



# LEE COUNTY BOARD OF COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING

102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

Tuesday, January 14, 2025 AT 6:00 PM

T. PAGE THARP BUILDING  
OPAL CANNON AUDITORIUM

[WWW.LEE.GA.US](http://WWW.LEE.GA.US)

MEETING AGENDA

Work Session

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## 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

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### 1. INVOCATION

A) Apostle Malden Batten, The Church of Leesburg, to lead the invocation.

### 2. PLEDGE OF ALLEGIANCE

### 3. CALL TO ORDER

A) Selection of a Chairman for 2025 and by virtue of office, Chairman will serve on the following boards:

- DARTS Policy Coordinator – meets quarterly
- Southwest Georgia Regional Commission – meets monthly
- Health Department – meets quarterly
- WorkSource Southwest Georgia Consortium\* – meets annually

\* Chairman may appoint another Commissioner to serve as proxy.

B) Selection of a Vice-Chairman for 2025.

C) Chairman to make appointments to the County's 2025 Standing Committees, including naming Chairman to each:

- Budget & Finance Committee
- Personnel Committee
- Road Committee

### 4. APPROVAL OF MINUTES

A) Consideration to approve the minutes from the December 10, 2024 Board of Commissioners meeting.

### 5. CONSENT AGENDA

### 6. NEW BUSINESS

### 7. PUBLIC HEARING

A) **(T24-018)** Harrell & Jackson Inc. has made a request to amend the AG-1 (Active Agriculture

District) ordinance **Chapter 70, Article X, Section 70-312** of the Lee County Code of Ordinances with respect to adding “Surface Mining” as a permitted use. *Planning Commission recommends approval as a conditional use.*

8. **DEPARTMENTAL MATTERS**

- A) **E-911** - Consideration to approve a change order from W.J. Kirksey for the E-911 Center Renovation project.
- B) **E-911** - Consideration to award the bid for the E-911 Phone System.
- C) **E-911** - Consideration to award the bid for a recorder for the E-911 Center.
- D) **GIS** - Consideration to approve the Lee County 2025 GCIP Grant Award for GIS Internship.
- E) **Planning, Zoning & Engineering** - Consideration to approve an amendment to **Chapter 18, Article III, Section 18-66** of the Lee County Code of Ordinances changing the section title from “Standards for the proper display of addresses.” to “Standards for proper assignment of addresses.” Further, amending subparagraph (a) of the section by adding standards for proper assignment of addresses and relocating subsections (b) through (g) to the amended Section 18-67; an amendment to **Chapter 18, Article III, Section 18-67** re-designating Section 18-67 from “Enforcement and penalties for violation.” to “Proper display of address numbers.” Said section is further amended by the re-designation of subparagraphs (b) through (g) from Section 18-66, to now subparagraphs (a) through (e), to provide additional and amended requirements for the proper display of address numbers; an amendment adding **Chapter 18, Article III, Section 18-68.** – Enforcement and penalties for violation., including subsections (a) and (b), relocated from Section 18-67. Further, amending wording in subsection (a) from “the E-911 coordinator or his designee” to “the address coordinator or their designee”; an amendment adding **Chapter 18, Article III, Section 18-69** . – Street Naming standards. to include new subsections (a) through (c), to provide street naming standards; and an amendment to **Chapter 18, Article III, Section 18-70** adding the definitions “Address Coordinator”, “Principle building”, and “Sub address”. *Planning Commission recommends approval. First Reading held December 10, 2024*
- F) **Planning, Zoning & Engineering** - Review of the December 5, 2024 Planning Commission meeting minutes.
- G) **Public Works** - Consideration to award the bid for the renovation of the Public Works office building.
- H) **Public Works** - Consideration to award the bid for the Animal Control/ Code Enforcement office building.
- I) **Public Works** - Discussion of the bid for speed tables.
- J) **Public Works** - Discussion of carpeting and flooring in the DFACS Building.

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

- A) Consideration to nominate three (3) persons for **each of the two (2)** upcoming vacancies to the **Hospital Authority** for a term of two (2) years. Current terms expired 12/31/2024. New terms expire 12/31/2026. Letters of interest in appointment received by Cole Williams, Dana Hager (reappointment), and Ryan Carr.

- B) **Tax Commissioner's Office** - Consideration to adopt a resolution for matters related to the collection of taxes.
- C) **Tax Commissioner's Office** - Consideration to adopt a resolution to authorize the Lee County Tax Commissioner to waive certain amounts of taxes owed.
- D) **Tax Commissioner's Office** - Consideration to adopt a resolution for approving the waiver of certain penalties and interest by the Lee County Tax Commissioner.
- E) **Tax Commissioner's Office** - Consideration to adopt a resolution for electing not to require mobile home decals.

10. **COUNTY MANAGER'S MATTERS**

- A) Updates on County projects.
- B) Discussion of a quote to replace the bridges in Pirate's Cove Nature Park.
- C) Consideration to declare vehicles and equipment surplus.
- D) Discussion of ARPA funds.

11. **COMMISSIONER'S MATTERS**

- A) Discussion of House Bill 581: Homestead Exemption. *HANDOUT*
- B) Discussion of a moratorium on car washes.

12. **UNFINISHED BUSINESS**

13. **COUNTY ATTORNEY'S MATTERS**

14. **EXECUTIVE SESSION**

15. **PUBLIC FORUM**

16. **ANNOUNCEMENTS**

- A) The next meeting of the Lee County Board of Commissioners will be January 28, 2025 at 6:00pm.
- B) The offices of the Lee County Board of Commissioners will be **closed Monday, January 20, 2025** in observance of the Martin Luther King, Jr. Day Holiday. County offices will reopen for regular business on Tuesday, January 21, 2025. **Garbage collection services will not be affected and will run as scheduled.**

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.



**LEE COUNTY BOARD OF COMMISSIONERS**

T. PAGE THARP GOVERNMENTAL BUILDING

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MEETING MINUTES

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

The Lee County Board of Commissioners met in a voting session on Tuesday, December 10, 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. Vice-Chairman Guarnieri called the meeting to order at 6:00 PM.

1. **CALL TO ORDER**

2. **INVOCATION**

- A) Pastor Josh Posey, First Baptist Church of Leesburg, to lead the invocation.  
Pastor Josh Posey led the invocation.

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

- A) Consideration to approve the minutes from the November 12, 2024 Board of Commissioners meeting.  
Commissioner Mathis made the **MOTION** to approve the minutes from the November 12, 2024 Board of Commissioners meeting. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.
- B) Consideration to approve the minutes from the November 25, 2024 Special Called Meeting of the Board of Commissioners.  
Commissioner Mathis made the **MOTION** to approve the minutes from the November 25, 2024 Special Called Meeting of the Board of Commissioners. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

5. **CONSENT AGENDA**

6. **NEW BUSINESS**

- A) Recognition of County employees' years of service.

Vice-Chairman Guarnieri recognized the following employees:

5 years: Brandon Kent - Paramedic/Firefighter  
5 years: Gladies Armendariz - Facilities  
5 years: Jason Rodriquez - Firefighter/EMT  
5 years: Rene Jenkins - Detention Officer  
10 years: Dawn Ralston - Deputy Clerk, Sheriff's Office

- B) Justin Elliott of Mauldin and Jenkins to present the FY2023-2024 audit. *HANDOUT*

Justin Elliott, Mauldin and Jenkins, presented the FY2023-2024 audit to the Board. He stated that they are awaiting one last thing for the final audit and expect it by next week. This audit is in accordance with government auditing standards, which means they are able to release a clean and unmodified opinion which is the highest level of insurance they can offer. Mr. Elliott discussed the general fund that has a total of \$33.6M in revenues and \$29.5M in expenditures. The majority of revenue is from taxes, property and vehicle tax make up 53% of the overall revenue in the general fund. The majority of expenditures are for public safety, which makes up 46% or \$13.5M of the \$29.5M. He said that this is all very consistent with previous years and other counties that are the same size. Mr. Elliot stated that overall there has been a steady improvement over the last five to six years, the fund balance has increased around \$17M in the last six years.

Mr. Elliot stated that there are upcoming standards that are coming up, but nothing that should impact Lee County. The overall financial audit statements should be issued next week.

- C) Tommy Gregors, Director of Artesian Alliance, to present on the Chehaw Park Playpark and Zipline Project.

Tommy Gregors, Director of Artesian Alliance, presented the Chehaw Park Playpark and Zipline Project to the Board. He stated that Lee County has been a big supporter to Chehaw through various projects. The Chehaw Playpark is something that is urgent to move forward on, and they are requesting \$200,000.00 from the County. They currently have \$450,000.00 allocated from Dougherty County SPLOST VIII, Chehaw will put in \$150,000.00 and then raise another \$50,000.00. The total budget for the playpark alone is \$400,000.00 and if they acquire the additional funding, they will put in place the tier one adventure course ziplines for a cost of \$250,000.00 with \$100,000.00 from Lee County, \$120,000.00 from Dougherty, and \$25,000.00 from Chehaw. He stated that the other part is for their park operations as wages and costs go up. Currently, the only non-earned funding is from the City of Albany's hotel/motel tax, which is \$882,000.00 a year, which makes up less than 50% of their budget. The rest of the money is fundraised and earned through things like gate admission, rentals, special events, and other various things.

Mr. Gregors mentioned that a few years back the legislation was changed to where Lee County appoints a member to the Chehaw Authority. He stated that this has been a great asset.

7. **PUBLIC HEARING**

8. **DEPARTMENTAL MATTERS**

- A) **Building Inspection/ Business Licensing** - Consideration to approve an alcohol license for Mr. Max Carver, owner of Tammy's Bar & Grill (formerly known as Rooster's Tavern), located at 1636 Philema Road South.

County Manager Christi Dockery noted that this is for a change in ownership.

Commissioner Mathis made the **MOTION** to approve an alcohol license for Mr. Max Carver, owner of Tammy's Bar & Grill, located at 1636 Philema Road South. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

- B) **Building Inspection/ Business Licensing** - Consideration to approve the alcohol license renewals for 2025.

Commissioner Mathis made the **MOTION** to approve the alcohol license renewals for 2025. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

- C) **E-911** - Discussion of the bid for the E-911 Phone System.

County Manager Christi Dockery stated the 911 operators are still having problems with the phone system, they are dropping calls and unable to transfer. Motorola has informed staff that they are no longer going to support this system after the end of December. Motorola will not send out a technician and E-911 Director Nikki Celinski has submitted over a dozen tickets to them. She stated that they have completed two updates but continue to have problems with the system. Commissioner Mathis asked to see the tickets submitted to Motorola. Ms. Dockery stated that they will provide those tickets, but Motorola has stated they do not have the parts and are not selling this system any longer. The new system will be funded with ARPA, and it has already been designated for this. She stated that GIS Manager Kacee Smith will discuss NextGen and that this is a part of that, it will be able to operate with the new platforms that the state is putting out.

Chairman Luke Singletary entered the meeting at 6:16PM.

Commissioner Guarnieri asked why Ms. Celinski feels that INdigital would be the better option. Ms. Celinski stated that they are the blueprint for NextGeneration in Alabama. Alabama is one hundred percent NextGen ready and INdigital has the state contract in Alabama, they are slowly starting to move into Georgia. She stated that she has heard great things about them and people speak highly of this company. Commissioner Guarnieri asked if the technicians would be coming out of Alabama. Ms. Celinski answered that they do have technicians in Georgia. Commissioner Mathis asked about WestTel. Ms. Celinski stated that Worth County uses WestTel and they have technicians in Georgia. Commissioner Mathis asked why they should pay \$50,000.00 more for INdigital. Ms. Celinski answered that they already use them for TEXTY, and they have great customer service. Commissioner Guarnieri asked if she has received any feedback from other Counties that use WestTel. Ms. Celinski stated that Worth County uses them and have has no issues with them.

Ms. Celinski stated that Motorola is not going to support Emergency Callworks after December. The bids are only good for 60 days and were opened in November. Commissioner Guarnieri asked how quick the start-up. Ms. Celinski said that WestTel and INdigital are around 30 to 40 days for start-up. Commissioner Guarnieri asked if there would be a period without any coverage. Ms. Celinski answered that it would be very brief. Commissioner Mathis asked if there was a backup system. Ms. Celinski stated that they do not for the phone system, it is not a redundancy but INdigital does have the ability to make a redundant system. It is not included in their bid, but it is an option to add. Commissioner Guarnieri asked if WestTel offers redundancy. Ms. Celinski stated that they are just call processing, but they do work with INdigital. Commissioner Singletary asked for clarification regarding the phone system in January. Ms. Celinski stated that 911 will still have a phone system, they will just not have support if something goes wrong.

Commissioner Mathis made the **MOTION** to table the discussion of the E-911 Phone System Bid. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

D) **Fire & EMS** - Discussion of the purchase of an Aerial Fire Apparatus.

