00 from SPLOST funds. The cost for replacing the entire roof is estimated at \$130,000.00.

Library staff has reported that they were experiencing roof leaks and subsequent water damage to ceiling tiles, insulation, and gypsum board. Mike Sistrunk, Public Works/Facilities Director, consulted with multiple roofing companies who inspected the Oakland Library and Bindery roof systems and determined that there were several damaged areas that were in need of immediate repair to eliminate any potential for further damage. Lee County Chief Building Official Joey Davenport also completed inspections that appear to confirm that the leaks are originating from issues with the roof, entering the attic space, penetrating the hard ceiling of the building, and then passing through to the acoustical tile ceiling and damaging those tiles. These roof systems, while only twelve years old, have been through several significant storms including Hurricane Michael in 2018, windstorms, and hail damage.

Library Director Claire Leavy has had success in past projects with MRR grants, including funding to replace the windows at the Leesburg Library and the roof at Redbone. This MRR grant from the state will reimburse the county 50% of the cost of replacing the entire roof of the library in the next fiscal year.

ATTACHMENT

1. MRR Grant

**Georgia Public Library Service
Major Repair and Renovation Grant Program**

FY 2025 Application

APPLICATION DEADLINE November 30, 2023

Date 7/26/24

Library System Lee County Public Library

Library Facility Oakland Library

Facility Address 445 Oakland Parkway W

City Leesburg County Lee

Facility Status (check one)

Main Library Branch Library

Facility Ownership Status (list the owner of the library facility)

Lee County Public Library

Project Priority (check one)

Re-Purpose---*APPLICATION DEADLINE FOR REPURPOSE PROJECTS Is August 31, 2023*

Structural repairs

Roof replacements and/or repairs

HVAC replacements and/or repairs

Life Safety/Facility Integrity/Hazardous Conditions

Describe _____

Accessibility and Code Compliance Conditions

Describe _____

Lighting Upgrades

Civil Upgrades

Local Matching Funds will be provided by

Library funds

Local Taxing Agency: Lee County Board of Commissioners

Cost of Project

Contract Cost	\$	<u>129,658.79</u>
Design Fees	\$	_____
Other Costs _____	\$	_____
Other Costs _____	\$	_____
Other Costs _____	\$	_____
Subtotal	\$	<u>129,658.79</u>
10% Contingency	\$	<u>12,965.88</u>
Total Cost of Project	\$	<u>142,624.67</u>

Describe how these costs were determined?

Are the actual costs from a bid process? Yes No

Are the estimates from a design professional? Yes No

Estimate came from a Georgia roofing company.

Description of Project - what will be accomplished with the funds?

Replace existing shingle roof with a new shingle roof. Repair and/or replace damaged decking, drip edges, flashing, and other roof associated pieces.

Need for the Project - why are funds needed for this project and how will it benefit your library?

Existing roof is damaged from time, storms, and normal wear and tear. Several patches have been made since 2011.

Project Schedule - provide a proposed project implementation schedule.

Upon notification of grant approval, a bidding process will commence through the Lee County Facilities Department (or other department as appropriate). Once a bid is accepted by the Lee County Board of Commissioners removal and replacement will proceed.

Contact Information for Project Manager:

Name Claire Leavy
Phone Number _____ (work) _____ (cell)
E-Mail Address leavy@leecountylibrary.org

Certification of Matching Funds Availability:

Library Director: Claire Leavy

signature

Library System Board Chair: _____

signature

Official(s) of Local Taxing Agency Providing the Funds:

1

signature

typed name, position, agency

2

signature

typed name, position, agency

3

signature

typed name, position, agency

Required Attachments

- Supporting documentation for project costs
- Professional estimate of repair
- Copies of reports documenting code violations, if applicable

Optional Attachments

- Plans and specifications
- Photographs
- Other

COMMERCIAL ESTIMATE

Whitt's Quality Roofing, LLC
 3500 Poplar Springs Road
 Byromville, GA 31007
 (478) 244-8549

