

**BOARD OF COUNTY COMMISSIONERS  
 JASPER COUNTY, GEORGIA  
 CALLED MEETING AGENDA  
 BOARD OF COMMISSIONERS MEETING ROOM  
 GROUND FLOOR, STE. 16  
 MONTICELLO, GEORGIA  
 December 15, 2020  
 6:00 p.m.**

**\*\*\* The meeting will be live streamed Via Facebook on the Jasper County Georgia Facebook Page.  
 \*\*\*See Revised Continued Precautions in Response to Covid-19 at bottom of Page 2.  
 \*\*\* Citizen Access will be available. \*\*\***

<b>I. Call to Order (6:00 p.m.)</b>				
NAME	PRESENT	ABSENT	LATE	ARRIVED
DISTRICT 1 – VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT 2 – BRUCE HENRY, CHAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT 3 – DON JERNIGAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT 4 – GERALD STUNKEL – VICE-CHAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT 5 - DOUG LUKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**II. Pledge of Allegiance –**

**III. Invocation – District 4**

**IV. Approval of Agenda**

**V. Consent Agenda –**

**VI. Public Hearing**

*Public Hearings are conducted to allow public comments on specific advertised issues such as rezoning, ordinances, policy development and other legislative actions to be considered by the County Commissioners. Following the public hearing, the Board of Commissioners will take action on each item presented below.*

**VII. County Commissioner Items**

**VIII. Presentations/Delegations –**

*Presentation/Delegations allows scheduled speakers to address the Commission for not more than ten (10) minutes on specific topics or for recognition of citizens, county employees or other events by the Commissioners.*

## **IX. Regular Agenda**

### **Business Items:**

1. 2021 CDBG Architectural Services Approval
2. Homestead Property Value Freeze

## **X. County Attorney Items**

## **XI. County Manager Update**

## **XII. Citizen Comments**

*Comments from citizens via the Jasper County Facebook Page.*

## **XIII. Executive Session**

Consultation with County attorney to discuss pending or potential litigation as provided by O.C.G.A. §50-14-2(1); Discussion of the future acquisition of real estate as provided by O.C.G.A. §50-14-3(4); and discussion on employment, compensation, or periodic evaluation of county employees as provided in O.C.G.A. § 50-14-3(6)

## **XIV. Adjournment**

# **JASPER COUNTY BOARD OF COMMISSIONERS**

## **Will have a Work Session**

**Immediately following this Called Meeting**

### **Topics for Discussion include:**

- **Road name honoring Carl Pennamon**
- **Jasper County Public Facilities Authority Board**

### **\*\*\*\*Details for Meeting Attendance\*\*\*\***

- **All persons will be temperature checked at the door.**
- **Temperature readings of 100.4 or higher will not be allowed to enter the building.**
  - **Masks will be provided and recommended to be worn, but not required.**

**Seating will be Limited.**

**Business Item 1:**

**Agenda Request – Jasper County BOC**

**Department:** Board of Commissioners

**Date:** December 15, 2020

**Subject:** 2021 CDBG Architectural Services Approval

**Summary:**

Jasper County Board of Commissioners advertised a Request for Qualifications for Architectural Design Services for the construction of a new Community Food Bank in Jasper County under the CDBG Program.

Jasper County received proposals from five architectural firms.

Carter Watkins Associates Architects, Inc.  
Clark Nexsen  
Randal-Paulson Architects, Inc.  
Praxis3, LLC  
Armentrout Metheny Thurmond, P.C.

The architectural selection committee composed of Chairman Bruce Henry, Jasper County Food Bank Director Ken Horton and County Manager Mike Benton will present a recommendation to the Jasper County Board of Commissioners.

**Background:**

The Jasper County Board of Commissioners selected the Jasper County Food Bank as the project for a 2021 CDBG application.

The Jasper County Board of Commissioners engaged the Northeast Georgia Regions Commission to assist in developing the 2021 CDBG application.

One of the initial steps in the 2021 CDBG application process is the selection of an architectural firm to provide architectural services.