Commissioner Mathis stated that the Development Authority has had questions regarding hotels coming into Lee County. This apparatus is needed with the growth of the County. Fire Chief David Forrester stated that a multi-purpose truck would suit the needs of the county. It is a twenty-four month build time from when they receive a purchase order, with no payment due to the manufacturer until delivery. He stated that the actual price reflects a 15% reduction of the overall cost, with the state contract pricing. Chairman Singletary asked if there was another option. Mr. Forrester stated that in the past the timing was not right for this kind of truck, but with the current growth within the county, this is the best time to get this truck. Commissioner Roland asked about used trucks. Mr. Forrester stated that he would not buy a used apparatus or any emergency vehicle due to the liability.

Commissioner Mathis made the **MOTION** to approve the purchase of an Aerial Fire Apparatus from Sutphen Corporation for a total cost of \$1,795,892.30, to be budgeted for over the next two fiscal years. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

E) **Planning, Zoning & Engineering** - Consideration to adopt a resolution granting final subdivision approval of Quail Chase VII.

Chairman Singletary stated that all documents have been approved by County Attorney Jimmy Skipper.

Commissioner Mathis made the **MOTION** to adopt a resolution granting final subdivision approval of Quail Chase VII. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

F) **Planning, Zoning & Engineering** - Consideration to approve an amendment to **Chapter 18, Article III, Section 18-66** of the Lee County Code of Ordinances changing the section title from “Standards for the proper display of addresses.” to “Standards for proper assignment of addresses.” Further, amending subparagraph (a) of the section by adding standards for proper assignment of addresses and relocating subsections (b) through (g) to the amended Section 18-67; an amendment to **Chapter 18, Article III, Section 18-67** re-designating Section 18-67 from “Enforcement and penalties for violation.” to “Proper display of address numbers.” Said section is further amended by the re-designation of subparagraphs (b) through (g) from Section 18-66, to now subparagraphs (a) through (e), to provide additional and amended requirements for the proper display of address numbers; an amendment adding **Chapter 18, Article III, Section 18-68**. – Enforcement and penalties for violation., including subsections (a) and (b), relocated from Section 18-67. Further, amending wording in subsection (a) from “the E-911 coordinator or his designee” to “the address coordinator or their designee”; an amendment adding **Chapter 18, Article III, Section 18-69** . – Street Naming standards. to include new subsections (a) through (c), to provide street naming standards; and an amendment to **Chapter 18, Article III, Section 18-70** adding the definitions “Address Coordinator”, “Principle building”, and “Sub address”. *Planning Commission recommends approval. FIRST READING*

The First Reading was conducted.



Commissioner Mathis asked about the ordinance stating needing a signpost in front of houses. Assistant Planning Director Amanda Nava stated that they are no longer allowing single mailboxes in new subdivisions, they are now implementing cluster mailboxes. This will take away the mailbox for identification purposes, they are currently reviewing different standards for identifying a home with no mailbox. Chairman Singletary asked if it is currently required for numbers to be posted on the house. Ms. Nava stated that it is. Commissioner Mathis said that the ordinance says to put the number on the house but for homes that are a certain distance from the road, you have to put a signpost. Chairman Singletary asked if this is required for existing homes. GIS Manager Kacee Smith stated that this is only required for any new developments and any existing homes that are not in compliance. Ms. Smith said that their primary focus is making sure addresses follow the NENA (National Emergency Numbers Association) code, which has to be in compliance with NextGen.

- G) **Planning, Zoning & Engineering** - Review of the November 7, 2024 Planning Commission meeting minutes.

The minutes were reviewed as presented.

- H) **Public Works** - Consideration to approve a quote for emergency repairs to the gas tank island.

County Manager Christi Dockery stated that repairs were needed to the fuel island at Public Works; repairs that are required by EPD. The pumps will be down for approximately one week but there are alternatives for county vehicles during this time.

Commissioner Mathis made the **MOTION** to approve a quote for emergency repairs to the gas tank island for a cost of \$26,028.53 to come from general contingency funds. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

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

- A) Consideration to appoint **four (4) members** to the Animal Control Board for a term of two (2) years. Current terms expire 12/31/2024. New terms expire 12/31/2026. Letters of interest in appointment received from Dr. Ken Greene (reappointment), Jenny Crisp (reappointment), Joe Clark (as County employee), and Nikkie Celinski (as the Alternate County Employee).

Commissioner Walls made the **MOTION** to appoint Dr. Ken Greene, Jenny Crisp, Joe Clark, and Nikkie Celinski to the Animal Control Board for a term of two (2) years, to expire 12/31/2026. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

- B) Consideration to nominate three (3) persons for **each of the two (2) upcoming vacancies** to the **Hospital Authority** for a term of two (2) years. Current terms expire 12/31/2024. New terms expire 12/31/2026.

Chairman Singletary mentioned tabling this item since the County needs to receive more letters of interest. County Attorney Jimmy Skipper stated that for each vacancy, the Board must nominate three people then the Hospital Authority will select to appoint from those nominations.

Commissioner Mathis made the **MOTION** to table the nomination of three (3) persons for each two (2) upcoming vacancies to the Hospital Authority. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- C) Consideration to appoint **one (1) member** to the **Joint Development Authority** for a term of one (1) year. Current term expires 12/31/2024. New term expires 12/31/2025. Letters of interest in appointment received from David Brokamp (reappointment) and Renea Miller.

Commissioner Mathis made the **MOTION** to appoint David Brokamp to the Joint Development Authority for a term of one (1) year, to expire 12/31/2025. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- D) Consideration to appoint **one (1) member** to the **Joint Development Authority** for a term of three (3) years. Current term expires 12/31/2024. New term expires 12/31/2027. Letter of interest in appointment received from Lisa Davis (reappointment).

Commissioner Roland made the **MOTION** to Lisa Davis to the Joint Development Authority for a term of three (3) years, to expire 12/31/2027. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarneri and Commissioner Mathis voting yea.

- E) Consideration to appoint **two (2) members** to the **Planning Commission** for a term of four (4) years. Current terms expire 01/31/2025. New terms expire 01/31/2029. Letters of interest in appointment received from Arthur Ford, Lonzie Jimmerson III, Renea Miller, and Shirley Stiles (reappointment).

Commissioner Walls made the **MOTION** to appoint Renea Miller and Shirley Stiles to the Planning Commission for a term of four (4) years, to expire 01/31/2029. Commissioner Mathis seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarneri and Commissioner Roland voting yea.

- F) Consideration to appoint **one (1) member** to the **Regional Commission Council of Southwest Georgia** for a term of one (1) year. Current term expires 01/01/2025. New term expires 01/01/2026. Letter of interest in appointment received from Cecily Florence (reappointment).

Commissioner Roland made the **MOTION** to appoint Cecily Florence to the Regional Commission of Southwest Georgia for a term of one (1) year, to expire 01/01/2026. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

- G) **Sheriff's Office** - Consideration to approve the purchase of five (5) new stationary Automated License Plate Reader (ALPR) Flock Safety cameras using insurance settlement funds.

Chairman Singletary stated that it would be paid for using insurance settlement received from a speed detection trailer.

Commissioner Mathis made the **MOTION** to approve the purchase of five (5) new stationary Automated License Plate Reader (ALPR) Flock Safety Cameras for \$32,600.00. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarneri and Commissioner Roland voting yea.

- H) **Sheriff's Office** - Consideration to approve the purchase of five (5) new patrol vehicles.

County Manager Christi Dockery stated that there is \$614,000.00 in SPLOST for public safety and the new SPLOST begins in October 2025.

Commissioner Mathis made the **MOTION** to approve the purchase of five (5) new patrol vehicles

for \$291,1693.40 from SPLOST funding. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

I) Discussion of the preliminary design of the courthouse addition.

Judge James Sizemore presented the Board with the preliminary design of the courthouse addition. He stated that they narrowed down the major things needed in the Courthouse. They are in need of a large courtroom downstairs to fit all the jurors, an elevator to access the second-floor courtroom, more bathrooms in the courthouse, and a holding cell for inmates. They are working with an architect and are in the process of getting cost estimates for this project. Mr. Sizemore said they are wanting to have a judge's chambers in the Courthouse. The new proposed section is 7,000 square feet. Mr. Sizemore stated that the new addition can have brick that matches the original courthouse brick. He discussed the possibility of painting the previous additions to the courthouse white due to that brick not matching.

Mr. Sizemore said that with this renovation, the Board would have a lot of options moving forward with the courthouse if they chose to do anything further to it. Commissioner Mathis asked if Mr. Sizemore would discuss the effect to the jail by having two courtrooms instead of one. Mr. Sizemore stated that Lee County is one of the biggest counties on their trial calendar and with only one courtroom for the three judges to use, it reduces the amount of resolved cases. Chairman Singletary thanks Mr. Sizemore for presenting this and stated that he liked how the design looks. Mr. Sizemore said that he would bring estimates back to the Board once he received them.

Commissioner Roland discussed the need for additional parking and the possibility of buying the NAPA building. Commissioner Mathis asked Mr. Sizemore to have the architect give an idea of what parking would be needed.

10. **COUNTY MANAGER'S MATTERS**

A) Updates on County projects.

County Manager Christi Dockery discussed the following updates to County Projects: (1) NTS is currently working on the ADA website and a new logo; (2) the E-911 tower foundation has been poured and will need to cure for twenty-eight days; (3) Windstream is applying for the BEAD Grant and have received letters of support; and (4) Windstream has laid 30% of the fiber down and their goal is to be finished by June 2025.

Commissioner Mathis asked if there is any update on the R-2 ordinance. Ms. Dockery stated that they are working with Georgia Tech and WSP but will follow up with them regarding a timeline.

B) Consideration to approve an agreement with Lee County Youth Baseball for calendar year 2025.

Commissioner Roland made the **MOTION** to approve an agreement with Lee County Youth Baseball for calendar year 2025. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

C) Consideration to approve a Statewide Mutual Aid and Assistance Agreement for GEMA/HS.

Commissioner Roland made the **MOTION** to approve a Statewide Mutual Aid and Assistance Agreement for GEMA/HS. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

- D) Consideration to approve a quote from Phillips Forestry Consulting, LLC for the thinning of timber on the 100 acre park property.

Chairman Singletary asked if the quote \$73,902.00 was the correct quote. County Manager Christi Dockery clarified that was the original quote, but it's estimated to be \$15,000.00 for thinning, the \$73,902.00 was for clearing. Finance Director Heather Jones stated that she spoke with Mr. Phillips, there is around 40 acres of pines that they would thin. Commissioner Roland asked if the \$15,000.00 is for the timber. Ms. Dockery answered that it was for the thinning. Ms. Jones stated that they are charging the county 8% of the revenue that they would receive from thinning.

Commissioner Roland made the **MOTION** to table the quote from Phillips Forestry Consulting, LLC for the thinning of timber on the 100 acre park property. Commissioner Mathis seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

- E) Consideration to authorize staff to put out an RFP for Administrative Services for a CDBG application.

County Manager Christi Dockery stated that Lee County is eligible for a Community Block Grant. Ms. Dockery said that they would like to focus on mobile home parks. Greenview and Palmyra were previously awarded CDBG grants, they were successful with the water and sewer. Ms. Dockery stated that they need to be put out bids for engineering and design. This is due in April 2025, but there is a lot of work to do before then.

Commissioner Roland made the **MOTION** to authorize staff to put out an RFP for Administrative Services for a CDBG application. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

- F) Consideration to authorize staff to put out an RFP for Engineering Services for a CDBG application.

Commissioner Roland made the **MOTION** to authorize staff to put out an RFP for Engineering Services for a CDBG application. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

- G) Consideration to adopt a Resolution Authorizing Participation in the ACCG - IRMA Supplemental Medical, Accident, and Disability Fund: First Responder PTSD Program.

Chairman Singletary stated that this is required for local legislation and was passed last year. County Manager Christi Dockery stated that this was budgeted, and it would be an estimated \$150 per person.

Commissioner Guarnieri made the **MOTION** to adopt a Resolution Authorizing Participation in the ACCG - IRMA Supplemental Medical, Accident, and Disability Fund: First Responder PTSD Program. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Mathis and Commissioner Walls voting yea.

11. **COMMISSIONER'S MATTERS**
12. **UNFINISHED BUSINESS**
13. **COUNTY ATTORNEY'S MATTERS**
14. **EXECUTIVE SESSION**

- A) Executive Session to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions as well as personnel matters.

Commissioner Roland made the **MOTION** to adjourn to Executive Session at 7:15PM.

Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

Commissioner Roland made the **MOTION** to adjourn from Executive Session at 7:50PM.

Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Mathis voting yea.

15. **PUBLIC FORUM**

The Public Forum was held before the Executive Session.

William Hancock- Discussed the Lee County Medical Center.

Lee Purvis- Discussed the drainage problem on Lumpkin Road.

Paul Clayton- Discussed Old Leslie Road.

With no further comments or questions from the public, staff or the Board. The Public Forum was closed.

16. **ANNOUNCEMENTS**

- A) The renewal process for 2024 Occupation Tax/Business Licenses began November 1, 2024. Please go to Lee County's website at [www.lee.ga.us](http://www.lee.ga.us) for information or contact the Building Inspection office at (229) 759-3326 and a packet with an application and all information will be mailed to you. **All current business licenses will expire on December 31, 2024.**
- B) Offices of the Lee County Board of Commissioners will be **closed Tuesday, December 24, 2024** and **Wednesday, December 25, 2024** in observance of Christmas and will be **closed Wednesday, January 1, 2025** in observance of New Year's Day. Residential garbage collection services will not run on either Wednesday, December 25, 2024 or Wednesday, January 1, 2025, but will be delayed by one day for the remainder of the week.
- C) The next regularly scheduled County Commission Meeting is **Tuesday, January 14, 2025 at 6:00pm.**

17. **ADJOURNMENT**

The meeting adjourned at 7:50PM.


