



Hart County Board of Commissioners
Tuesday August 27, 2024
6:00 p.m.
Emergency Services and Administration Building

1. PRAYER
2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER
4. WELCOME
5. APPROVE AGENDA
6. APPROVE MINUTES OF PREVIOUS MEETING(S)
 - 8/13/24 Regular Minutes
 - 7/30/24 Called Minutes
 - 7/31/24 Called Minutes
7. REMARKS BY INVITED GUESTS, COMMITTEES, AUTHORITIES
8. REPORTS BY CONSTITUTIONAL OFFICERS & DEPARTMENT HEADS
9. COUNTY ADMINISTRATOR'S REPORT
 - July Financial Report
10. CHAIRMAN'S REPORT
11. COMMISSIONERS' REPORTS
12. OLD BUSINESS
 - a) Solar Ordinance (2nd Reading)
 - b) Recreational Vehicle / Mobile Home Park Ordinance
 - c) IBA Director Position
 - d) Assistant Administrator Job Description Discussion
 - e) Reed Creek School Road and New Prospect Road Intersection Discussion
13. NEW BUSINESS
 - a) Avita - Transit Agreement
 - b) Credit for Experience Recreation
 - c) Amended Background Policy Recreation Coaches and Officials
14. PUBLIC COMMENT
15. EXECUTIVE SESSION – Litigation
16. ADJOURNMENT

Hart County Board of Commissioners
August 13, 2024
6:00 p.m.

Hart County Board of Commissioners met August 13, 2024 at the Hart County Administrative and Emergency Services Center.

Chairman Marshall Sayer presided with Commissioners Frankie Teasley, Jeff Brown, and Joey Dorsey. Commissioner Michael Bennett was absent during the regular meeting.

1. Prayer

Chairman Sayer opened with prayer.

2. Pledge of Allegiance

Everyone stood in observance of the Pledge of Allegiance.

3. Call to Order

Chairman Sayer called the meeting to order.

4. Welcome

Chairman Sayer welcomed those in attendance via in person, HTC, and YouTube.

5. Approve Agenda

Commissioner Brown moved to amend and approve the agenda to add item 7) DDA Director Jason Ford; item 8) James Fulghum; Recreation Director Jim Owens; remove items 9; 12 a), b), f), g) and 15. Commissioner Teasley provided a second to the motion. The motion carried 4-0.

6. Approve Minutes
7/23/24 Regular Minutes

Commissioner Teasley moved to approve the meeting minutes of July 23, 2024. Commissioner Brown provided a second to the motion. The motion carried 4-0.

7. Remarks By Invited Guests, Committees, Authorities
Jason Ford – DDA

DDA Director Jason Ford requested use of the courthouse grounds for the Annual Scare Crow Event during the month of October.

Commissioner Teasley moved to grant use of the courthouse grounds for the DDA Event. Commissioner Brown provided a second to the motion. The motion carried 4-0.

8. Reports By Constitutional Officers & Department Heads
James Fulghum
Recreation Director Jim Owens

Retired veteran James Fulghum invited everyone to attend the Veteran's Day Parade November 10, 2024 @ 3:00 p.m.

Recreation Director Jim Owens invited everyone to attend the Recreation Football Fall Season pep rally September 5, 2024 @ 6:30 p.m.

9. County Administrator's Report

None

10. Chairman's Report

Chairman Sayer offered condolences to Stephen Johnson's family.

11. Commissioners' Reports

Commissioners Teasley, Brown and Dorsey echoed Chairman Sayer's condolences.

12. Old Business

c) IBA Director Position

Commissioner Brown moved to announce the three finalists to fill the IBA Director Position, R. Bradley Day, Matt Denton, and Terri Partain. Commissioner Dorsey provided a second to the motion. The motion carried 4-0.

d) City of Royston Annexation Request Parcel C08B 121

Commissioner Dorsey moved to approve the City of Royston Annexation request. Commissioner Teasley provided a second to the motion. The motion carried 4-0.

e) Golf Course Road Repair

Chairman Sayer moved to top the portion of Golf Course Road that was not damaged by Georgia Power Work Crew with SPLOST 5 funds at a cost of \$71,190.00. Commissioner Brown provided a second to the motion. The motion carried 4-0.

13. New Business

a) Tractor trade/Purchase Road Department

Commissioner Brown moved to purchase a replacement tractor from James Short Tractors & Equipment with SPLOST 5 funds at a cost of \$51,285.00. Chairman Sayer provided a second to the motion. The motion carried 4-0.

b) Authorizing Resolution FY 26 Transit Grant

Commissioner Dorsey moved to adopt the Authorizing Resolution for FY26 Transit Grant. Commissioner Teasley provided a second to the motion. The motion carried 4-0.

14. Public Comment

None

15. Executive Session

None

16. Adjournment

Commissioner Teasley moved to adjourn the regular meeting session. Commissioner Dorsey provided a second to the motion. The motion carried 4-0.