**Cost:**

**Recommended Motion:**

Board Discretion

**JASPER COUNTY**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**ARCHITECTURAL DESIGN SERVICES**

**Date: 11/3/2020**

Plans are to contract a reputable architectural firm for design services for federally and locally funded projects related to the construction of a new Community Food Bank for Jasper County. This project may include Community Development Block Grant (CDBG) funds in compliance with CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for Preliminary Architectural Report (PAR), design and construction administration services, for State and federally funded projects. This is not a request for retainer services. Immediate plans call for services to assist Jasper County with design services. The complete RFQ can be found at the Northeast Georgia Regional Commission website at [www.negrc.org](http://www.negrc.org).

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

Jasper County also abides by the following laws as they pertain to HUD Assisted Projects: *Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their qualifications. Submissions should be received no later than 5:00 PM on December 7, 2020. Qualifications received after the above date and time may not be considered. The County reserves the right to accept or reject any and all submissions and to waive informalities in the proposal process. Questions, Statement of Qualifications, and Section 3 Certification form requests (i.e., request for Section 3 preference), and qualifications packages (4 copies) should be submitted to the name and address listed below:

**Mrs. Lydia Joffray**  
**Project Specialist**  
**Northeast Georgia Regional Commission**  
**305 Research Drive**  
**Athens, GA 30605-2795**  
**(706) 369-5650**  
[ljoffray@negrc.org](mailto:ljoffray@negrc.org)



**Jasper County  
Request for Qualifications  
Architectural Design Services for the Redevelopment of Jasper County Food Bank**

**General**

The Jasper County Board of Commissioners is issuing this Request for Qualifications (RFQ) to architecture firms experienced in project concept-planning, development of architectural plans, and developing construction and bid documents. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of plans for redevelopment and multi-use projects. Services provided will include preparation of a Preliminary Architectural Report and further design services if a Community Development Block Grant, or other Federal or State funding, is awarded.

**Background**

The Jasper County Board of Commissioners is considering applying for the Community Development Block Grant to assist with the relocation and redevelopment of the Jasper County Food Bank. The Food Bank has outgrown the current facility in terms of storage capacity, and the ability to serve the number of citizens of Jasper County that require the services of the facility. Jasper County would like to construct a new facility to be built on approximately 15 acres and have the capability to house a walk-in freezer and a walk-in refrigerator, a loading dock, two offices, and a large area for storage and distribution of goods. Currently, traffic is severely congested with drivers waiting to enter the facility. The new Food Bank facility needs to be able to support the flow of people through and provide adequate parking and access to the growing number of food bank customers.

**Administration**

The RFQ is issued by Jasper County with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

**Evaluation**

Procedures for selection of an individual or firm will be in accordance with local government requirements, the Common Rule Selection Process, and HUD administered regulations. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, multi-use planning, and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of architectural plans for new construction, multi-use projects, federally funded projects, building assessment, and estimations of plan implementation costs.

**Information Required**

The statement of qualifications shall contain the following:

- A. History of firm and resources
- B. CDBG experience, including other DCA grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. Fees and/or Percentages (if any) associated with the Preliminary Architectural Report (PAR) for the application, and Design and Construction Management Services, if the project is funded. The draft PAR would be needed no later than February 20, 2021.
- H. Errors and Omissions Insurance
- I. Statement of Qualifications Form *(Provided by Northeast Georgia Regional Commission)*
- J. Section 3 Certification Form *(Only Submit with your Qualifications if you are claiming Section 3 Status.)*

**Selection Process**

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by Jasper County. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.





### Schedule

November 3, 2020 Request for Qualifications Published

December 7, 2020 Qualifications received by 5:00 p.m. (deadline)

December 8, 2020 Vendor List prepared

December 18, 2020 Vendors reviewed and selected by Jasper County

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the Jasper County Board of Commissioners and/or the NEGRC.

### Procedures for Submission of Statement of Qualifications

All interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their qualifications. Statements of qualifications must be received by the NEGRC no later than 5:00 p.m. E.S.T., December 7, 2020. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Mrs. Lydia Joffray, Project Specialist  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795  
706 369-5650  
[ljoffray@negrc.org](mailto:ljoffray@negrc.org)

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: [ljoffray@negrc.org](mailto:ljoffray@negrc.org). Questions and answers will also be published on [www.negrc.org](http://www.negrc.org).