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CHAIRMAN

ATTEST:

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COUNTY CLERK



LEE COUNTY  
Planning Department  
Lee County, Georgia  
Zoning Staff Report

**DATE:** 12/31/2024

**APPLICATION TYPE:** Zoning Application

**APPLICANT:** Harrell & Jackson, Inc.

**OWNER:** Pawnee Properties, LLC.

**REQUESTED ACTION:** Text Amendment to Chapter 70, Article X, Section 70-312 the Agricultural (AG-1) zoning district of the Lee County Zoning Ordinance. This request is for a text amendment to the zoning ordinance and not a rezoning request for a specific property.

**PURPOSE:** The applicant proposes a zoning text amendment to add the following to the list of AG-1 permitted uses in Section 70-312: “Surface Mining.”

**LOCATION OF PROPERTY:** As a zoning ordinance text amendment, the area of applicability is countywide, considering all existing AG-1 zoned properties as well as properties that may be rezoned to AG-1 in the future. (Note: a minimum parcel size of 25 acres is typically required for rezoning from another district to AG-1.)

**PARCEL SIZE:** Not applicable to text amendment application except as noted the typical minimum parcel size for rezoning to AG-1 is 25 acres.

**EXISTING CONDITIONS:** Not applicable to text amendment application.

**Available Public Services:** Information about available public services at a specific property is not applicable to a text amendment that would modify regulations with countywide application.

**MEETING INFORMATION:** All meetings are held in the **T. Page Tharp Governmental Building** located at 102 Starksville Avenue North, Leesburg, GA 31763.

**Planning Commission (public hearing):** Thursday, January 9<sup>th</sup> at 6:00pm

**County Commission (public hearing):** Thursday, January 14<sup>th</sup> at 6:00pm

**County Commission (voting session):** Thursday, January 28<sup>th</sup> at 6:00pm

**STAFF RECOMMENDATION:**

Staff recommends **denial** of the zoning application requesting a text amendment to add Surface Mining as a permitted use in the AG-1 district based on the following factors:

- The proposed text amendment has potential to contribute to an excessive or burdensome use of existing streets, transportation facilities, utilities, schools, police protection, fire protection, public health facilities or emergency medical services in locations where surface mining activities may commence without adequate supportive roads for heavy trucks.
- The proposed text amendment is not in conformity with the policy and intent of the Lee County Comprehensive Plan which promotes preservation of agricultural uses and environmental resources such as soils which support agriculture.
- The proposed zoning text amendment is not in keeping with the needs of the county as a whole.
- Surface mining in some environmental circumstances, as would be allowed with the proposed text amendment to permit surface mining on any AG-1 zoned property, can cause significant negative environmental impacts through the contamination of surface waters and ground waters if not managed properly.

If the Planning Commission and Board of Commissioners determine that it is appropriate and necessary to allow surface mining as a use in AG-1, then planning staff recommends that surface mining be made permissible as a conditional use, not permitted use, within AG-1 to afford opportunity for additional review of property- and context-specific conditions by the Lee County Board of Commissioners as well as other agencies, as appropriate.

**USES ALLOWED IN THE PROPOSED ZONING DISTRICT THAT ARE NOT ALLOWED IN THE CURRENT ZONING DISTRICT:**

**Current Zoning:** Not applicable.

**Proposed Zoning:** Text amendment to the AG-1 district.

**Uses Allowed Under Proposed Zoning Districts and Not Under Current Zoning:**

The applicant, through a proposed zoning text amendment, wishes to engage in surface mining activities on property zoned AG-1.

**PLANNING CONSIDERATIONS:**

1. **Will the zoning proposal permit a use that is suitable in view of the use, development, and zoning of adjacent and nearby property?**  
Dependent upon the specific property.
2. **What is the effect on the property value of the subject property should the existing zoning be retained?**  
Dependent upon the specific property.

- 3. If denied, will the effect on the applicant's property value under the existing zoning be offset by the gain to the health, safety, morals, or general welfare of the public?**

Dependent upon the specific property.

- 4. Has the property been undeveloped an unusual length of time as currently zoned, considered in the context of land development in the vicinity of the property?**

Dependent upon the specific property.

- 5. Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, schools, police protection, fire protection, public health facilities or emergency medical services?**

The proposed zoning text amendment would be expected to allow a use of AG-1 property in any location in Lee County with potential, in some locations, to impact existing streets and transportation facilities.

- 6. Is the zoning proposal in conformity with the policy and intent of the future land use plan for the physical development of the area?**

In the case of a proposed zoning text amendment that would apply to any AG-1 zoning, the area in question means almost anywhere in unincorporated Lee County. The Lee County Comprehensive Plan discusses a goal of Resource Management with policies including to ensure resource conservation plays an important role in decision-making, encouraging development in suitable areas to protect natural resources, redirecting development pressure away from agricultural areas to conserve farmland, and generally conserving and protecting natural resource systems (Comprehensive Plan p. 12-13). The Lee County Comprehensive Plan also discusses a goal of Efficient Land Use for the unincorporated county. Among the suggested policies includes supporting new land uses that protect the environment, protecting sensitive environmental resources and rural character, and supporting agriculture. (Comprehensive Plan p. 13). The proposed zoning text amendment could, depending on the specific property, have the impact of removing prime farmland soils rendering farmland unproductive, and negatively impacting rural areas, their infrastructure and environments. Thus, the proposed text amendment is not in conformity with the policy and intent of the Lee County Comprehensive Plan.

- 7. Is the subject property well suited for the proposed zoning purpose?**

Not applicable

- 8. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?**

Not applicable



- 9. Does the subject property have a reasonable economic use as currently zoned?**  
Property specific
- 10. Are there other existing or changing conditions affecting the use of development of the subject property which give supporting grounds for either approval or disapproval of the zoning proposal?**  
Property specific
- 11. Would the change create an isolated district unrelated to the surrounding districts, such as “spot zoning”?**  
Property specific
- 12. Are the present zoning district boundaries illogically drawn in relation to existing conditions in the area?**  
Property specific
- 13. Is the change requested out of scale with the needs of the county as a whole or the immediate neighborhood?**  
The Lee County Comprehensive Plan discusses goals of Resource Management and Efficient Land Use in unincorporated Lee County which includes policies referenced above (criterion 6). The potential for surface mining on any AG-1 zoned property in unincorporated Lee County poses opportunity for development that is out of scale with many neighborhoods. Considering the goals of Resource Management and Efficient Land Use relative to resource conservation and agricultural productivity for the long term, the proposed zoning text amendment to change regulations to allow surface mining by right a possibility anywhere in the county on AG-1 zoned property is not in keeping with the needs of the county as a whole.
- 14. Is it impossible to find adequate sites for the proposed use in districts permitting such use and already appropriately zoned?**  
There are currently no zoning districts that allow surface mining in Lee County.
- 15. Would there be an ecological or pollution impact resulting from the proposed zoning if it is granted?**  
Surface mining activity has the potential to cause ecological and/or pollution impact on land and natural resources if not properly managed.



**WJ KIRKSEY**  
CONSTRUCTION

GENERAL CONTRACTORS, DESIGN/BUILD, COMMERCIAL

PHONE (229) 888-6641  
FAX (229) 888-6642  
CELL (229) 344-4656

P.O. BOX 71506  
ALBANY, GA 31708  
WJKIRKSEYCONSTRUCTION.COM

December 17, 2024

Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, GA 31763  
Attn: Mrs. Nikkie Celinski

**RE: 911 Lee County Change Request 2**

Dear Mrs. Celinski,

I am submitting this change request to remove existing flooring in one (1) hallway, three (3) offices and the front lobby area. Install quarter round in areas where the existing base is wood. Install LVP Terrain II 20 Alder – 1,835 SF. Install black 6” black vinyl base – 400 L.F..

**Proposal Amount: Thirteen Thousand Seven Hundred Forty-One and 00/100 dollars (\$13,741.00)**

If you should have any questions or comments upon completion of your review, I can be reached at 888-6641 (office) or 344-4656 (cell).

Sincerely,  
**WJ Kirksey Construction, LLC**

Joey Kirksey



**Lee County E-911 Emergency Response Department**  
**110 Starksville Ave N**  
**Leesburg, Ga 31763**

**TO:** Honorable Board of County Commissioners

**FROM:** E-911 Director Nikkie Celinski

**SUBJECT:** Purchase of a New Phone System

Emergency Call Works, our current phone system is six (6) years old, the average life span of a 911 phone system. This product was purchased through Motorola and the support for this system ran out in December of 2024, as the product is being sunsetted. We have put in tickets to try to get the issue resolved; however, the problems continue even though they have also pushed updates on the system. The phone system is an indispensable lifeline for the citizens of this county.

We have received quotes for the new phone system from INdigital, Motorola, NGA, and WestTel, including initial set up and a 5-year leasing plan for three of the four plans. INdigital has presented **a 6-year leasing plan**. Attached is a budgetary estimate for all four (4) companies who bid on the phone system. Staff recommends the Board consider awarding the bid to INdigital. INdigital's bid is \$215,275.98 less than Motorola and provides 12 months of additional service.

INdigital sells the **same product (VESTA) as Motorola**; Motorola builds the product. They purchase the product from Motorola and then offer it to customers, basing their price on population. This is a **redundant VESTA system**. INdigital has instate technicians in Reidsville and Kennesaw with an average 3-hour response time. There are additional techs in multiple surrounding counties on the state lines of Alabama and Florida as well. INdigital serves the City of Milledgeville as well as the counties of Johnson, Morgan, Newton, Troup, Harris, and Toombs. These counties speak highly of INdigital's service and product. VESTA is the leading phone system with 32 counties utilizing the VESTA product.

### E-911 Center Phone System

	<b>Start Up Costs</b>	<b>Maintenance Costs</b>	<b>Total Cost</b>
<b>INdigital 6 years</b>	\$172,096.02	\$152,628.00	\$324,724.02
<b>Motorola 5 years</b>	\$287,072.00	\$252,928.00	\$540,000.00
<b>WestTel 5 years</b>	\$189,500.00	\$89,520.00	\$279,020.00
<b>NGA 5 years</b>	\$108,004.00	\$185,994.00	\$293,998.00

<b>Motorola (VESTA) Total</b>	<b>INdigital (VESTA) Total</b>
<b>\$540,000.00 5 Years</b>	<b>\$324,724.02 6 Years</b>



**Lee County E-911 Emergency Response Department**  
**110 Starksville Ave N**  
**Leesburg, Ga 31763**



**TO:** Honorable Board of County Commissioners

**FROM:** E-911 Director Nikkie Celinski

**SUBJECT:** Recorder

**MEETING DATE:** Tuesday, January 14, 2025

**RECOMMENDATION**

Staff recommends awarding the bid to **Quality Recording Solutions** for the **Eventide Recorder** for **\$104,378**.

**BACKGROUND**

The Lee County E-911 Center currently has two (2) recorders: One (1) dedicated to the phones and one (1) dedicated to the radio. The current phone recorder has poor audio quality and sometimes can be difficult to hear the 911 caller on the phone. The current radio recorder has already proven to be unreliable with recording phone calls as it does not record or drops part of the recording. Request for repairs have not resulted in better quality recording. Both recorders are over five years old.

A bid was put out for a recorder that can record both the phones and the radio traffic, eliminating the need for two recorders. We received two bids:

**Quality Recording Solutions** at **\$104,378**.

**REPLAY Systems** at **\$104,975**.



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**Lee County Planning, Zoning & Engineering Department**

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**Joey Davenport**  
Interim Director

**Amanda Nava-Estill**  
Assistant Director

**Kara Hanson**  
Office Manager/Planning Assistant

**Kacee Smith**  
GIS Manager

**Charles Talley**  
GIS Technician

**MEMORANDUM**

TO: BOARD OF COMMISSIONERS  
FROM: KACEE SMITH, GIS MANAGER  
DATE: January 7, 2025  
RE: GIS INTERNSHIP

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As of January 6, 2025, Lee County was awarded a Georgia County Internship Program (GCIP) grant from the Association County Commissioners Georgia Civic Affairs Foundation for a Geographic Information Science Intern. The total award amount is **\$1,759.50** to cover one internship for the county and will begin in June 2025.

The GIS intern will assist in the advancement of our geospatial data for the GIS department. Further, the intern will aid the GIS Department in collecting and integrating geospatial data, mapping deliverables, data creation, attribute management, and GPS utilization.

The selected intern will be an asset to the County as it will offer a dedicated individual to learn, implement, and help advance the County's GIS systems and all accompanying software.

**Projects the intern will assist with:**

1. Revision of the county address system within GIS. These improvements include address assignments, data collection, information processing, and address data changes.
2. Utility data collection initiative. The intern will assist in collecting and creating utility data within our geodatabase.
3. Additional small projects will also be available for the intern to complete. These projects include map creation, data revision, and updating ArcGIS online platforms.