Marshall Sayer, Chairman

Lawana Kahn, County Clerk

FY 2024 Budget Financial Dashboard

FY 2024 Budget Financial Dashboard	March	April	May	June	July	YTD	TARGET	GAP to TARGET	% GAP
Revenues	\$1,320,938	\$1,320,938	\$1,320,938	\$1,320,938	\$1,320,938				
Expenditures	\$1,320,938	\$1,320,938	\$1,320,938	\$1,320,938	\$1,320,938				
Actual Revenue	\$940,965	\$1,031,202	\$1,029,269	\$912,089	\$827,401	\$15,773,884	\$13,209,382	\$2,564,501	19%
Actual Expenses	\$1,384,199	\$1,163,347	\$1,547,183	\$1,312,949	\$1,142,143	\$12,676,912	\$13,209,382	-\$532,470	-4%
Monthly Variance	-\$443,234	-\$132,145	-\$517,914	-\$400,860	-\$314,742	\$3,096,971		\$3,096,971	
YTD (Reserve Drawdown)	\$4,462,632	\$4,330,487	\$3,812,574	\$3,411,714	\$3,096,971				
Real Property (Target \$574K)	\$70,625	\$19,159	\$6,396	\$5,792	\$2,220	\$5,245,208	\$5,740,000	-\$494,792	
LOST (Target \$291K)	\$323,582	\$361,592	\$381,104	\$370,275	\$372,335	\$3,456,606	\$2,910,000	\$546,606	
EMS Fees (Target \$95.8)	\$100,166	\$97,792	\$115,844	\$113,748	\$112,501	\$948,853	\$958,000	-\$9,147	
Vehicle Title Fee (Target \$100K)	\$128,118	\$157,088	\$155,091	\$162,192	\$158,863	\$1,500,055	\$1,000,000	\$500,055	

LEGEND

Meets or Exceeds Target

Variance < 3% or Target

Variance > 3% of Target

LEGEND

Meets or Exceeds Target

Variance < 3% or Target

Variance > 3% of Target



MEMORANDUM

Terrell Partain,
County Administrator
August 9, 2024

RE: Item 12 A Solar Ordinance (2nd Reading)

Attached is the Ordinance from the County Attorney with the July 9, 2024 revisions.

Tere was no action taken at the July 23, 2024 meeting

SOLAR ENERGY FACILITY ORDINANCE

AN ORDINANCE TO REGULATE SOLAR ENERGY FACILITIES, OR
SOLAR FARMS, TO BE LOCATED IN HART COUNTY, GEORGIA;
TO PROVIDE DEFINITIONS; TO PROVIDE BUILDING
REQUIREMENTS; TO PROVIDE OPERATING REQUIREMENTS;
AND TO PROVIDE REQUIREMENTS FOR DECOMMISSIONING OF
SOLAR ENERGY FACILITIES.

WHEREAS, it is in the commercial interests of Hart County that solar energy facilities have the ability to locate within the county; and

WHEREAS, Georgia law permits reasonable local regulations of businesses, occupations and professions by local governments under the police powers of the local government; and

WHEREAS, it is in the best interest of residents of Hart County that solar energy facilities be regulated so as to reduce the potential negative impacts of solar energy production; and

WHEREAS, the Hart County Board of Commissioners has determined that it will promote the commercial interests while also ensuring the general welfare of the citizens of Hart County the protection of their health, safety, and welfare while also avoiding adverse impacts to important areas such as agricultural, forests, natural landscapes and other sensitive lands, and mitigating adverse impacts to wildlife by providing regulations for the construction, operation, and decommissioning of solar energy facilities in the county in consideration of the County's Comprehensive Plan.

THEREFORE BE IT RESOLVED: that the Code of Ordinances of Hart County, Georgia is hereby amended by adding a new Chapter 56 which shall be titled Solar Energy Facilities.

Chapter 56 – SOLAR ENERGY FACILITIES

ARTICLE I - IN GENERAL

Sec. 56-1. - Purpose

- (a) The following standards are to guide development of Solar energy facilities in Hart County in order to regulate the construction, installation, and operation of

solar energy systems in a manner that protects public safety, health, and welfare while avoiding significant adverse impacts on resources and adjacent property uses.

- (b) By establishing and enacting these parameters on solar energy facilities it is the intent of this Board to:
 - a. encourage the location or development of solar energy facilities in areas where potential adverse impacts on the community are minimized;
 - b. minimize the potential adverse effects associated with the construction and operation of solar energy facilities;
 - c. discourage the abandonment of solar energy projects by incentivizing their continued usage.
- (c) The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal laws or regulations.

Sec. 56.2 - Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Mounting structure means any structure used to mount a solar array or individual solar panel. Mounting structures can be fixed in place or can be capable of tracking the sun. Mounting structures shall not be placed on a free-standing wall or fence.

Plan means a drawing prepared by a registered professional engineer that describes some aspect of the solar energy facility required by this chapter. An example would be a site plan and decommissioning plan for solar energy facilities.

Solar Energy Array means a number of solar energy panels that generate solar electricity connected together in order to provide a single electrical output

Solar Energy Facility or solar farm is any facility whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar Energy Panel, Photovoltaic Panel, or Panel means a singular device that uses photovoltaic cells to convert light from the sun into consumable electricity.