Sales Representative
 Leroy Whitt
 (478) 244-8549
 leroy@whittsroofing.com



Missy Hancock at Lee County Public Works
Job #7093 - Lee County Library
445 Oakland Parkway West
Leesburg, GA 31763

Estimate # 8803
 Date 3/27/2024

Item	Description	Unit of Measure	Qty	Amount
Remove ridge cap shingles	1. Remove and dispose of all ridge cap shingles	1. LF	528.00	\$749.76
Remove all existing shingle	1. Remove and dispose of all existing Shingles and felt (price includes 1 layer, each additional layer will be \$30 per SQ).	1. SQ	286.00	\$15,481.18
Remove Valley Flashing	1. Remove and dispose of existing valley flashing.	1. LF	264.00	\$158.40
Remove Drip-Edge	1. Remove existing drip-edge	1. LF	921.00	\$303.93
Remove Modified Roofing	1. Remove modified membrane roofing	1. SQ	39.00	\$7,511.01
R&R Damaged Decking	1. Remove and dispose of all wet damaged decking. First 2 sheets of decking or 50/LF of 1x6, or 40/LF of 1x8, 25/LF of 1x10, or 15/LF of 1x12 are free. Anything more will be \$70/Sht OSB, plywood \$105/Sht, 1x6 pine \$3.78/LF, 1x8 pine \$4.98/LF, 1x10 pine \$6.25/LF, 1x12 pine \$7.89/LF.	1. EA	1.00	\$0.00
Ice & water barrier	1. Install Universal Ice & Water weather barrier in all valleys.	1. LF	300.00	\$1,185.00
Synthetic Roofing Felt	1. Install universal Synthetic roofing felt over entire roof.	1. SQ	334.00	\$8,162.96
Install Drip-edge	1. Install new drip-edge (Per current building codes)	1. LF	1,040.00	\$2,132.00
Install Asphalt true Starter	1. Install universal true starter course around entire perimeter	1. LF	921.00	\$1,390.71
Step Flashing	1. Install new step flashing along walls or under chimney siding.	1. LF	25.00	\$144.50
End Wall flashing	1. Install end wall flashing along end walls	1. LF	500.00	\$2,455.00
Install Modified Roofing	1. Install modified membrane roofing base sheet 2. Install modified membrane roofing cap sheet	1. SQ	45.00	\$22,860.00
Install Laminated-comp shingles	1. Install new limited lifetime Laminated-comp Architectural shingles over entire roof.	1. SQ	334.00	\$62,414.58
Install ridge cap shingles	1. Install new ridge cap shingles on all hips and ridges	1.LF	528.00	\$1,404.48
R&R Flashing - Pipe Jack	1. Remove and replace all pipe jacks.	1. EA	6.00	\$215.58

Item	Description	Unit of Measure	Qty	Amount
5 Year Labor Warranty	Non pro-rated, leak-proof labor warranty. *Except for hazardous weather conditions, or any damage caused by any persons outside of WQR personal*	Items	1.00	\$0.00
Lift Rental	Forklift rental	1	1.00	\$3,089.70
Sub Total				\$129,658.79
Total				\$129,658.79

SPECIAL INSTRUCTIONS

Whitts Quality Roofing (follows as WQR) hereby purpases to furnish all labor and materials in accordance to the above specs for total sum of this estimate. Payment due upon job trade completion, unless total is more then \$3,000 then a deposit of 50% is required or if it is a insurance job the ACV check and customer deductible are required. Payments shall be payed upon completion of each section. Sections will be invoiced separately, as each section is a separate trade, and may be completed in stages. After job completion any balance not paid in full within 10 days shall be charged interest of 3.5% per Month, and any balance unpaid for 30 days shall void all labor and workmanship warranties. All checks shall be made payable to WQR. In the unlikely event that collection procedures becomes necessary, customer is responsible for invoice amount and plus all fees involved in the collection and in the event we have not received payment in full with in 45 days a lien will be placed on the property. All materials left over are the property of WQR.