Lee County was 1 of 45 selected out of 75 applicants throughout Georgia.

**GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT**

This AGREEMENT is made and entered into by and between the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC., (the “FOUNDATION”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and Lee County (“COUNTY”), having its principal office at 102 Starksville Avenue N, Leesburg, GA 31763. In exchange for valuable consideration, the parties agree as follows.

**I. GENERAL TERMS.**

**A. Agreement Term:**

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

**B. Purpose of Agreement:**

The FOUNDATION is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter (“Grant Award Letter”) (Exhibit A) to reimburse certain costs to the COUNTY to employ interns to complete projects as described in the county grant application (“County Grant Application”) (Exhibit B) from May 1, 2025 until September 1, 2025. This Agreement provides the terms and conditions under which the COUNTY may receive reimbursement from the FOUNDATION.

**II. REIMBURSEMENT TO COUNTY.**

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

**A. Use of Grant Funds.**

**1. Amount of Reimbursement**

- a. **Hourly Rate.** The FOUNDATION shall reimburse the COUNTY for the cost of wages at the rate of \$15.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$3,000.00 for wages per intern, per internship, unless

# ACCG Civic Affairs Foundation

the COUNTY has agreed to pay a percentage of the costs as described within the County Grant Application.

The COUNTY may pay the intern at a higher rate than \$15.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the COUNTY. In either case, the COUNTY shall be responsible for payment for all the costs above the reimbursed hourly rate of \$15.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The FOUNDATION shall reimburse the COUNTY for a portion of the cost to cover the intern under the COUNTY'S workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$30.00 per intern, per internship.
  - c. **FICA.** The FOUNDATION shall reimburse the COUNTY for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$229.50 per intern, per internship.
2. **Additional Compensation for Intern.** The COUNTY may pay the intern(s) in an amount greater than \$15.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the COUNTY will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

### III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2025 to September 1, 2025, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The COUNTY shall pay interns funded in whole or in part by this grant a minimum of \$15.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the COUNTY and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the COUNTY shall provide the following information to the FOUNDATION: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form") (**Exhibit C**); (3) proof of payment for each



# ACCG Civic Affairs Foundation

payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement request (“Reimbursement Request”) (**Exhibit D**); and (5) completed Intern Evaluation Requirements (**Exhibit E**). All required information shall be submitted by the COUNTY and received by the FOUNDATION by October 10, 2025 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the COUNTY must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The COUNTY may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than July 1, 2025; intern consent form (“Intern Consent Form”) (**Exhibit F**); the county and intern information (“Intern and County Information Requirements”) (**Exhibit G**); and an intern photograph.
- F. Tax Withholdings.** The COUNTY is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The COUNTY agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The COUNTY agrees to comply with all applicable federal and state laws, including, but not limited to:
- 1. The Americans with Disabilities Act.** The COUNTY agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
  - 2. Fair Labor Standards Act**
  - 3. Georgia Security and Immigration Compliance Act.** The COUNTY agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

# ACCG Civic Affairs Foundation

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

## IV. CONTRACT MODIFICATION

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

## V. TERMINATION

This Agreement may be terminated in the following circumstances:

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

# **ACCG** Civic Affairs Foundation

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

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2025.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

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

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

## **VII. Hold Harmless**

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

## **VIII. Program Publicity and COUNTY Participation**

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

# **ACCG** Civic Affairs Foundation

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

## **XI. Miscellaneous Provisions**

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

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

## **XII. CONTRACT EXHIBIT INCLUSION:**

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


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

# ACCG Civic Affairs Foundation

COUNTY:

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

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Dave Wills  
\_\_\_\_\_  
Printed Name

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

Secretary-Treasurer  
\_\_\_\_\_  
Title:

This \_\_\_\_ day of \_\_\_\_\_, 2025

This 6th day of January, 2025

## COUNTY CLERK CERTIFICATION:

The undersigned Clerk of the governing authority of \_\_\_\_\_ County, DOES HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the \_\_\_\_\_ County Governing Authority in a meeting that was properly advertised and open to the public on \_\_\_\_\_, 2025, and that the original of said agreement appears of record in the minute book of the County, which is in my custody and control.

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

(SEAL)

\_\_\_\_\_  
Clerk

# ACCG Civic Affairs Foundation

January 6, 2025

Ms. Kacee Smith  
102 Starksville Avenue North  
Leesburg, GA 31763

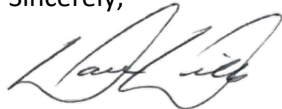
Dear Ms. Smith,

I am pleased to inform you that Lee County has been awarded a Georgia County Internship Program (GCIP) grant from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2025 summer program in the amount of **\$1,759.50** for the **Geographic Information Science Intern** project to cover **one** internship. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org) or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2025 grant program.

Sincerely,



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

cc: Chair Luke Singletary  
Christi Dockery  
Kaitlyn Good



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**Lee County Planning, Zoning & Engineering Department**

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**Joey Davenport**  
Interim Director

**Amanda Nava-Estill**  
Assistant Director

**Kara Hanson**  
Office Manager/Planning Assistant

**Kacee Smith**  
GIS Manager

**Charles Talley**  
GIS Technician

**MEMORANDUM**

**TO:** PLANNING COMMISSION & BOARD OF COMMISSIONERS

**FROM:** KACEE SMITH, GIS MANAGER & NIKKIE CELINSKI, E911 DIRECTOR

**DATE:** December 13, 2024

**RE:** TEXT AMENDMENT ARTICLE III, CHAPTER 18

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Geographic Information Systems (GIS) and E911 are requesting text amendments for the Article III. Address Numbering ordinance in Chapter 18 of the Lee County Code of ordinances. This is related to the standards the county needs for assigning and displaying addresses.

This article will provide a more structured way in assigning and displaying addresses throughout the county. This revised ordinance will assist these departments in the initiative to update addresses, which are currently not in compliance with the National Emergency Number Association (NENA) standards. The goal of this initiative is to assist public safety in response to emergencies in the county and to prepare for Next Generation 911. Next Generation 911 is currently backed by Georgia Emergency Communications Authority (GECA) and ACCG and is in the process of being passed through state legislation by 2026. Once passed through state legislation, Next Gen will be mandated throughout the state of Georgia.

In order for the public safety to effectively respond to all citizens, we must update our form of displaying of addresses. For structures not visible from the street, either by distance or foliage, we are proposing that addresses shall be displayed either effectively on the mailbox (4 inches and reflective) or by a sign post (reflective). Please see examples below of sign posts.



Option 1: This will be the basic option provided by the county. (Example from Terrell county)





Option 2: We will accept address signs like below as long as they are reflective. The property owner will have to purchase this if they wish to go with this option.



### **ARTICLE III. ADDRESS NUMBERING**

#### **Sec. 18-66. Standards for the proper display of addresses.**

#### **Sec. 18-66. Standards for proper assignment of addresses.**

- (a) All official addresses shall be designated by the E-911 coordinator.
- (a) All official addresses shall be designated by the address coordinator using the NENA address assignment requirements for all streets to include private, subdivisions, private subdivisions, private drives, and driveways which serve as primary means of ingress or egress. The following processes shall be used when designating addresses:*
- (1.) Lots with a Principle building shall be assigned in accordance to the NENA requirements for address numbering.*
  - (2.) Land parcels with no principle building shall be assigned an official address if the property owner requests it.*
  - (3.) Sub addresses shall be assigned to any parcel with more than one principle building. (4.) Contractors and builders shall have approval and notice by email from the owner of the property when requesting an address assignment from the address coordinator.*
  - (5.) If an address change is requested or required the property owner shall be notified by certified mail.*
  - (6.) All du-plexes, tri-plexes, and four-plexes shall be assigned with a letter (A, B, C, etc,) going from right to left following the address number.*
  - (7.) Subdivisions shall be assigned an official address upon receiving the final recorded plat from the tax assessor's office.*

#### **Sec. 18-67 Proper display of address numbers**

- (a) The owner, occupant or person in charge of any structure to which a number has been assigned shall affix the number in a conspicuous place as set forth in this article.
- (a) Displaying of assigned address numbers. Every owner of property with a house, building, or other structure shall affix to the house, building or other structure and display at all times the address numbers assigned or reassigned to such property pursuant to the article at a place visible from the street on which the property fronts. All addresses property, pursuant to the article at a place visible from the street on which the property fronts. All addresses shall be displayed numerically in Arabic numerals and shall not be spelled as words. Whenever new official numbers are assigned or reassigned, they shall be displayed pursuant to the provisions of this article by the owner within 30 days following the notification of such assignment or reassignment.*

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(c) It shall be the duty of such owner, occupant or person in charge of the structure upon affixing the new number to remove any different number that might be mistaken for or confused with the number assigned to the structure by the E-911 coordinator.

***(b) It shall be the duty of such owner, occupant or person in charge of the structure to remove any conflicting number that might be mistaken for or confused with the new number assigned to the structure by the Address Coordinator.***

(c) All single family structures shall have the correct address posted at the entrance to the property as provided for in this article, and where it will be clearly visible to persons or vehicles approaching the structure from either direction. Structures that are less than 50 feet from the street or private access road are not required to post the address at the entrance to the property, but shall be required to display the address on the structure in compliance with all other requirements of this ordinance.

***(c) Size and location of numbers***

- 1. Single family residential. The official address number affixed to any house, building or other structure shall not be less than four inches in height with a minimum stroke width of 0.5 inch. All official address numbers affixed to any residential structure shall be displayed within three feet of the front entrance and shall be readable from the street. If the front door is inset under a porch roof or overhang, required address numbers shall be affixed to that portion of the street-facing façade that is closest to the street.***
- 2. Multi-residential units. Official address numbers, letters or other designations on individual units within multifamily residential buildings shall not be less than four inches in height with a minimum stroke width of 0.5 inch, and shall be displayed within three feet of the front entrance of each unit, and shall be readable from the street. The building number on any multifamily building shall be at least six inches in height with a minimum stroke width of 0.5 inch and shall be placed within three feet of the main entrance of the building. If the address numbers are not readable from either a public or private street or from the parking lot which serves the building, the address number shall be additionally posted on the street-facing end of the building. In these instances, if the address number is out of sequence with those on the street on which it is posted, both the address number and street name must be posted to avoid confusion.***
- 3. Nonresidential unit. Official unit numbers, letters or other designations on individual nonresidential units in buildings containing multiple units shall not be less than four inches in height with a minimum stroke width of 0.5 inch, and shall be displayed within three feet of the front entrance of each of each unit, and shall be at least six inches in height with a minimum stroke width of 0.5 inch and shall be placed within three feet of the main entrance of the building. If the address numbers are not readable from either a public or private street or from the parking lot which serves the building, the address number shall be additionally posted on the street-facing end of the building.***
- 4. Structures located distant from the street on which they front. Where a house, building or other structure is not visible from the street on which such property fronts, or the topography or vegetation of such property prevents the address numbers from being seen from the street, the assigned address numbers shall not be less than four inches in height; comply with the color requirements in this section, be posted on a sign or post that is at least three and one half feet high and four inches wide and is located no more than ten feet from the intersection of the street and driveway. The placement of the assigned address number on the street curb or mailbox is permissible and may be used to meet the requirements of this article. The sign or post for addresses referenced in this article shall apply to all new developments and subdivisions that require cluster mailboxes per Post Master requirement. This ordinance meets NENA standards.***

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**5. Color of numbers. All displays of official address numbers shall be reflective, be of contrasting color (Dark background light numbers or Light background and dark numbers) (2000 International Fire Code, Section 505). All numbers shall be posted above or adjacent to the main entrance.**

- ~~(d) Multiple single family structures that are accessed by the same entrance shall have all the addresses posted at the entrance to the property and on the structures themselves.~~
- (1) All commercial structures including tri-plexes, apartments, mobile home parks, business parks, and strip-malls require numbers to be a minimum of four inches tall and a stroke width of at least one-half inch. Numbers shall be reflective, be of contrasting color to their background and be posted above or adjacent to the main entrance(s).
- ~~(2) In cases where more than one commercial structure has a single access, the principal address shall be displayed on the major ground sign and the sub address displayed on the structure to which it applies. This is applicable to apartments, condominiums, manufactured and mobile home parks. Numbering for manufactured and mobile homes shall be affixed in accordance with section 42-72.~~
- (3) All addresses shall be legible and shall be large enough to be seen easily from the street or private access road. The E-911 coordinator requires that each number be a minimum of four inches tall with a stroke width of at least one-half inch, numbers shall be reflective on a contrasting background. In subdivisions that require or provide for uniform color, design and placement of mailboxes, the E-911 coordinator may allow a variance in the size and color of such numbers
- (d) On corner lots, numbers shall be displayed on the frontage to which the structure is facing.
- (e) Structures under construction shall have a temporary or permanent street number posted at the entrance to the property displaying street address in addition to lot numbers. It shall be the responsibility of the builder to erect such numbers prior to beginning construction.