ARTICLE II. – CONSTRUCTION REQUIREMENTS

Sec. 56-3. – Site development plan

- (a) Any commercial enterprise desirous to establish a solar energy farm must first submit a detailed site development plan to the County Administrator and Board of Commissioners for approval before beginning construction of a solar energy facility.
- (b) The site development plan shall include:
 - a. The address of the property on which the solar energy facility will be located;
 - b. The name, mailing address, telephone number and email address of the applicant, the property owner, and the firm responsible for installation of the solar energy facility;
 - c. A site plan of the property that depicts the location of all proposed structures (including solar arrays, inverters, transformers, electrical substations, and buildings), property lines, rights-of-way, roads, required setbacks, and visual buffers;
 - d. a visual buffer plan that demonstrates that any visual buffer:
 - i. minimizes impacts of the facility on adjacent residential dwelling units, as required by this ordinance,
 - ii. preserves natural tree growth and natural land forms along the facility's perimeter, as required by this ordinance, and
 - iii. considers additional visual buffers that may further minimize impacts of the facility on the community character.

Sec. 56-4. - Lot requirements

- (a) The minimum lot size for a solar energy facility will be 2500 acres per existing parcel.
- (b) No solar energy system may be installed in an area designated Special Flood Hazard Area without approval of the Board of Commissioners;
- (c) No solar energy system shall be located over a septic system, leach field, or identified reserve septic site.
- (d) The solar energy system shall be located as much as possible to minimize impact on prime agricultural soils. Prime farmland is defined by the USDA, NRCS Field

Technical guide as “land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and that is available for these uses. It has the combination of soil properties, growing season, and moisture supply needed to produce sustained high yields of crops in an economic manner if it is treated and managed according to acceptable farming methods. In general, prime farmland has an adequate and dependable water supply from precipitation or irrigation, a favorable temperature and growing season, an acceptable level of acidity or alkalinity, an acceptable content of salt or sodium, and few or no rocks. Its soils are permeable to water and air. Prime farmland is not excessively eroded or saturated with water for long periods of time, and it either does not flood frequently during the growing season or is protected from flooding. Users of the lists of prime farmland map units should recognize that soil properties are only one of several criteria that are necessary. Other considerations include land use, frequency of flooding, irrigation, water table, and wind erodibility.”

- (e) There shall be no floating solar installations allowed.
- (f) All solar energy systems shall be on properties adjacent to a preexisting electrical substation.

Sec. 56-5. - Installation requirements

- (a) All panels shall be mounted onto a pole, rack or suitable foundation, in accordance with manufacturer’s specifications, in order to ensure the safe operation and stability of the system.
- (b) All panels and mounting structures in an array are to be installed no closer than 25 feet apart to allow access for emergency vehicles and responders to each individual panel within the solar array.
- (b) The mounting structure (fixed or tracking-capable) shall be comprised of materials approved by the manufacturer, which are able to fully support the system components, in accordance with applicable building permit requirements.
- (c) Electrical components of the facility shall meet applicable electrical code requirements, and all electrical wires and lines less than 100K-V that are used in conjunction with the Solar Energy Facility shall be installed underground.

- (d) No part of the solar energy system can be mounted or affixed to any freestanding wall or fence.
- (e) If approved to be located in a floodplain or an area of known localized flooding, all panels, electrical wiring, automatic transfer switches, inverters, etc. shall be located above the base flood elevation.
- (f) No grid-tied solar energy system shall be installed until evidence has been given to the County that the owner/operator has been approved by the appropriate utility provider to install the system and make all necessary connections.
- (g) All installers of Solar Energy Systems and Solar Energy Facilities shall be certified by the North American Board of Certified Energy Practitioners.

Sec. 56-6. - Setback, height, and screening requirements

- (a) A Solar Energy Facility and its appurtenant components and structures shall be set back a minimum of 500 feet from all property lines and road rights of way.
- (b) A solar panel or array within the facility shall not exceed the maximum height of 15 feet as measured from the grade at the base of the structure to the highest point.
- (c) Additionally, the setback area shall be utilized to fully screen the facility from adjoining properties and adjacent roads using natural topography or by berms and the planting of an evergreen buffer with at least 75% opacity at the time of planting.

ARTICLE III – OPERATING REQUIREMENTS

Sec. 56-7. - Security

- (a) Any solar energy facility must be enclosed by a fence no less than 6 feet in height. All such fencing shall be located no less than 50 feet to adjacent property lines or road rights of way.
- (b) All gates at ingress and egress points as well as any equipment cabinets must be locked when not in use. Gate keys shall be provided to the local fire marshal for fire protection and fighting services.

- (c) The fence around the solar energy facility must have appropriate signage indicating the presence of high voltage transmission lines and that the property is only to be accessed by appropriate personnel or emergency services.

Sec. 56-8. - Noise and light pollution

- (a) Sound barriers shall be required for noise mitigation around all inverter and transformer skid pads. Mitigation barriers shall be approved on an individual basis by the County Administrator or his/her delegate.
- (b) If lighting is required, it shall be activated by motion sensors, fully shielded and downcast type where the light does not spill onto any adjacent property, road rights of way, or into the night sky.
- (c) The Solar Energy System components shall be designed with an antireflective coating or at least shall not produce glare that would constitute a nuisance to occupants of neighboring properties, aircraft, or persons traveling adjacent on nearby roads. The county may require documentation demonstrating sightlines or an acknowledgement from the Federal Aviation Administration.