If this proposal is based off insurance proceeds WQR obtains the right to supplement the insurance company for additional funds and all insurance funds will be due to WQR upon Property owner receiving.

PROPERTY OWNER / CLIENT ADVISORY Most roofing, and exterior renovations may involve major demolition of materials and minor disturbances may occur. WQR will NOT be responsible for any interior damages and advises the client to remove all wall hangings, glass light fixtures, and other fragile items prior to start of work. WQR will not be responsible for interior drywall cracks, nail pops or any damages to any items on the interior. Items in attic should be covered for protection from falling debris and dust. In the event the building has open soffits WQR will make every effort to use appropriate sized roofing nails that are within code but nails may penetrate the roof deck and may be visible in which case WQR is not responsible for cutting and painting nails unless customer pays for additional work.

____ Initial, If this is for a standing seam roofing system, be advised that oil canning is a possibility and may be a aspect of the completed product. Oil Canning is a industry aspect of standing seam roofing. WQR will do everything within reason to eliminate oil canning but will not accept oil canning as a reason of rejection of the roofing panels or system. By providing your initials and signature you the customer agrees to hold WQR harmless, acknowledge that waves or surface variations are not a reason for rejection, and will not withhold payment because of oil canning.

____ Initial, If you have a HVAC system or water lines in the attic it is the customers responsibility to ensure that the unit was installed up to code. If the supply line is in the attic and is touching the roof deck roofing nails may penetrate it and cause it to stop working properly. It will be your responsibility to make all repairs. If you have a satellite dish on your roof we will remove it and it will be your responsibility to have your service provider install it on a ground pole. If any roof penetrations are made by anyone outside of WQR personal without written consent from WQR all warranties shall be null and void.

____ Initial, I the customer agrees that I have read and understand the warranty set-forth and issued in this contract. If extended warranty is purchased an additional warranty contract will be issued for customer approval and signature

By accepting this contract you are granting us permission to use your water and power.

By signing this Estimate it becomes a binding agreement/contract between you the customer and WQR. Any contract canceled by the customer after 12:00 am on the 3rd day is subject to a 10% charge of the total contract balance.

Customer's choice of color _____

Customer Signature _____ Date _____



ACCG-IRMA & ACCG-GSIWCF

SAFETY DISCOUNT VERIFICATION FORM

Complete & Return between August 1, 2024 and September 16, 2024 to Receive a Discount.

- The appointed ACCG-IRMA Safety Coordinator is Brandy Davis
(Safety Coordinator is responsible for the Safety Program)
Position HR Director Email: brandy.davis@lee.ga.us
- The appointed ACCG-GSIWCF Safety Coordinator is Brandy Davis
(Safety Coordinator is responsible for the Safety Program)
Position HR Director Email: brandy.davis@lee.ga.us

TRAINING REQUIREMENTS

• SAFETY COORDINATORS

- COMPLETE SAFETY COORDINATOR MODULES I, II, AND/OR III 3/30/2022, 5/31/2022, 5/10/2022
(COURSE / DATE)
- COMPLETE SAFETY COORDINATOR MODULES I, II, AND/OR III _____
(COURSE / DATE)

• ANY EMPLOYEE

- ATTEND LGRMS TRAINING COURSE OR WEBINAR Law enforcement Risk Specialist
4/9/2024 Training
(COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS OCT-DEC JAN-MAR APR-JUN JUL-SEP

SAFETY COMMITTEE MEETINGS OCT-DEC JAN-MAR APR-JUN JUL-SEP

SAFETY ACTION PLAN [DUE APRIL 1ST to LGRMS] 3/27/2024
(DATE SUBMITTED)

The members of the Board of Commissioners of LEE County
(Name of County)

hereby verify that they fully comply with the requirements of the Safety Discount Program.

ACCG-IRMA YES NO N/A ACCG-GSIWCF YES NO N/A

County Chairman Signature

Date

Email: accginsurance@accg.org