### Miscellaneous Provisions

- A. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.
- B. Jasper County also abides by the following laws as they pertain to HUD Assisted Projects: *Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*
- C. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- D. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- E. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.
- F. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

Jasper County Community Food Bank | Community Development Block Grant Application 2021  
 Request for Proposal Submissions | December 7, 2020  
 Prepared by: Northeast Georgia Regional Commission

Engineering Firm	Address	Contact
Carter Watkins Associates Architects, Inc.	Walton County Office: 137 East Washington Street P.O. Box 1004 Monroe, GA 30655	Phone: (770) 267-7799 Email: <a href="mailto:info@carterwatkins.com">info@carterwatkins.com</a>
Clark Nexsen	440 Martin Luther King Jr. Boulevard Macon, GA 31201	Phone: (478) 743-8415 Email: <a href="mailto:chardie@clarknexsen.com">chardie@clarknexsen.com</a>
Randall-Paulson Architects, Inc.	Historic Roswell Mill 85-A Mill Street, Suite 200 Roswell, GA 30075	Phone: (770) 650-7558 Email: <a href="mailto:kivie@randallpaulson.com">kivie@randallpaulson.com</a>
Praxis3, LLC	100 Peachtree Street NW Suite 1450 Atlanta, GA 30303	Phone: (678) 904-7421 Email: <a href="mailto:btanner@PRAXIS3.com">btanner@PRAXIS3.com</a>
Armentrout Metheny Thurmond, P.C.	330 Research Drive, Suite A240 Athens, GA 30605	Phone: (706) 548-8211 Email: <a href="mailto:bthurmond@amtathens.com">bthurmond@amtathens.com</a>

Jasper County  
 2021 Jasper County Community Food Bank Project  
 Architecture Services RFP Evaluation

Firm Name:	Score	Comments/Notes
<b>A</b> General project approach (10 pts maximum)		
<b>B</b> Experience coordinating with local government on projects (10 pts maximum)		
<b>C</b> Project experience with CDBG or other state or federal funding sources (10 pts maximum)		
<b>D</b> Capability to work within budget and listing of fee schedules for key personnel and reimbursement expenses (10 pts maximum)		
<b>E</b> Preliminary Architectural Report (PAR) turnaround timeline and cost (15 pts maximum)		
<b>F</b> Accessibility (location, communications) of principal project staff, and familiarity with the community (15 pts maximum)		
<b>G</b> Evidence of qualifications and certification of principals and staff (10 pts maximum)		
<b>H</b> Quality of work, evidence of project completion (examples), and references (20 pts maximum)		
<b>Total Points Possible = 100</b>	<b>0</b>	

Reviewer initials: \_\_\_\_\_



**Business Item 2:**

**Agenda Request – Jasper County BOC**

**Department:** Tax Assessor

**Date:** December 15, 2020

**Subject:** Homestead Property Value Freeze

**Summary:**

Find attached House Bill 1367, as passed by the Georgia General Assembly for Putnam County, with some initial editing for Jasper County, effective January 1, 2005, for a new homestead exemption for Putnam County for discussion purposes.

**Background:**

Consideration of a change to the Jasper County Homestead Exemption regarding Jasper County Ad Valorem taxation.

Requirements Include:

Legislation passed by the Georgia General Assembly

Approved by Ballot by the Jasper County Voters through a Jasper County Wide Election

**Cost:**

**Recommended Motion:**

Board Discretion

House Bill 1367 (AS PASSED HOUSE AND SENATE)

By: Representatives Channell of the 77<sup>th</sup> and Hudson of the 95<sup>th</sup>

A BILL TO BE ENTITLED  
AN ACT

JASPER

1 To provide for a homestead exemption from Putnam County ad valorem taxes for county  
2 purposes in an amount equal to the amount by which the current year assessed value of a  
3 homestead exceeds the adjusted base year assessed value of such homestead; to provide for  
4 definitions; to specify the terms and conditions of the exemption and the procedures relating  
5 thereto; to provide for applicability; to provide for a referendum, effective dates, and  
6 automatic repeal; to repeal conflicting laws; and for other purposes.