Sec. 56-9. - Maintenance and upkeep

- (a) All solar energy systems components and equipment must be maintained in accordance with the manufacturer's specifications.
- (b) The operator of the facility shall maintain the facility, including all buffer screening, in compliance with the approved plans and shall keep the facility free from weeds, dust, trash, and debris.

ARTICLE IV – DECOMMISSIONING REQUIREMENTS

Sec. 56-10. - Cessation, abandonment, and decommissioning

- (a) A decommissioning plan will be required as part of the application and must address the anticipated service life of the facility and process for removal if the facility is abandoned or has reached its life expectancy. All obsolete or unused systems shall be removed. Any structure or equipment associated with the Solar Energy Facility that is not operated for a continuous period of one year shall be considered obsolete or unused and decommissioned per the approved decommissioning plan.

- (b) The owner or operator of any solar energy facility must notify Hart County immediately upon the cessation or discontinuation of the generation of electricity.
- (c) The owner or operator will have no more than 12 months to remove the system including all related equipment or apparatuses related thereto included but not limited to buildings, cabling, electrical components, roads, foundations, and other facilities from the property.
- (d) The owner must take responsibility for disposing of any solid or hazardous waste in accordance with all local, state, and federal waste disposal regulations.
- (e) Subsequent to subsection (c) above, the site shall be returned to a natural vegetative state within 6 months of the decommissioning of any solar energy system.
- (f) If any provision herein conflicts with the Official Code of Georgia's decommissioning statute (O.G.G.A. Sections 46-3-67 – 46-3-69.1, et seq., as amended), the most strenuous requirement(s) controls.

Sec. 56-11. – Exemptions:

- (a) Residential Solar Installations servicing one landowner's dwelling and/or affiliated outbuildings; and
- (b) Rooftop Installations which are mounted to a building's roof on metal racks and can be added to almost all types of roofs—including commercial or residential roofs, so long as the roofs are structurally sound or can be reinforced to handle the load of the panels.

ADOPTED by the Hart County Board of Commissioners in session for official purposes,
this ____ day of _____, 2024.

MARSHALL SAYER, Chairman

JOEY DORSEY

FRANKIE TEASLEY

MICHAEL BENNETT

JEFF BROWN

ATTEST:

LAWANA T. KAHN, County Clerk

Adoption Notes

First reading: 07/07/2024; vote 5/0

Second reading:

Third reading:

Adopted:



MEMORANDUM

Terrell Partain,
County Administrator
August 9, 2024

RE: Item 12 B Recreational Vehicle / Mobile Home Park Ordinance

Discussion for clarification on revisions to the RV Park / Mobile Home Park Ordinance requested at the July 23, 2024 meeting.



MEMORANDUM

Terrell Partain,
County Administrator
August 20, 2024

RE: Item 12 C IBA Director Position

The Industrial Building Authority and the Board of Commissioners have evaluated resumes and conducted interviews with the applicants for this position. The applicants interviewed were:

R. Bradley Day, Homer, GA
Matt Denton, Hartwell, GA
Terri Partain, Hartwell, GA

These names were announced publicly at the 8/13/24 regular meeting. The required 14 day waiting period has been met. There can be a final vote made as to who the Board's pick is to fill this position.



MEMORANDUM

Terrell Partain,
County Administrator
August 9, 2024

RE: Item 12 D Assistant Administrator Job Description Discussion

Attached is a copy of the Assistant Administrator Job Description that was approved by the Board at the June 11, 2024, meeting along with a modified version of it. The original was submitted to GMRC for evaluation and suggestions by Commissioner Brown. The modified version is attached with GMRC suggestions and recommendations in red.

JOB TITLE: Assistant County Administrator
Grade 25 - Exempt
Approved by the Hart County BOC:

DEPARTMENT: Administrative

JOB SUMMARY:

- The purpose of this classification is to serve as liaison between the county administration, citizens, advisory boards, committees, civic groups, and other governmental agencies.

MAJOR DUTES The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- This position assists in managing and directing county government operations, including directing the operations and administration of assigned departments and overseeing major projects and programs.

Essential Duties and Responsibilities

- Provides oversight to specific county departments, assigned to them by the County Administrator to ensure compliance with strategic plans and performance measures; monitors the performance of these departments related to the implementation of the Board's strategic plan objectives.
- Advises the County Administrator on the activities and needs of the assigned departments; represents the Board and County Administrator; presents issues, projects, proposals, and recommendations for Board actions.
- Assists in the preparation of the annual budget; tracks and monitors departmental and division budgets throughout the year for adherence to budgetary controls and proper implementation of financial policies, rules, and regulations.
- Assists with the development, implementation, and review of county ITB, RFP, and RFQ processes contracts, and work performances.
- Plans, develops, organizes, implements, directs the preparation of, and presents administrative reports and special projects as assigned, including presentations and speeches.
- Provides research and supervisory support to the County Administrator in diverse functional areas.
- Performs ongoing evaluation and improvement of service delivery systems; researches and recommends innovative systems and techniques to better serve the citizens of Hart County.
- Attends Board meetings and follows-through on directives from the Board and the County Administrator.
- Serves as liaison between the county administration, citizens, advisory boards, committees, civic groups, and other governmental agencies.
- The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform. The omission of specific statements of duties or responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.
- Other duties may be required and assigned.

SUPERVISORY CONTROLS:

- The County Administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of County operations.

COMPLEXITY:

- The work consists of varied management and supervisory duties. The necessity of completing complex research and analysis contributes to the complexity of the position.

SCOPE AND EFFECT:

- The purpose of this position is to assist in directing the operations of the county government. Successful performance helps to ensure that the county government is operating efficiently, effectively, and economically.

PERSONAL CONTACTS:

- Contacts are typically with county employees, elected and appointed officials, community partners, business leaders, representatives of academic institutions, representatives of state and federal agencies, vendors, contractors, and members of the general public.

PURPOSE OF CONTACTS:

- Contacts are typically to exchange information, resolve problems, motivate or influence persons, provide services, and to justify, defend, or negotiate matters.

PHYSICAL DEMANDS /WORK ENVIRONMENT:

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office and while performing site visits.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- This position has direct supervision over departments assigned to them by the County Administrator.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in either Public or Business Administration,
- Experience sufficient to thoroughly understand the diverse objectives and functions of the departments in the county government in order to direct and coordinate work within the county, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. Knowledge, Skills and Abilities.
- Knowledge of local government management principles and practices.
- Knowledge of personnel management principles.
- Knowledge of budget management principles.
- Knowledge of relevant governmental laws and regulations.

- Knowledge of the principles of executive management, leadership, and communication with stakeholders, elected officials, department heads, and employees.
- Knowledge of computers and job-related software programs.
- Skill in conflict resolution and employee relations.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication. Additional Information

HART COUNTY GOVERNMENT

JOB CLASSIFICATION

POSITION TITLE: Assistant County Administrator
REPORTS TO: County Administrator
PAY GRADE: 25 – Exempt
APPROVED: Hart County Board of Commissioners **DATE**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as liaison between county administration, citizens, advisory board, committees, civic groups, and other governmental agencies.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assessment for this classification. Other duties may be required and assigned by the County Administrator.

- Assists in managing and directing county government operations, including directing the operations and administration of assigned departments and overseeing major projects and programs.
- Provides oversight to specific county departments, assigned to them by the County Administrator to ensure compliance with strategic plans and performance measures; monitors the performance of these departments related to the implementation of the Board's strategic plan objectives.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, and directing work.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, and policies and procedures.
- Assists with development and implementation of long and short-term plans, goals, and objective for the county and/or individual county departments; evaluates efficiency and effectiveness of county department operations, methods, and procedures.
- Represents the Board and County Administrator; presents opportunities, projects, proposals and provides recommendations.
- Participates and assists in the preparation of the annual budget and capital improvement program; tracks and monitors departmental and division budgets throughout the year for adherence to budgetary controls and proper implementation of financial policies, rules, and regulations.

- Assists with the development, implementation, and review of county ITB, RFP, and RFQ processes and **makes recommendations for Board approval.**
- **Oversees special projects as instructed by the County Administrator or Board.**
- Plans, develops, organizes, implements, directs the preparation of and presents administrative reports and special projects as assigned, including making presentations.
- Provides research and supervisory support to the County Administrator in diverse functional areas.
- Performs ongoing evaluation and improvement of service delivery systems; researches and recommends innovative systems and techniques to better serve the citizens of Hart County.
- Attends Board meetings and follows through on directives from the Board and the County Administrator.
- Serves as liaison between the county administration, citizens, advisory boards, committees, civic groups, and other governmental agencies.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that may be expected or asked to perform.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local government management principles and practices.
- Knowledge of relevant governmental laws and regulations.
- Knowledge of personnel management principles.
- Knowledge of budget management principles.
- Knowledge of the principles of executive management, leadership, and communication with stakeholders, elected officials, department heads, and employees.
- **Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs)**
Note: Is this the software that you use?
- Skill in conflict resolution and employee relations.
- Skill in problem solving.
- Skill in interpersonal relations.
- **Ability and** skill in prioritizing and planning **work.**
- **Ability and** skill in oral and written communication.
- **Ability to establish and maintain effective working relationships and communicate effectively with commissioners, citizens, general public, and other employees.**

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in public administration or business administration or closely related field with a minimum of five years professional public sector experience that includes public administration, financial management, general management of government departments or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Master's degree in a related field is preferred. Must possess and maintain a valid Georgia driver's license. *(NOTE: I don't know if you want to specify only Georgia since you may have applicants that live in South Carolina)*

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, observation, and annual performance evaluations. The Assistant County Administrator directly reports to the County Administrator.

GUIDELINES: Work must be conducted following any applicable local, state, or federal grant requirements when preparing and/or administering projects on behalf of Hart County.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The necessity of completing complex research and analysis contributes to the complexity of the work. Additionally, regulations set by the different programs and services may contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the operations of the county government. Successful performance helps to ensure that the county government is operating efficiently, effectively, and economically.

CONTACTS: Contacts are typically with county employees, elected and appointed officials, community partners, business leaders, representatives of academic institutions, representatives of state and federal agencies, vendors, contractors, and members of the general public. Contacts are designed to exchange information, resolve problems, provide services, and to justify, defend, or negotiate matters.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over departments assigned to them by the County Administrator.

PERFORMANCE APTITUDES AND ADA COMPLIANCE

Language: Ability to read, analyze, interpret, and communicate the intricacies of complex documents. Ability to write and clearly convey information through routine reports and correspondence. Ability to speak effectively before individuals, commissioners, other local officials, and citizens. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.

Mathematical: Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.

Communication: Must be able to communicate orally and in written form in a professional manner to give or exchange information, resolve problems, and to provide service to commissioners, staff, citizens, and state and federal officials.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work for this position is typically performed in an office while sitting at a desk or table while intermittently sitting, standing, or stooping. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a desk or similar work-station and specific vision abilities required by this job include close vision and the ability to adjust focus. Additionally, the employee occasionally will be required to walk as may be required for site visits.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. This position requires the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. At times tasks may be performed outdoors where there could be exposure to extreme weather conditions including rain/snow or heat.

Travel: This position will require travel to meetings throughout the region and state including attending multiple training sessions provided by Association of County Commissioners of Georgia (ACCG) and other training conferences for professional development and required certifications. The Assistant County Administrator must possess a valid driver's license and have access to reliable transportation. This position is sometimes required to attend meetings that occur during the evenings or on the weekends (after normal working hours).

Hart County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Hart County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I, the employee, understand that this document is not to be construed as a contract, either implied or elicited. All information contained herein is merely an attempt by Hart County to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature and Date:

Supervisor's Signature and Date:



MEMORANDUM

Terrell Partain,
County Administrator
August 22, 2024

RE: Item 12 E Reed Creek School Road and New Prospect Road Intersection
Discussion

Commissioner Dorsey Requested this as an agenda item.





MEMORANDUM

Terrell Partain,
County Administrator
August 20, 2024

RE: Item 13 A Avita - Transit Agreement

Attached is the yearly contract with Avita for transporting their clients via the Transit buses. The contract is the same as last years.

PURCHASE OF SERVICE AGREEMENT

This Agreement, executed this August 12, 2024, between the Hart County Transit hereinafter referred to as the "PROVIDER", and Avita Community Partners, hereinafter referred to as the "PURCHASER".

WHEREAS, the PURCHASER is in need of transportation services from the PROVIDER,

NOW, THEREFORE, the PROVIDER and the PURCHASER do mutually agree as follows:

1. The PROVIDER will provide transportation services for patrons of the PURCHASER to (Service Destination).
2. The PROVIDER will provide transportation services (Monday) through (Friday) between the hours of 8:00 a.m. and 4:00 p.m., excluding all County holidays.
3. The PROVIDER will furnish drivers, vehicles, maintenance and repair of vehicles; liability insurance on vehicles; and all other cost for the vehicles used to carry out this AGREEMENT.
4. The PROVIDER will bill the PURCHASER each month based on the current fare rates to Hart County residents and is incorporated as if fully set out herein. The PURCHASER will pay such billings within thirty (30) days of its receipt of the invoice. The PROVIDER will provide documentation of the number of hours, miles, vehicles provided and the number of one-way passenger trips.
5. The transportation services provided pursuant to this AGREEMENT SHALL BEGIN on July 1, 2024 and shall continue through June 30, 2025, unless sooner terminated as provided herein. Either party will have the right to terminate this AGREEMENT as of the first day of the month without liability for unperformed services by giving the other party written notice of such termination thirty (30) days in advance of the effective date thereto.
6. This AGREEMENT may be amended by mutual consent of the contracting parties. Such amendments must be made in writing to the PROVIDER and signed by both parties, attached and made a part of this AGREEMENT.
7. The PURCHASER hereby agrees to comply with Title V of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and with the Americans with Disabilities Act of 1990.

IN WITNESS WHEREOF, the PROVIDER and the PURCHASER have executed this AGREEMENT as of the date first written above.

HART COUNTY TRANSIT
Name of PROVIDER Organization

Name & Title of AUTHORIZED Official

By: _____
Chairman, Hart County Board of Commissioners

Date: _____

Witness: _____

Date: _____

AVITA COMMUNITY PARTNERS
Name of PURCHASER Organization

By: Cynthia L. Levi
Cynthia Levi, CEO, Avita Community Partners

Date: 8/12/24

Witness: [Signature]

Date: 8/12/24



**HART COUNTY TRANSIT & AVITA COMMUNITY PARTNERS
AGREEMENT RATES**

One-Way Trip (Within Hartwell City Limits):	\$2
One-Way Trip (Outside of Hartwell City Limits & Within Hart County):	\$3



MEMORANDUM

Terrell Partain,
County Administrator
August 20, 2024

RE: Item 13 B Credit for Experience Recreation

Attached is request from the Recreation Department for a new hire, Roy Dove be given 4 years credit for his previous experience.

Terrell Partain

From: Jim Owens <jowens@hartcountyga.gov>
Sent: Wednesday, August 21, 2024 4:09 PM
To: tpartain@hartcountyga.gov
Subject: Items for BOC
Attachments: HCRD Background Check Policy & Volunteer Packet updated 8-9-24.doc

Terrell,

Please find attached the recommendations highlighted in yellow to the Volunteer Backgrounds Check Policy.

I also would like to request credit for experience for Recreation Associate Roy Dove. Roy owned his own landscape maintenance business in Florida before moving back to Georgia. He owned this business for almost 8 years. His duties and responsibilities for this business are very similar to his current responsibilities with the Recreation and Parks Department. Thanks for the consideration.



MEMORANDUM

Terrell Partain,
County Administrator
August 20, 2024

RE: Item 13 C Amended Background Policy Recreation Coaches and Officials

Attached is an amended background policy for the Recreation Department for volunteers. This is to clear up some confusion of the wording (highlighted is the minor changes to be made) This is recommended by the Recreation Advisory Board and has been reviewed by the County Attorney.

Hart County Recreation & Parks Department

Volunteer Background Check Policy

Hart County Recreation Department hereinafter will be known as HCRPD.

I. STATEMENT

In an effort to protect children who participate in programs with HCRPD, criminal background checks will be mandatory for all recognized volunteers.

II. DEFINITIONS

A head coach is recognized as being one who is responsible for scheduling and organizing practices, attends all practices, games, and any other team events, providing guidance and teaching skills to the participants and who is the primary contact with the HCRPD regarding team or player issues.

An assistant coach is recognized as being one who attends more than two practices or games during a season for the purpose of providing guidance and teaching skills to the participants. The assistant coach is responsible for organizing and scheduling practices in the head coach's absence. The assistant coach is the secondary contact with the HCRPD regarding team or player issues.

Any adult or teen, 18 or older, who is involved with a team, must meet the above criteria to be recognized as a coach, assistant coach, or volunteer. HCRPD reserves the right to limit the number of recognized coaches per team.

Only those persons officially recognized as head coaches, assistant coaches, or volunteers by HCRPD will be allowed to be on the sidelines during games and practices.

III. PROCEDURE

Coaching candidates must sign a *Release Form for Criminal History Background Checks*. This form gives HCRPD the right to check criminal history records and verify social security numbers. Any applicant who has lived in a state other than Georgia within the last 10 years is subject to a nationwide search. The Hart County Sheriff's Department will perform background checks. Reasons for being declined the opportunity to volunteer are attached to this policy. In some instances, factors of time may be taken into account when considering volunteer eligibility (i.e. length of time since disposition of certain offenses).

The signed *Release Form for Criminal History Background Checks* will be processed and the results will be reviewed by the Hart County Personnel Department. **All information is strictly confidential and kept in a locked file.** A decision will be made and the Recreation Director will be notified if a volunteer applicant is eligible to participate in the program. If a volunteer applicant wishes to dispute or discuss the results of his/her background findings they may appeal in writing to the Recreation Director. Since the background reports are kept confidential and are not seen by anyone other than the Personnel Representative, the applicant must provide a copy of their background report for the appeal process and a written release authorizing review by the

Recreation Advisory Board and the Recreation Director. It will be reviewed by the Recreation Director and the Recreation Advisory Board who shall, at their discretion, determine the volunteer applicant's eligibility and suitability to participate in the HCRPD's programs as a volunteer. The decision on this appeal is final. All criminal history record information and the decision results will be kept on file for 3 years.

Volunteers are required to notify the HCRPD within 48 hours if arrested at anytime during their volunteer term. Any volunteer who is arrested will immediately be relieved of his/her volunteer responsibilities and suspended until disposition by the courts. A conviction of a listed offense will result in termination of volunteer eligibility as stated in this policy.

IV. TIME FRAME

All volunteer candidates will be checked one time annually before the current season's first practice. This background check will also be valid for other programs during that calendar year.

Hart County Recreation Advisory Board Members:

Chairman:	_____	Vice Chairman:	_____
Member:	_____	Member:	_____
Member:	_____	Member:	_____
Member:	_____		

Recommended: November 22, 2010

Hart County Board of Commissioners:

Board Chairman:	_____	Vice Chairman:	_____
Commissioner:	_____	Commissioner:	_____
Commissioner:	_____		

Adopted: November 23, 2010

Ratified: November 23, 2010

The following is a sample, but not complete, list of **convictions** that would prohibit a volunteer candidate from participating in a HCRPD sponsored program:

A. The following carry a 5 year ineligibility period from coaching in any HCRPD youth programs.

1. Marijuana possession - misdemeanor*
2. DWI/DUI/BWI/BUI*
3. Vehicular Homicide.

* If a first offense and not currently under probation – eligible.

* Two or more **convictions within the above five year period**, have occurred or currently on probation – ineligible

B. The following carry a 10 year ineligibility period from coaching in any HCRPD youth programs.

1. Any sort of abuse or assault/battery – physical or sexual
2. Domestic violence
3. Child neglect
4. Felony drug crimes
5. Animal cruelty
6. Theft/robbery
7. Forgery/fraud
8. Kidnapping
9. Arson
10. Weapons violations

C. The following carry LIFETIME ineligibility from coaching in any HCRPD youth programs.

1. Rape
2. Any crime of a sexual nature, including the possession or dissemination of pornography
4. Homicide or manslaughter in any degree, other than vehicular homicide.
5. Attempted murder
6. Any crime, misdemeanor, or felony, involving children as either an accomplice or victim

D. Any other action that bears upon the fitness to have responsibility for the safety and well being of children.

If you have pending charges with any of these offenses (A-D) your application will be placed on suspension until such offenses have been adjudicated.

HCRPD/NYSCA COACHES' CODE OF ETHICS

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- By my example, I will encourage my team parents to demonstrate positive support for all players, coaches, and officials at every game or practice.

I have read the above Code of Ethics and fully agree to abide by and support it as a volunteer coach for the Hart County Recreation & Parks Department. I understand and agree that the HCRPD may relieve me of my duties as a volunteer coach for violation of the Code of Ethics, or for any other determination that my participation as a volunteer coach is not in the best interest of the HCRPD and its program participants

Signature: _____ DATE: _____

Office Use Below

Name: _____ Team: _____

Age Group: _____

Background check results: _____ Date: _____
Accepted or Rejected

Coaches Certification Type: _____ Date: _____ Number: _____

Volunteer Incident Log

<i>Date</i>	<i>Incident</i>	<i>Action Taken</i>	<i>Staff initials</i>
	1		
	2		

HART COUNTY RECREATION & PARKS DEPARTMENT
200 Clay Street
Hartwell, GA 30643
(706) 376-8528 (office)

CONSENT TO CONDUCT CRIMINAL HISTORY REPORT

Please legibly **print** and **fully complete** the following information:

Last Name First Name M. I.

Social Security # Date of Birth Sex Race

Street Address: _____

City: _____ State: _____ Zip Code: _____

I, the undersigned, authorize the Hart County Board of Commissioners Representative to receive my criminal history record from the Hart County Sheriff's or Hartwell Police Department.

Signature

Date

-----***Official Use Below***-----

- () There is no Criminal History Record found on this subject.
() The Criminal History Record found on this subject is attached.

Signature of Hart Co. Sheriff's Deputy

Date

HART COUNTY RECREATION & PARKS DEPARTMENT
Volunteer Application

Please **print** the following information:

Name: _____ Email Address: _____

Address: _____ City/State/Zip Code: _____

Home Phone: _____ Cell Phone: _____

Applying for: ☐ Head Coach* ☐ Asst. Coach ☐ Other _____

Sport/Program: (Please circle) ☐ **Football** ☐ **Cheerleading**

Age Group: ☐ 6U ☐ 7U ☐ 8U ☐ 9U ☐ 10U ☐ 11U ☐ Flag ☐ Cheer ☐ Male ☐ Female

Please list your child's name and the age group they wish to participate in:

Childs Name: _____ Age group: _____

Sibling: _____ Age group: _____

Sibling: _____ Age group: _____

Returning from last season: ☐ yes or ☐ no **Team Name:** _____

Years Coached (in Rec.): ☐ First Year ☐ under 5 yrs. ☐ 6-10 yrs ☐ 10+yrs

Have you ever been arrested? If so, what were the charges and which state? _____

Please List Any Special Qualifications/Certifications: _____

Please List Two References with Name, Phone Number, and Relationship to You (not immediate family):

Volunteer Signature

Date

NOTES BY COACHES: _____



Hart County Recreation and Parks Department
Concussion Awareness Policy and Procedures
Approved by Hart County RAB – January 20, 2014

VOLUNTEER/CONTRACTOR/TRAINER ACKNOWLEDGEMENT
OF
CONCUSSION AWARENESS POLICY AND PROCEDURE

I, _____, a volunteer/contractor/trainer affiliated with the Hart County Recreation and Parks Department (“Department”), understand that the intent of the Department’s Concussion Awareness Policy and Procedures is to reduce the potentially serious health risk associated with sports- and activity-induced concussions and head injuries through education of coaches, referees, employees, instructors of at-risk activities, trainers, parents, and participants of the signs, symptoms and behaviors consistent with sports- and activity-induced concussions. I understand that the Department cannot prevent concussions, and/or injuries to the head and/or body, from occurring during the course of recreation sporting events, practices, and competitions.

I further understand that the Department requires that any participant, under the age of 18, suspected of a concussion or head injury must be removed from the activity and it is recommended that the participant be examined by a licensed health care provider. If a participant is deemed by a licensed health care provider to have sustained a concussion, Department personnel or other designated personnel (volunteers, contractors, and/or trainers) shall not permit the participant to return to play until he or she receives documented clearance from a licensed health care provider for a full or graduated return to play.

I further understand and acknowledge that the Department’s adoption of the Concussion Awareness Policy and Procedures shall not create any liability for, or create a cause of action against Hart County, the Department, or their officers, employees, volunteers or other designated individuals for any act of omission to act related to the removal or non-removal of a participant from a Department activity.

I further understand and acknowledge that as a volunteer/contractor/trainer, I must complete the free online training provided by the CDC on the recognition of concussion symptoms and injuries in youth athletes which is found at http://www.cdc.gov/concussion/HeadsUp/online_training.html. Additional information is available at <http://www.cdc.gov/ConcussioninYouthSports/> and www.nfhslearn.com.

Volunteer/Contractor/Trainer Name (PRINT)

Volunteer/Contractor/Trainer (SIGNATURE)

Date