(Ord. of 9-12-1996, § 1; Motion of 8-2-2005; Ord. of 4-18-2006)

**Sec. 18-68. Enforcement and penalties for violation.**

- (a) Whenever the owner, agent or occupant of an officially addressed structure shall neglect or refuse to affix or inscribe the proper numbers as required by this article, ~~the E-911 coordinator or his designee~~ shall serve notice on the owner, agent or occupant at the address. The numbers shall be properly affixed to the property in accordance with this article within ten days of the service of notice. After expiration of this ten-day period such owner, agent or occupant may be fined as set forth in this section and the numbers caused to be affixed ~~by the 911 coordinator or his designee.~~
- (a) The address coordinator or their designee.**
- (b) If the owner, occupant or person in charge of any structure to which a number has been assigned refuses to comply with the terms of this article or if any person shall take down, alter, injure or deface any number affixed or inscribed, such person shall, upon conviction thereof, be fined up to \$100.00 and be required to reimburse the county for the cost of proper numbering of said structure(s).

(Ord. of 9-12-1996, § 2; Motion of 8-2-2005; Ord. of 4-18-2006)

**Sec. 18-69. Street naming standards**

- a. Street names required. After first complying with the provisions of O.C.G.A. 8-2-20 et seq., if applicable, street names shall be required for planned or existing public or private streets, or for driveways which serve as primary means of ingress or egress.**

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- b. **Signage.** All named streets shall be properly marked with signage at all intersections in accordance with the Manual of Uniform Traffic Control Devices and in accordance with Lee County’s subdivision regulations.
  - c. **See attached spreadsheet of street names no longer accepted in Lee County.**

***Sec. 18-70. Definitions***

*Sub address is an address that identifies any secondary building or structure on a parcel with multiple buildings*

*Address Coordinator is the official assigner of addresses*

*Principle building is the primary building on a parcel of land with a primary address*

**Sec. 18-71—18-100. Reserved.**

**AN ORDINANCE TO AMEND CHAPTER 18 OF THE CODE OF ORDINANCES OF LEE COUNTY, RELATING TO BUILDINGS AND BUILDING REGULATIONS SO AS TO AMEND ARTICLE III OF SUCH CHAPTER, SO AS TO PROVIDE STANDARDS IN CONNECTION WITH THE ASSIGNMENT OF OFFICIAL ADDRESSES WITHIN THE INCORPORATED AREA OF LEE COUNTY; TO PROVIDE FOR THE PROPER DISPLAY OF ADDRESS NUMBERS; TO PROVIDE FOR THE ENFORCEMENT AND PENALTIES FOR VIOLATION OF THE STANDARDS FOR PROPER DISPLAY OF ADDRESSES; TO PROVIDE FOR STREET NAMING STANDARDS; TO PROVIDE FOR CERTAIN DEFINITIONS; TO PROVIDE FOR REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

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BE IT ORDAINED that Chapter 18, Article III, Section 18-66, relating to the proper display of addresses, is hereby amended by repealing subsection (a) through subsection (g) thereof, and adopting, in lieu thereof, a new Section 18-66 establishing standards of the proper assignment of addresses, and which shall provide as follows:

**Sec. 18-66. Standards for the Proper Assignment of Addresses.**

- (a) All official addresses shall be designated by the address coordinator using the NENA address assignment requirements for all streets to include private, subdivisions, private subdivisions, private drives, and driveways which serve as primary means of ingress or egress. The following processes shall be used when designating addresses:
  - (1.) Lots with a Principle building shall be assigned in accordance to the NENA requirements for address numbering.
  - (2.) Land parcels with no principle building shall be assigned an official address if the property owner requests it.
  - (3.) Sub addresses shall be assigned to any parcel with more than one principle building.
  - (4.) Contractors and builders shall have approval and notice by email from the owner of the property when requesting an address assignment from the address coordinator.
  - (5.) If an address change is requested or required, the property owner shall be notified by certified mail.
  - (6.) All du-plexes, tri-plexes, and four-plexes shall be assigned with a letter (A, B, C, etc.) going from right to left following the address number.
  - (7.) Subdivisions shall be assigned an official address upon receiving the final recorded plat from the tax assessor’s office.

BE IT ORDAINED that Chapter 18, Article III, Section 18-67, relating to the enforcement and penalties for violation, is hereby amended by repealing Sec. 18-67 in its entirety and adopting, in lieu thereof, an amendment to Article III of Chapter 18, to be designated as Section 18-67, which shall provide for the establishment of standards for the proper display of address numbers, and which shall provide as follows:

**Sec. 18-67. Standards for the Proper Display of Address Numbers.**

- (a) Displaying of assigned address numbers. Every owner of property with a house, building, or other structure shall affix to the house, building or other structure and display at all times the address numbers assigned or reassigned to such property pursuant to the article at a place visible from the street on which the property fronts. All addresses property, pursuant to the article at a place visible from the street on which the property fronts. All addresses shall be displayed numerically in Arabic numerals and shall not be spelled as words. Whenever new official numbers are assigned or reassigned, they shall be displayed pursuant to the provisions of this article by the owner within 30 days following the notification of such assignment or reassignment.
  
- (b) It shall be the duty of such owner, occupant or person in charge of the structure to remove any conflicting number that might be mistaken for or confused with the new number assigned to the structure by the Address Coordinator.
  
- (c) Size and location of numbers
  - (1) Single family residential. The official address number affixed to any house, building or other structure shall not be less than four inches in height with a minimum stroke width of 0.5 inch. All official address numbers affixed to any residential structure shall be displayed within three feet of the front entrance and shall be readable from the street. If the front door is inset under a porch roof or overhang, required address numbers shall be affixed to that portion of the street-facing façade that is closest to the street.
  
  - (2) Multi-residential units. Official address numbers, letters or other designations on individual units within multifamily residential buildings shall not be less than four inches in height with a minimum stroke width of 0.5 inch, and shall be displayed within three feet of the front entrance of each unit, and shall be readable from the street. The building number on any multifamily building shall be at least six inches in height with a minimum stroke width of 0.5 inch and shall be placed

within three feet of the main entrance of the building. If the address numbers are not readable from either a public or private street or from the parking lot which serves the building, the address number shall be additionally posted on the street-facing end of the building. In these instances, if the address number is out of sequence with those on the street on which it is posted, both the address number and street name must be posted to avoid confusion.

- (3) Nonresidential unit. Official unit numbers, letters or other designations on individual nonresidential units in buildings containing multiple units shall not be less than four inches in height with a minimum stroke width of 0.5 inch, and shall be displayed within three feet of the front entrance of each of each unit, and shall be at least six inches in height with a minimum stroke width of 0.5 inch and shall be placed within three feet of the main entrance of the building. If the address numbers are not readable from either a public or private street or from the parking lot which serves the building, the address number shall be additionally posted on the street-facing end of the building.
  - (4) Structures located distant from the street on which they front. Where a house, building or other **structure is not visible from the street** on which such property fronts, or the topography or vegetation of such property prevents the address numbers from being seen from the street, the assigned address numbers shall not be less than four inches in height; comply with the color requirements in this section, be posted on a sign or post that is at least three and one half feet high and four inches wide and is located no more than ten feet from the intersection of the street and driveway. **The placement of the assigned address number on the street curb or mailbox is permissible and may be used to meet the requirements of this article. The sign or post for addresses referenced in this article shall apply to all new developments and subdivisions that require cluster mailboxes per Post Master requirement. This ordinance meets NENA standards.**
  - (5) Color of numbers. All displays of official address numbers shall be reflective, be of contrasting color (Dark background light numbers or Light background and dark numbers) (2000 International Fire Code, Section 505). All numbers shall be posted above or adjacent to the main entrance.
- (d) Structures under construction shall have a temporary or permanent street number posted at the entrance to the property displaying street address in addition to the lot numbers. It shall be the responsibility of the builder to erect such numbers prior to the beginning of construction.



- (e) On corner lots, numbers shall be displayed on the frontage to which the structure is facing.

BE IT FURTHER ORDAINED that Chapter 18, Article III, Section 18 is further amended by adopting a new section, which shall be designated as Section 18-68, which shall provide for enforcement and penalties for violation of the provisions of Article III of Chapter 18, and which shall provide as follows:

**Sec. 18-68. Enforcement of Penalties.**

(a) Whenever the owner, agent or occupant of an officially addressed structure shall neglect or refuse to affix or inscribe the proper numbers as required by this article, the address coordinator of their designee shall serve notice on the owner, agent or occupant at the address. The numbers shall be properly affixed to the property in accordance with this article within ten (10) calendar days of the service of such notice. After expiration of such ten-day period such owner, agent or occupant may be fined as set forth in this section and the numbers caused to be affixed by the address coordinator or their designee.

(b) If the owner, occupant or person in charge of any structure to which a number has been assigned refuses to comply with the terms of this article or if any person shall take down, alter, injure or deface any number affixed or inscribed, such person shall, upon conviction thereof, be fined up to \$100.00 and be required to reimburse the county for the cost of proper numbering of said structure(s).

BE IT FURTHER ORDAINED that Chapter 18, Article III, Section 18 is further amended by adopting a new section, which shall be designated as Section 18-69 in said Article III of Chapter 18, which shall provide for street naming standards and which shall provide as follows:

**Sec. 18-69. Street naming standards.**

(a) Street names required. After first complying with the provisions of O.C.G.A. 8-2-20 et seq., if applicable, street names shall be required for planned or existing public or private streets, or for driveways which serve as primary means of ingress or egress.

(b) Signage. All named streets shall be properly marked with signage at all intersections in accordance with the Manual of Uniform Traffic Control Devices and in accordance with Lee County's subdivision regulations.

(c) See attached Appendix of street names no longer authorized in the unincorporated area of Lee County.

BE IT FURTHER ORDAINED that Chapter 18, Article III, Section 18 is further amended by adopting a new section, which shall be designated as Section 18-70, which shall provide for certain definitions applicable to Article III of Chapter 18, and which shall provide as follows:

**Sec. 18-70. Definitions.**

- (a) Sub address is an address that identifies any secondary building or structure on a parcel with multiple buildings.
- (b) Address Coordinator is the official assigner of addresses.
- (c) Principle building is the primary building on a parcel of land with a primary address.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

BE IT FURTHER ORDAINED that this ordinance shall become effective upon its adoption by the governing body of Lee County.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

By: \_\_\_\_\_  
Luke Singletary, Chairman

Attest: \_\_\_\_\_  
Kaitlyn Good, County Clerk

ACTION TAKEN

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

DATE OF ADOPTION: \_\_\_\_\_

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Chairman Jason Sheffield, Vice-Chairman Jim Quinn, Kyle Luckie, Mike McVey,  
Shirley Stiles, Johnny Golden, Charlie Barner

**Meeting Minutes**  
**December 5, 2024 at 6:00 p.m.**  
**Opal Cannon Auditorium**  
**T. Page Tharp Governmental Building**  
102 Starksville Avenue North  
Leesburg, GA 31763

**Members Present:** Vice-Chairman Jim Quinn, Commissioner Kyle Luckie, Commissioner Mike McVey, Commissioner Johnny Golden, and Commissioner Charlie Barner

**Members Absent:** Chairman Jason Sheffield and Commissioner Shirley Stiles

**Staff Present:** Assistant Director Amanda Nava-Estill, Office Manager/Planning Assistant Kara Hanson, GIS Manager Kacee Smith, and E911 Director Nikkie Celinski

**I. CALL TO ORDER**

Vice-Chairman Jim Quinn called the meeting to order at 6:00 p.m.

**II. ACKNOWLEDGMENT OF GEORGIA LAW REGARDING CAMPAIGN CONTRIBUTIONS**

Commissioner Kyle Luckie read the Georgia law regarding campaign contributions

**IV. NEW BUSINESS**

**(A) Approval of the 2025 Planning Commission Meeting Schedule**

Commissioner Kyle Luckie made a **MOTION** to **APPROVE** changing the scheduled January 2, 2025 meeting date to January 9, 2025, and changing the scheduled July 3, 2025 meeting date to July 10, 2025. Seconded by Commissioner Charlie Barner. The **MOTION** was unanimous with remaining commissioners voting yea.

**APPROVAL OF MINUTES**

**(B) Approval of the minutes from the November 7, 2024 Planning Commission Meeting**

Commissioner Kyle Luckie made a **MOTION** to **APPROVE** the minutes from the November 7, 2024 Planning Commission meeting. Seconded by Commissioner Mike McVey. The **MOTION** was unanimous with remaining commissioners voting yea.

**PUBLIC HEARINGS**

**VARIANCE APPLICATIONS**

**(A) Ilean Bady (Z24-018)** has submitted an application to the Lee County Planning Commission requesting a variance to allow for a reduction of the front and rear setbacks as required in the **Smithville Code of Ordinance Section 18-130**, from a 35-foot front and 10-foot side setback to a building setback of 3-feet in the front and 8-feet at the rear. This variance also includes a request for zero side setbacks to include no firewalls as required in the **Smithville Code of Ordinance Section 18-130**. The property is zoned C-2 (General Business District), located at 118 Main

Street, Smithville, at parcel number 008C120, in Land Lot 67 of the Sixteenth Land District of Lee County, Georgia.

**Public Hearing**

**Staff Presentation**

Assistant Director Amanda Nava-Estill presented the Board with the staff report. She explained that the applicant requires a variance to allow construction on this very narrow property that previously had a narrow building that extended across the entire lot. The request is to put a new building back in the same location as the previous building, and requests consideration to build without firewalls on the sides. However, after research and speaking with Building Inspector Patrick Renew, CBO, MCP, she was advised while the zoning variance may allow for reduced side setbacks of 0-1', the structure will still need to comply with the 2018 International Building code. (IBC), particularly regarding fire-resistance ratings and other related requirements. Therefore, even if the Planning Commission and City of Smithville Council approves the variance, they will have to have a fire wall based on the Building inspectors code. She noted that the applicant was present to speak if the Commission had any questions.

**Vice-Chairman opened the public hearing at 6:12 p.m.**

**Applicant Presentation**

The applicant was present and available for any questions. Applicant Ilean Bady informed the Board that she was in the process of purchasing the property next to her parcel, but that it hasn't officially closed yet. The Board mentioned to her that if/when it does close that she could have it surveyed and do a minor subdivision combining the lots. She mentioned that was already in her plans once they close on the property. That way she may be able to avoid the issue with the firewall setback requirements.

**Public Supporters**

Ilean Bady

Benard Crawford

**Public Opposition**

None

**The public hearing closed at 6:22 p.m.**

**Commission Discussion**

Vice-Chairman Jim Quinn explained to the other commissioners that because building inspection will be responsible for the firewall issue perhaps they should just vote on the setbacks variance. All commissioners agreed.

Commissioner Kyle Luckie made a **MOTION** to **APPROVE** the variance with the condition that a minimum 5-foot sidewalk can be maintained between parking spots and the building façade. Seconded by Commissioner Charlie Barner. The **MOTION** was unanimous with remaining commissioners voting yea.

**TEXT AMENDMENTS**

- (A) **(T24-013)** A request to amend the Buildings and Building Regulations ordinance **Chapter 18, Article III, Section 18-66** of the **Lee County Code of Ordinances** with respect to changing the section title from “Standards for the proper display of addresses.” to “Standards for proper assignment of addresses.” Further, amending subparagraph (a) of the section by adding standards for proper assignment of addresses and relocating subsections (b) through (g) to the amended Section 18-67.
  
- (B) **(T24-014)** A request to amend the Buildings and Building Regulations ordinance **Chapter 18, Article III, Section 18-67** of the **Lee County Code of Ordinances** with respect to re-designating Section 18-67 from “Enforcement and penalties for violation.” to “Proper display of address numbers.” Said section is further amended by the re-designation of subparagraphs (b) through (g) from Section 18-66, to now subparagraphs (a) through (e), to provide additional and amended requirements for the proper display of address numbers
  
- (C) **(T24-015)** A request to amend the Buildings and Building Regulations ordinance **Chapter 18, Article III, Section 18** of the **Lee County Code of Ordinances** with respect to adding a new section to be known as **Section 18-68. – Enforcement and penalties for violation**, including subsections (a) and (b), relocated from Section 18-67. Further, amending wording in subsection (a) from “the E-911 coordinator or his designee” to “the address coordinator or their designee”.
  
- (D) **(T24-016)** A request to amend the Buildings and Building Regulations ordinance **Chapter 18, Article III, Section 18-69** of the **Lee County Code of Ordinances** with respect to adding a new section to be known as **Section 18-69. – Street Naming standards**, to include new subsections (a) through (c), to provide street naming standards.
  
- (E) **(T24-017)** A request to amend the Buildings and Building Regulations ordinance **Chapter 18, Article III, Section 18-70** of the **Lee County Code of Ordinances** with respect to adding the definitions “Address Coordinator”, “Principle building”, and “Sub address”.

**Public Hearing**  
**Staff Presentation**

E-911 Director Nikkie Celinski and GIS Manager Kacee Smith requested text amendments for the Article III address numbering ordinance in Chapter 18 of the Lee County Code for the standards the county needs as it relates to assigning and displaying addresses. They explained that there needs to be regulations in place on how addresses are to be assigned to prevent any future confusion and incorrect assignments. By revising the ordinance it will assist these departments in the initiative to update addresses throughout the county, which are currently not in compliance with NENA standards. The goal is to build a unified system between GIS and E911 that will promote a smooth transition to Next Generation 911. Next Generation 911 will rely heavily on GIS so having proper address regulations for NENA compliance will ensure the 911 calls are routed to the correct 911 center.

**Vice-Chairman opened the public hearing at 6:32 p.m.**

**Applicant Presentation**

**Public Supporters**

None

**Public Opposition**

None

The public hearing closed at 6:32 p.m.

**Commission Discussion**

Vice-Chairman Jim Quinn asked if they would have to change all the address in which GIS Manager Kacee Smith replied that her goal was only to change the ones absolutely necessary. Commissioner Kyle Luckie made a **MOTION** to **APPROVE** all the text amendments. Seconded by Commissioner Charlie Barner. The **MOTION** was unanimous with remaining commissioners voting yea.

**\ UNFINISHED BUSINESS**

**None**

**ANNOUNCEMENTS**

**None**

**ADJOURNMENT**

Commissioner Mike McVey made a **MOTION** to **ADJOURN**, seconded by Commissioner Kyle Luckie. The **MOTION** was unanimous with remaining Commissioners voting yea. The meeting adjourned at 6:42 p.m.

**Note:** all meetings are audio recorded and are filed in the Planning & Zoning Department

Meetings of the Planning Commission and the Board of Commissioners are open to the public.

Georgia law requires that all parties who have made campaign contributions to any member of the Board of Commissioners in excess of two hundred fifty dollars (\$250) within two (2) years immediately preceding the filing of this request, and who desire to appear at the public hearing in opposition to the application, shall, at least five (5) days prior to the public hearing, file a campaign contribution report with the Lee County Planning Commission.

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 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.



## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners

**SUBJECT:** Public Works Renovations

**MEETING DATE:** January 14, 2025

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### **MOTION/RECOMMENDATION**

Motion to award the bid for the Public Works Renovations.

Staff recommends awarding the bid to WJ Kirksey Construction, the lowest responsive bidder, at a total cost of \$124,500.00 to be paid for with ARPA funds.

### **BACKGROUND**

The Lee County Board of Commissioners staff accepted sealed written bids from qualified vendors for a project at Lee County Public Works to include **the construction of an office training/breakroom and bathroom renovation, located at 759 Hwy 32 East, Leesburg, Georgia 31763. A pre-bid meeting was held on Wednesday, December 4, 2024, at 10:00am in the Public Works Building, located at 759 Hwy 32 East, Leesburg, Georgia 31763. All bidders must have attended the pre-bid meeting to submit a bid.** Two contractors attended the pre-bid.

All bids were opened during a **public bid opening at 10:05am on Wednesday, December 18, 2024, in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North, Leesburg, Georgia 31763.**

Sealed written bids were received from one (1) vendor:

**WJ Kirksey Construction**

\$124,500.00

### **ATTACHMENTS**

Proposal



**Invitation to Bid  
Lee County  
Public Works Renovations  
RFP #121824**


**Bid Form**

Name of Bidder/ Vendor: WJ KIRKSEY CONSTRUCTION  
Contact Person: JOEY KIRKSEY  
Mailing Address: PO Box 71506 Albany, GA 31708  
1366 Hwy 82 Leesburg, GA 31763  
Telephone: 229-888-6641  
Email: JKirksey@WJKirksey.com

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties. No addendums will be allowed unless initiated by the County.

Project at Lee County Public Works to include the construction of an office breakroom and bathroom renovation, located at 759 Hwy 32 East, Leesburg, GA 31763.

Total Bid Amount: \$124,500<sup>00</sup>  
ONE HUNDRED TWENTY FIVE THOUSAND FIVE HUNDRED.

Authorized Signature:   
Title: Owner

Name Printed: Joey Kirksey

Date: 12/18/24



## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners

**SUBJECT:** Animal Control/Code Enforcement Building

**MEETING DATE:** January 14, 2025

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### **MOTION/RECOMMENDATION**

Motion to award the bid for the construction of an Animal Control/Code Enforcement Building to be paid for with ARPA funds.

Staff recommends awarding the bid to WJ Kirksey Construction, the lowest responsive bidder, at a total cost of \$197,500.00.

### **BACKGROUND**

The Lee County Board of Commissioners staff accepted sealed written bids from qualified vendors for a project at Lee County Public Works to include **the construction of an office building, located at 759 Hwy 32 East, Leesburg, Georgia 31763**. There was a **pre-bid meeting on Tuesday, December 3, 2024**, at 10:00am in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North, Leesburg, Georgia 31763. **All bidders must have attended the pre-bid meeting to submit a bid.** Two contractors attended the pre-bid.

All bids were opened during a **public bid opening at 10:05am on Tuesday, December 17, 2024**, in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North, Leesburg, Georgia 31763.

Sealed written bids were received from one (1) vendor:

**WJ Kirksey Construction**  
\$197,500.00

### **ATTACHMENTS**

Proposal

**Invitation to Bid  
Lee County  
Animal Control/Code Enforcement Building  
RFP #121724**


**Bid Form**

Name of Bidder/ Vendor: WJ KIRKSEY CONSTRUCTION  
Contact Person: JOEY KIRKSEY  
Mailing Address: PO BOX 71506 AMBURY, GA 31708  
1366 Hwy 32 LEESBURG, GA 31763  
Telephone: 229-888-6641  
Email: JKIRKSEY@WJKIRKSEY.COM

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties. No addendums will be allowed unless initiated by the County.

The construction of a metal building at Lee County Public Works, located at 759 Hwy 32 East, Leesburg, GA 31763.

Total Bid Amount: \$197,500<sup>00</sup>  
ONE HUNDRED NINETY SEVEN THOUSAND  
FIVE HUNDREDS.

Authorized Signature:   
Title: Owner

Name Printed: JOEY KIRKSEY  
Date: 12/17/24

# Bid Opening Results

## Project Name: Speed Tables

Date: December 12, 2024

### Bid Tabulation

Name & Company	Email Address and/or Phone Number	Bid Amount
1. T.J. Crittenden I.C.E. Construction	tcrittenden@theCEFamily.com	14 ft concrete - 9236.54 14 ft asphalt - no bid
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



**MEMORANDUM  
LEE COUNTY BOARD  
OF COMMISSIONERS**

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** Flooring for DFACS Building  
**MEETING DATE:** January 14, 2025

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**MOTION/RECOMMENDATION**

Motion to allow staff to put out a bid to replace the carpet and flooring in the DFACS Building.

**BACKGROUND**

Due to the new lease agreement with DFACS, the carpet upstairs along with the flooring in the lobby and bathrooms must be replaced. Based off of the square footage and previous quotes received, staff is requesting to put this job out for bids.

**ATTACHMENTS**

None

## Hospital Authority – Lee County

District	Name & Address	Phone & Email	Term	Appointing Authority
4	Rick Muggridge 145 Hidden Cove Lane Leesburg, GA 31763		<b>3 Year Term</b> Expiring on 12/31/2026	<b>County</b>
2	Dana Hager 726 Armena Road Leesburg, GA 31763		<b>2 Year Term</b> Expiring on 12/31/2024	<b>County</b>
3	Randy Carr 164 Quail Chase Drive Leesburg, GA 31763		<b>2 Year Term</b> Expiring on 12/31/2024	<b>County</b>
2	Dr. Bruce Houston, D.O. 178 Hank Drive Leesburg, GA 31763		<b>3 Year Term</b> Expiring on 12/31/2025	<b>County</b>
3	Jennifer Heyer 117 Dunaway Drive Albany, GA 31721		<b>3 Year Term</b> Expiring on 12/31/2025	<b>County</b>

Members must be Lee County Citizens.  
 Meetings are held TBA.  
 Email: [leecounty@lee.ga.us](mailto:leecounty@lee.ga.us)  
 Phone: (229) 759-6000; FAX: (229) 759-6050  
 • Staggered terms

## Payton Harris

---

**From:** Cole Williams  
**Sent:** Wednesday, December 11, 2024 1:31 PM  
**To:**  
**Cc:**  
**Subject:** Hospital Authority Board

I am writing to express my interest in becoming a member of the Hospital Authority Board. As a dedicated member of this community, I am committed to making a positive impact on the healthcare system and ensuring that our community receives the best possible care. With my background in EMS/Fire with Lee County for the last Twenty-One years as well as a Bachelor's in Fire/EMS Administration and becoming a certified Georgia Emergency Medical Services Director I feel that I would make a good addition to the board. I understand the responsibilities and time commitment that come with being a board member and am fully committed to fulfilling them. I am excited about the opportunity to work alongside other dedicated individuals and make a difference in the lives of our community members.

Thank you for your consideration, I look forward for the opportunity to discuss further.

Coleman Williams  
229-854-9491  
cwilliams@leecountyga.gov

**Dana M. Hager**  
**726 Armena Road**  
**Leesburg, Georgia 31763**  
**229 364 6043**

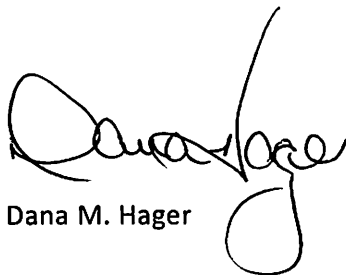
November 13, 2024

Payton Harris, Deputy County Clerk  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
229-759-6000

Ms. Harris:

I would like to continue to serve on the Lee County Hospital Authority.

Sincerely,



Dana M. Hager



January 9, 2025

Lee County Board of Commissioners  
102 Starksville Ave. N.  
Leesburg, GA 31763

RE: Appointment to the Lee County Hospital Authority Board

Dear Commissioners:

I would like to take this opportunity to express my interest in continuing to serve the citizens of Lee County by being considered for appointment to the Lee County Hospital Authority.

Sincerely,

Ryan Carr

**RESOLUTION**

**MATTERS RELATED TO THE COLLECTION OF TAXES**

WHEREAS, the Tax Commissioner of Lee County is required to annually mail tax bills to taxpayers in the county owing ad valorem taxes, all as required by Georgia law;

WHEREAS, many of those ad valorem tax bills are for amounts owing of \$1.00 or less;

WHEREAS, for ad valorem tax bills of \$1.00 or less, it routinely costs the county more than the amount of the bill to mail or otherwise send notice of the tax amount owing;

WHEREAS, in an effort to save the county and the taxpayers of the county money, the Tax Commissioner has requested she be allowed to waive the mailing of, preparation of and/or the sending of any tax bills for any ad valorem tax bill not equal to or exceeding \$1.00;

WHEREAS, the county has determined this request by the tax commissioner will save more in county and taxpayer money than is collected via payment of such tax bills of \$1.00 or less.

NOW, THEREFORE, BE IT RESOLVED, by the BOARD OF COMMISSIONERS OF LEE COUNTY, GEORGIA, and it is hereby resolved by the authority of same, as follows:

The Tax Commissioner of Lee County is authorized to waive the mailing of, preparation of and/or the sending of any tax bills for any ad valorem tax bill not equal to or exceeding one and 00/100 dollar (\$1.00).

Any and all resolutions in conflict herewith are hereby repealed.

This 14<sup>th</sup> day of January, 2025.

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Luke Singletary, Chairman  
Lee County Board of Commissioners

ATTEST:

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Payton Harris, Deputy County Clerk

**A RESOLUTION OF LEE COUNTY, GEORGIA TO AUTHORIZE THE  
LEE COUNTY TAX COMMISSIONER TO WAIVE CERTAIN AMOUNTS OF  
TAXES OWED**

**WHEREAS,** Pursuant to O.C.G.A. §48-5-242, upon written approval by the governing authority of the county in accordance with subsection (c) of such Code section, the tax collector or tax commissioner may waive, in whole or in part, the collection of any amount due the taxing authorities for which taxes are collected, when such amount represents a penalty or an amount of interest assessed for failure to comply with the laws governing the assessment and collection of ad valorem taxes, when the tax collector or tax commissioner reasonably determines that the default giving rise to the penalty or interest was due to reasonable cause and not due to gross or willful neglect or disregard of the law or of regulations or instructions issued pursuant to the law, and when the interest to be waived accrues on or after July 1, 2002.

**WHEREAS,** in the case of penalties or interest arising from the failure of the taxpayer to comply with the terms, conditions, or covenants required with respect to properties receiving any type of preferential assessment, the tax collector or tax commissioner shall not be authorized to waive any portion of the penalty or interest that represents a recovery by the taxing authorities of any amount by which taxes were reduced as a result of the granting of such preferential assessment.

**WHEREAS,** the waiver of penalties or interest in accordance with such Code section shall be subject to the written approval of the county governing authority either on a case-by-case basis or by a resolution delegating the authority to the tax collector or tax commissioner to make the final determinations. Such resolution may establish rules and

regulations governing the administration of this Code section and establish guidelines to be followed by the tax collector or tax commissioner when granting such waivers.

**NOW THEREFORE, BE IT RESOLVED**, pursuant to and as authorized by OCGA § 48-5-242, the Board of Commissioners of Lee County, resolves to delegate, and does hereby delegate, to the Tax Commissioner of Lee County (hereinafter the “Tax Commissioner”) the authority to make the final determinations to waive, in whole or in part, the collection of any amount due the taxing authorities for which taxes are collected, when such amount represents a penalty or an amount of interest assessed for failure to comply with the laws governing the assessment and collection of ad valorem taxes, when the Tax Commissioner reasonably determines that the default giving rise to the penalty or interest was due to reasonable cause and not due to gross or willful neglect or disregard of the law or of regulations or instructions issued pursuant to the law, and when the interest to be waived accrues on or after July 1, 2002; provided however, in the case of penalties or interest arising from the failure of the taxpayer to comply with the terms, conditions, or covenants required with respect to properties receiving any type of preferential assessment, the Tax Commissioner shall not be authorized to waive any portion of the penalty or interest that represents a recovery by the taxing authorities of any amount by which taxes were reduced as a result of the granting of such preferential assessment.

**BE IT FURTHER RESOLVED**, that the Tax Commissioner shall prepare and provide to the Board of Commissioners a quarterly report, on or before the 15th of January, April, August and December of each calendar year, showing the penalties and interest waived the preceding quarter, which report shall include the date of the waiver, the tax

parcel number of the subject property, the amount of penalty waived, the amount of interest waived and the time period during which waived interest accrued.

**REPEALER**

All previous Resolutions of the Board of Commissioners of Lee County adopted pursuant to OCGA § 48-5-242 are hereby superseded and repealed.

**EFFECTIVE DATE**

This Resolution shall be effective upon adoption. It shall expire at the end of the current term of the current Tax Commissioner unless superseded or repealed prior thereto.

IT IS SO RESOLVED, this 14<sup>th</sup> day of January, 2025.

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

Luke Singletary, Chairman  
Lee County Board of Commissioner

Attest:

\_\_\_\_\_  
Payton Harris, Deputy County Clerk

**RESOLUTION APPROVING THE WAIVER OF  
CERTAIN PENALTIES AND INTEREST  
BY THE LEE COUNTY TAX COMMISSIONER**

WHEREAS, state laws impose penalties and/or interest obligations on taxpayers who fail to make timely payments of taxes or fail to timely file certain documents, including:

- O.C.G.A. § 48-2-44(b), which provides that any person who fails to pay any ad valorem tax within 120 days of the date due shall be liable for and pay a penalty of 5% of the amount due;
  
- O.C.G.A. § 48-2-44(a), which provides a penalty for willful failure to file a report, return, or other information required by law, to include personal property tax returns due by April 1st of each year as set forth in O.C.G.A. § 48-5-18;
  
- O.C.G.A. § 48-2-40, which provides that any taxes owed to local taxing jurisdictions bear interest at the bank prime rate plus three percent, beginning on the date such taxes were due; and

WHEREAS, O.C.G.A. § 48-5-242 authorizes the county governing authority to delegate to the county tax commissioner the authority to waive, in whole or in part, the collection of penalties and interest assessed as a result of a taxpayer's failure to comply with laws relating to ad valorem taxation, where such failure was due to reasonable cause and not due to gross or willful neglect or disregard of the law; and

NOW, THEREFORE, BE IT RESOLVED, that the authority to make the final determinations as to which properties and taxpayers are entitled to the waivers described above is hereby delegated to the Lee County Tax Commissioner.

BE IT FURTHER RESOLVED, which the waiver of penalties and interest pursuant to this Resolution shall be valid through and including \_\_\_\_\_, \_\_\_\_\_, beginning on which date penalties and interest shall accrue and be payable on any unpaid balance then due and owing.

BE IT FURTHER RESOLVED, that this Resolution shall become effective when passed and adopted, and that all resolutions and parts of resolutions in conflict with this Resolution are hereby repealed.

PASSED AND ADOPTED by the Board of Commissioners of Lee County, Georgia, This 14<sup>th</sup> day of January, 2025.

---

Luke Singletary, Chairman

Lee County Board of Commissioner

Attest:

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Payton Harris, Deputy County Clerk

**A RESOLUTION OF LEE COUNTY, GEORGIA ELECTING NOT TO  
REQUIRE MOBILE HOME DECALS**

**WHEREAS**, Senate Bill 193 was passed in the 2021-2022 Regular Session of the Georgia General Assembly, and was signed by the Governor and became effective on the 6<sup>th</sup> day of May, 2021;

**WHEREAS**, Senate Bill 193 amended O.C.G.A. §48-5-492(a) to allow the governing authority of the county in which the mobile home is located to opt out of the requirement to issue mobile home decals as evidence of a mobile home location permit; and

**WHEREAS**, pursuant to O.C.G.A. §48-5-263(11), the appraiser of the County shall, in counties that elect to require decals pursuant to Code Section 48-5-492 inspect mobile homes located in the county to determine if the proper decal is attached to and displayed on the mobile home by the owner as provided by law; notify the residents of those mobile homes to which a decal is not attached of the provisions of Code Sections 48-5-492 and 48-5-493; and furnish to the tax collector or tax commissioner a periodic list of those mobile homes to which a decal is not attached; and

**WHEREAS**, the governing authority of Lee County elects not to require mobile home location decals pursuant to O.C.G.A. §48-5-492(a),

**NOW THEREFORE, BE IT RESOLVED**, pursuant to and as authorized by O.C.G.A. §48-5-492(a), the Board of Commissioners of Lee County, resolves and elects not to require mobile home location decals in Lee County, Georgia, and hereby relieves the Tax Commissioner of Lee County and the appraiser of Lee County of any requirements under the law, whether pursuant to O.C.G.A. 48-5-263 and O.C.G.A. §48-5-492 et seq. or otherwise related to the



issuance, inspection, and enforcement of mobile home location decals, and any and all other responsibilities that may have been otherwise required due to the issuance of mobile home location decals.

**REPEALER**

All previous Resolutions of the Board of Commissioners of Lee County in conflict herewith are hereby superseded and repealed.

**EFFECTIVE DATE**

This Resolution shall be effective upon adoption. It shall remain in full force and effect until superseded or repealed.

BE IT IS SO RESOLVED, this 14<sup>th</sup> day of January, 2025.

By: \_\_\_\_\_  
Luke Singletary, Chairman  
Lee County Board of Commissioners

Attest: \_\_\_\_\_  
Payton Harris, Deputy County Clerk



# MEMORANDUM

## LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** County Updates

---

### ADA Compliant Website

- NTS currently working on the Website
- Staff viewed demo website November 13, 2024
- Staff reviewed demo website with migrated data December 30, 2024
- Staff met with NTS designer January 7<sup>th</sup> for final review
- Waiting for Logo design

### 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
- 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
- Agreement for Phase I of Construction with Lose Design signed October 22, 2024 for \$369,500.00
- Archaeological Testing
  - Archaeological fieldwork at the Kinchafoonee Boat Ramp site was conducted October 21-25
  - Apalachee Research Archaeological Consultants, Inc. excavated two 1x2 meter test units and one 1x1 meter test unit, all on the crest of the ridge east of the pavilion

### **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
- Drake Properties – Downtown Leesburg Restaurant Passion
- 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
- Lee County Utilities Authority Water & Sewer Improvements
- New Jerusalem Grove Baptist Church – Smithville
- Oakland Express Convenience Store – US Hwy 82
- Oxford Business Park
- Two Proposed Package Stores – US Hwy 82
- Gas Station – US Hwy 82

### **Courthouse Addition**

- Agreement with Jericho Design Group for design services approved September 24, 2024 for \$26,200.00
- Completed a preliminary floor plan
- Currently working on an exterior 3D view and expect to have it ready for review the week of November 18
- Discussed preliminary design of the courthouse addition and presented first concept plans December 10, 2024

## GEMA

- GEMA representatives will be working with local government, businesses, and citizens to create a Disaster Recovery and Redevelopment Plan
- 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 held Wednesday, August 21, 2024
  - Completed plan expected October 2024

## GIS

- Implemented Pictometry
- GIS Manager Kacee Smith started working August 26, 2024
- Road Layer
  - Included road width, length, and speed limits into the Lee Centerline feature layer
- Utilities Mapping Project
  - Purpose: To map all utilities in Lee County
  - Reviewing drawings to gather information
  - 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
  - Goal: To have a web map in ArcGIS Online where utility workers can view utility maps on a tablet in the field
- Pavement Section Mapping Project
  - Purpose: To map pavement sections (i.e. sidewalks, parking areas, roads)
  - Great feature to have when a map is only viewable without imagery
  - Will allow tracking of the area as well as having a visual of commercial sidewalks/parking areas
- Database Upgrades
  - Reviewing current database and implementing new organizational tab
  - Will increase functionality and user capabilities
  - Data migration to new database will begin before the end of 2024
- Ordinance Revision of GIS Deliverables
  - Revised current ordinance and began incorporating a section on GIS deliverables
  - Will provide survey level data deliverables to the GIS department
- Ordinance Revision of Address Numbering
  - Currently reviewing ordinance specifics on address numbering and currently incorporating a structured form to direct personnel in the assignment of addresses that follows NENA standards
- TSPLOST Story Map
  - Created ArcGIS story maps of completed TSPLOST roads
  - Story map will be posted on new Lee County website
- Building Web Apps for GIS
  - Currently building specialized web apps through ArcGIS Online to host mapping products for Lee County GIS
  - Will include parcels, zoning, addresses, parks, flood zones, etc.
  - Will be available to all county citizens on the new website
- Non-compliant Address Review
  - Reviewing addresses in correlation to Georgia power/Sumter EMC/Mitchell EMC to see if the address number is different for non-compliant addresses.
  - If the address is still non-compliant we are adding them to the list to change in the future.
  - This is to prepare for Next Gen 911

## 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
- On October 8, 2024, the Board voted to allocate the 2025 LMIG funds to the resurfacing of the County's portion of Ledo Road
  - City of Albany has stated they will do their portion of Ledo Road as well
- LMIG Application submitted October 30, 2024
- LMIG Application approved November 5, 2024

## Playground Upgrades

- Pirates Cove
  - New exercise equipment has been purchased for Pirates Cove Nature Park
  - Zane Grace Construction installed a 48x48x6 concrete pad
    - BOC awarded project on May 14, 2024 for \$20,493.00
  - Zane Grace Construction installing fitness equipment
  - Trail has been established
  - Picnic tables and benches installed
  - Parking stops and plants installed
  - Waiting for quote for the installation of a Sun Shade
  - Received pricing on shade cloth and alternative coverings

## R2

- Lee is still working on the study. He has requested information from Doug Goodin at the Tax office
- Doug is working on a report that shows all multi-family units, owners, and relevant information for Lee to include in his report.
- Staff will follow-up weekly to check progress and provide information he requests.

## 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 project – waiting on Leesburg for contractor to complete

## 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
- Start Date: October 14, 2024, with the road closure and respective detour lasting through Mid-March (150 calendar days)
  - Southern Concrete Construction Company
  - The detour is underway now and will last until mid-March 2025 when the new bridge is completed

### **Speed Limit Ordinance**

- Approved by BOC at April 26, 2022 meeting
- Public Hearings held April 12 and 26, 2022
- Staff submitted documents to GDOT
  - Requested DOT examine Old Leesburg Road/State Route 133
- GDOT review and approval received September 6, 2024
- Brought back to the BOC and approved September 10, 2024
  - Additional roads – waiting on GDOT approval

### **SPLOST VII**

- Collection Period: October 1, 2019 - September 30, 2025
- Ballot amount: \$18,272,384.00
  - Current collection: \$ 22,284,871.00 (as of 12/31/24)
  - Difference \$4,012,487.00
  - 122% of collections

### **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 approved staff to get a quote for the pipe on Lumpkin Road November 12, 2024

### **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
- Certified Plans received, under review
- Project Timeline:
  - 5-10-2022: Staff awaits engineering report for new tower
  - 9-13-2022: BOC authorizes staff to put out an RFP for the tower

- 6-11-2023: BOC voted on location at Station 4
- 6-27-2023: BOC voted to reconsider placement of the tower
- 7-11-2023: BOC voted on location at Station 4
- 8-25-2023: Motorola received notice to proceed
- 12-12-2023: FAA approved; waiting on NEPA, awaiting Boundary analysis
- 1-9-2024: Heard back from SHPO, advised “No Comment”
- May 2024: Variance needed; went through the Planning Commission (5-2-2024) and BOC (5-14-2024)
- 6-20-2024: All equipment built and ready to ship
- 7-18-2024: Private Locate done; driller took soil samples
- 8-1-2024: Geo tech results came back; awaiting permits
- 9-18-2024: Construction crew finds power line that will need to be moved; Sumter EMC contacted
- 10-17-2024: Invoice received from Sumter EMC to move power line; will take 10 days after payment is received and then construction will restart
- 10-18-2024: Check to Sumter EMC cut
- 11-12-2024: Sumter EMC onsite to fix the power pole issue so construction can begin
- 12-5-2024: Building for the tower set up
- 01-09-2025: Foundation laid; has to set and cure for 28 days before the tower can start being placed on it
- The foundation for the shelter and tower has been successfully established, and both the shelter and generator are now on-site.
- The steel required for the tower is scheduled for delivery on the 21st of this month, with an estimated timeframe of 5 to 6 days for the tower's installation.
- Radio equipment installation within the building is set to commence in February. A request for a new frequency for the tower has been submitted to the regional office for review and approval.
- Tim Winters has been appointed as our new project manager, and Art Harris has received a promotion to a new position within Motorola.

### **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
- No award issued as of March 2025

### **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
- 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
- Estimated Completion: March 2025

### **Windstream – Kinetic Fiber Installation**

- Kinetic staff is currently staking installation areas throughout the County
- Engineering design completed January 2024
- Crews began fiber installation in early 2024 with anticipated completion of over 4,234 underserved properties by mid-year 2025

- 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
- Total footage of 501,601 with 295,817 feet being aerial (58%) and 205,784 feet being buried (42%)
- Monthly meetings held 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
- December 2024 Monthly Update:
  - In Progress – Less than 50% Completed
  - Total Planned Fiber Miles: 357
  - Deployed Fiber Miles: 133
  - Completion Percentage of Total Fiber Miles: 37%
  - Total Planned Locations: 3,506
    - Planned Residential Locations: 3,329
    - Planned Business Locations: 177
  - Deployed Locations: 189
    - Deployed Residential Locations: 155
    - Deployed Business Locations: 34
  - Completion Percentage of Total Locations: 5%
- BEAD Grant applied for additional locations to be served

## **RFPs and RFQs**

### **Open**

#### **Building for Code Enforcement and Animal Control Personnel**

- Approved by BOC at October 22, 2024 meeting
- To be at Public Works
- Pre-Bid Meeting: December 3, 2024
- Bid Opening: December 17, 2024

#### **Renovations to Public Works Office Building**

- Approved by BOC at October 22, 2024 meeting
- Pre-Bid Meeting: December 4, 2024
- Bid Opening: December 18, 2024

#### **Recorder for E-911 Center**

- Approved with the FY2024-2025 budget
- Pre-Bid Meeting: December 3, 2024
- Bid Opening: December 17, 2024

#### **Speed Tables**

- Approved by BOC at October 22, 2024 meeting
- Pre-Bid Meeting: November 21, 2024
- Bid Opening: December 12, 2024



### Upgraded Phone System for E-911 Center

- Pre-Bid Meeting: October 16, 2024
- Bid Opening: October 30, 2024
- Bid results brought to the Board on November 12, 2024 for discussion
- Bid results brought back to the Board on December 10, 2024
- Bid results brought back to the Board on January 14, 2025

## Recently Awarded

### Public Works Equipment

- Motorgrader, Track Excavator, and two Front End Loaders
- Bid Opening: August 29, 2024
- BOC awarded bids as follows on September 10, 2024:
  - Motorgrader: Awarded to **Yancey** for a monthly cost of **\$3,094.92** for a seven (7) year lease
  - Track Excavator: Awarded for **Yancey** for a monthly cost of **\$2,780.65** for a five (5) year lease
  - Front End Loader I: Awarded to **Yancey** for a monthly cost of **\$3,445.51** for a five (5) year lease
  - Front End Loader II: Awarded to **Yancey** for a monthly cost of **\$3,159.52** for a five (5) year lease

### Coston Road Paving Project Engineering

- 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 5<sup>th</sup>
- Engineering design in progress
- Met with Utilities companies to discuss right-of-way
- Waiting on AES to post flags for right-of way acquisition
- Flags have been staked
- AT&T utilities will have to be relocated after final plans are completed
- Matt Inman is revising the plans for 15 ft. easement.

### 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

### **Renovation of the E-911 Center**

- Approved by BOC at April 23, 2024 meeting
- Pre-Bid Meeting: October 3, 2024
- Bid Opening: October 17, 2024
- BOC awarded bid to WJ Kirksey Construction for \$54,333.00 on October 22, 2024
- Contract signed November 8, 2024
- Renovations underway: Inspection was passed on January 7<sup>th</sup>, sheetrock and patching work done on January 8<sup>th</sup> and Motorola ran cable January 13<sup>th</sup>. Move in new space on the 21<sup>st</sup> and 22<sup>nd</sup> of January

## **Future**

### **Permanent Generator and Automatic Transfer Switch**

- Staff writing RFP documents
- Projected Bid Opening TBD

### **Mobile Generator and Manual Switch**

- Staff writing RFP documents
- Projected Bid Opening TBD

### **Sewer Extension on Hwy 19**

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- BOC awarded bid to Zane Grace Construction
- Plans and easement plats are completed and ready for submittal from Lanier Engineering
- This project is in the “easement acquisition” phase

### **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



**MEMORANDUM  
LEE COUNTY BOARD  
OF COMMISSIONERS**

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** Pirates Cove Nature Park Bridge  
**MEETING DATE:** January 14, 2025

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**MOTION/RECOMMENDATION**

Motion to approve a quote for the replacement of the bridge at Pirates Cove Nature Park.

**BACKGROUND**

Due to the water rising, the existing bridge on the walkway has buckled and tore apart. The quote that was received is to replace the current bridge with a floating bridge to eliminate the destruction from the rise and fall of water levels. Due to the specialty of this type of installation, staff is requesting to move forward with this project.

**ATTACHEMENTS**

None



# S&S Concrete and Construction, Inc.

803 Philema Road South  
 Leesburg, GA 31763  
 229.438.8566 phone  
 sssmith@ssconcrete.net

# Estimate

Date	Estimate #
12/16/24	1289

Name / Address
Lee County

Project
Bridge at Pirate's Cove

Description	Qty	Rate	Total
Job Location: Pirate's Cove  Job Description: Build a wooding bridge over one part of the creek Dig and set 6x6 posts for the bridge supports Frame an archway bridge with 2"x6" and 2"x12", the center will be 5' over the water Deck with 2"x6" boards (screw down) Build hand rail on each side out of 2"x6" Install 4"x4" steel wire on the inside of the bridge handrail to prevent anyone from falling through handrail  Note: All lumber will be treated lumber		21,000.00	21,000.00

Thank you for the opportunity to bid your project. After 60 days, all prices must be verified.	<b>Total</b>		\$21,000.00
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## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** Surplus Vehicles and Equipment  
**MEETING DATE:** January 14, 2025

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### MOTION/RECOMMENDATION

Motion to declare the following surplus, to be sold on GovDeals:

- 2009 Ford Crown Vic, VIN: 2FAHP71V19X140967
  - No longer in use
- 2013 Chevy Impala, VIN: 2G1WD5E32D1266203
  - No longer in use
- 2012 Chevy Impala, VIN: 2G1WD5E34C1309146
  - No longer in use
- 2003 Ford Crown Vic, VIN: 2FAFP74W23X150295
  - No longer in use, replaced
- 2008 Ford E350XL Super Duty Van, VIN: 1FBSS31L78DA25385
  - No longer in use, replaced
- 2004 Express Van, VIN: 1GAHG39U641222413
  - Animal Shelter van had front bumper stolen
- Club Car, Electric Golf Cart Model F91012, VIN: F9101233838
  - No batteries and no charger
- US Cargo Trailer, Model Phantom, VIN: 5NHUPCZ285W022929
  - Roof has rotted
- 2009 Chevy Tahoe, VIN: 1GNEC03049R232819
  - No longer in use
- 2011 Chevy Tahoe, VIN: 1GNLC2E0XBR323969
  - No longer in use, replaced
- 2013 Dodge Charger, VIN: 2C3CDXAT1DH722604
  - No longer in use

<b>ARPA Funds as of 12/31/2024</b>	<b>2,802,742.31</b>	
Broadband Grant	1,200,000.00	
911 Tower	363,391.16	Total Cost \$ 466,583.00
Phone Recorder for 911	104,378.00	To be voted on by Board of Commissioners 1/14/2025
911 MEVO Devices	14,370.00	*****this is an estimate
911 Phone System	324,724.02	To be voted on by Board of Commissioners 1/14/2025
In car cameras with FLOCK ALPR System for Sheriff's Office	0.00	Total Cost \$369,580.80 - this has been paid in full
Flock Camera System for Sheriff's Office	27,000.00	Total Cost \$54,120.00
Rescue Task Force Gear for Public Safety (6 sets)	11,740.02	6 sets at \$1,956.67
Microsoft 365	148,802.18	Total Estimate of \$161,050.00
New .gov website	15,400.00	Total Cost \$19,200.00
County Extension Van	0.00	Total Cost \$58,640.00 - this has been paid in full
Cost to paint Tharp Building	0.00	Total Cost \$75,000.00- this has been paid in full
Cost for carpet in Tharp Building	0.00	Total Cost \$99,125.81- this has been paid in full
Estimated cost to renovate Public Works Bathroom/Bay Area	124,500.00	To be voted on by Board of Commissioners 1/14/2025
Estimated cost for Code Enforcement/Animal Control Building	81,043.96	To be voted on by Board of Commissioners 1/14/2025
(7) Generac Generators for County Buildings	160,000.00	*****this is an estimate
Estimated Cost for Mobile Generator	227,392.97	*****this is an estimate
<b>Total Available ARPA Funds</b>	<b>0.00</b>	