7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

8 SECTION 1.

9 (a) As used in this Act, the term:

10 (1) "Ad valorem taxes for county purposes" means all ad valorem taxes for county  
11 purposes levied by, for, or on behalf of Putnam County, including, but not limited to, any  
12 ad valorem taxes to pay interest on and to retire county bonded indebtedness.

13 (2) "Base year" means the taxable year immediately preceding the taxable year in which  
14 the exemption under this Act is first granted to the most recent owner of such homestead;  
15 ~~provided, however, that the tax commissioner shall adjust the base year assessed value~~  
16 ~~annually by the lesser of 3 percent or the percentage change in the Consumer Price Index~~  
17 ~~for all urban consumers, U. S. City Average, all items 1967-100, or successor report as~~  
18 ~~reported by the United States Department of Labor Bureau of Labor Statistics.~~

19 (3) "Homestead" means homestead as defined and qualified in Code Section 48-5-40 of  
20 the O.C.G.A., as amended, with the additional qualification that it shall include only the  
21 primary residence and not more than <sup>twelve</sup> ~~five~~ contiguous acres of land immediately  
22 surrounding such residence.

23 (b) Each resident of Putnam County is granted an exemption on that person's homestead  
24 from Putnam County ad valorem taxes for county purposes in an amount equal to the amount  
25 by which the current year assessed value of that homestead exceeds the adjusted base year  
26 assessed value of the homestead. This exemption shall not apply to taxes assessed on

1 improvements to the homestead or additional land that is added to the homestead after  
2 January 1 of the base year. If any real property is removed from the homestead, the base year  
3 assessed value shall be adjusted to reflect such removal and the exemption shall be  
4 recalculated accordingly. The value of that property in excess of such exempted amount  
5 shall remain subject to taxation.

6 (c) A person shall not receive the homestead exemption granted by subsection (b) of this  
7 section unless the person or person's agent files an application with the tax commissioner of  
8 ~~Putnam~~ County giving such information relative to receiving such exemption as will enable  
9 the tax commissioner to make a determination regarding the initial and continuing eligibility  
10 of such owner for such exemption. The tax commissioner of ~~Putnam~~ County shall provide  
11 application forms for this purpose.

12 (d) The exemption shall be claimed and returned as provided in Code Section 48-5-50.1 of  
13 the O.C.G.A., as amended. The exemption shall be automatically renewed from year to year  
14 so long as the owner occupies the residence as a homestead. After a person has filed the  
15 proper application as provided in subsection (c) of this section, it shall not be necessary to  
16 make application thereafter for any year and the exemption shall continue to be allowed to  
17 such person. It shall be the duty of any person granted the homestead exemption under  
18 subsection (b) of this section to notify the tax commissioner of the county in the event that  
19 person for any reason becomes ineligible for that exemption.

20 (e) The exemption granted by subsection (b) of this section shall not apply to or affect state  
21 ad valorem taxes, county or independent school district ad valorem taxes for educational  
22 purposes, or municipal ad valorem taxes for municipal purposes. The homestead exemption  
23 granted by subsection (b) of this section shall be in addition to and not in lieu of any other  
24 homestead exemption applicable to county ad valorem taxes for county purposes.

25 (f) The exemption granted by subsection (b) of this section shall apply to all taxable years  
26 beginning on or after January 1, ~~2005~~

27

## SECTION 2.

28 Unless prohibited by the federal Voting Rights Act of 1965, as amended, the election  
29 superintendent of ~~Putnam~~ County shall call and conduct an election as provided in this  
30 section for the purpose of submitting this Act to the electors of ~~Putnam~~ County for approval  
31 or rejection. The election superintendent shall conduct that election on the date of the  
32 November, ~~2004~~, state-wide general election, and shall issue the call and conduct that  
33 election as provided by general law. The superintendent shall cause the date and purpose of  
34 the election to be published once a week for two weeks immediately preceding the date  
35 thereof in the official organ of ~~Putnam~~ County. The ballot shall have written or printed  
36 thereon the words:

