

Pierce County Board of Commissioners
Regular Meeting Agenda
Tuesday, August 3, 2021 6:00PM

1. Call to Order
2. Invocation and Pledge of Allegiance – Commissioner Mike Streat gave an invocation and Commissioner Randy Dixon led the pledge of allegiance.
3. Approval of the Agenda
Commissioner Randy Dixon made a motion to approve the agenda as presented. Commissioner Harold Rozier seconded the motion and all voted aye. Motion was approved.
4. Approval of Minutes
 - a. Public Hearing Minutes, July 6, 2021
 - b. Regular Meeting Minutes, July 6, 2021Commissioner Randy Dixon made a motion to approve the minutes from the July 6, 2021 Public Hearing and Regular Meeting. Commissioner Mike Streat seconded the motion and all voted aye. Motion was approved.
5. County Manager Report and June 2021 Financials.
Financial Report & County Manager Report
August 3, 2021
 - Financial Report as of 06/30/2021
Revenues and expenses continue to be performing better than expected
 - County Manager's Report
 - a. Jail Addition Update (Wednesday, June 30, 2021)
 - i. Jail project is still projected to be complete in October, but additional rain delays have resulted in a request for a short extension of time by the contractor
 - b. COVID-19 Update (August 2, 2021)
 - i. 24,106 new cases in Georgia over past 2 weeks
 - ii. 79 new cases in Pierce County over past 2 weeks
 - iii. 72.19% (231 of 320) inpatient beds in use in Region M (9:00 AM 08/03/2021)
 - iv. 14.1% Adult ventilators in use in Region M (9:00 AM 08/03/2021)
 - v. Antigen Positive Cases by Age for last 14 days
 1. 0-4 years (1)
 2. 5-17 years (13)
 3. 18-22 years (9)
 4. 23+ years (55)
 5. Georgia vaccination rate
 - a. Full 40%
 - b. At least on dose 46%
 6. Pierce vaccination rate
 - a. Full 25% (4,755)
 - b. At least one dose 28% (5,370)
 - vi. If you have not been vaccinated, it is strongly recommended to get the facts from your healthcare provider and strongly encouraged to seriously consider getting the vaccine.

- c. American Rescue Plan Update
 - i. Completing the requested list and assigning estimated dollar values in preparation for upcoming discussion with the Commission
 - ii. New guidance is coming out frequently with several requests to the US Treasury to loosen some guidance and provide greater guidance of allowable expenditures in other areas such as infrastructure

6. Public Comments:

- a. Harold Morgan—Condition of Nola Road and Clark Road. Mr. Morgan lives at 4331 Nola Rd. and says that Nola Road is most heavily traveled dirt road in the county and it is a disgrace. Moccasin Creek has events and it makes it worse. Clark Rd needs to be paved and there are no lines on it. Have to be careful not to hit mirrors when you pass a car. Chairman Bennett thanked Mr. Morgan and stated they would look into his concerns.

7. Presentations from brokers for health insurance services to be provided to Pierce County. (10 minutes per firm maximum):

- a. Arthur J. Gallagher Risk Management Services, Inc. – Sam Sports, MSW Ins. In groups like yours we see issues like lack of understanding, claim deficit and no defined goals. Our goal is to help define the goals of the County with our partner Arthur J Gallagher. We have access to global data about the industry standards available to the County. We have numerous tools available to us. We are a transparent company, have the best customer service and online benefits available to the client. Try to make sure that everyone understands what is available to your employees.
- b. Lighthouse Benefit Advisors, Mike Malloy. Worked with you all since 2016 and enjoy the relationship that we have built with you. We have worked hard and been able to save you some money over the years. 2019 Dividend check for \$72,000.00. We went from Cigna to Reference Based Pricing. We have been able to assist in getting Appling Healthcare clinic here in the community for all the citizens. We meet quarterly with the Chairman, County Manager and Human Resources about the activity on your account. We are working hard for your employees and want to continue to provide service to them.
- c. MSI Benefits Group, John Leggett – Been with MSI for 19 years, only do business in Georgia. We are located in Kennesaw GA and have representation in south east GA at Ware County and Jekyll Island Authority to name a couple. Would start the process of renewing your plan now and provide at least quarterly reports. We manage an enrollment platform that our employees will use to help your employees enroll or they can use the online system. We have an employee on site monthly to talk to your employees and answer any questions. We also joined with Glynn Co last year.
Chairman Bennett asked if any of the brokers have ventured in Reference Based Pricing other than Lighthouse Benefits. John Leggett with MSI stated that the

only other government they are aware of using RBP is Valdosta. It's a high risk way to go and would be very cautious. Sam Sports stated that its not something that they would recommend for Pierce County because it's a high risk of liability to the County. Mike Malloy stated that we have been able to save the County and the employees money with the RBP plan that we have implemented. Chairman Bennett asked if everyone deals with all the major carriers as providers and everyone responded yes, BCBS, Aetna, United. Commissioner Lowman shared that some employees were hoping to get away from the RBP and Chairman Bennett stated that he had heard that as well. County Manager Rubenbauer asked that a decision be made prior to the September meeting.

8. Discussion and request to select and approve the Broker for Health Insurance Services for Pierce County.

Commissioner David Lowman made a motion to table the approval of a Broker for Health Insurance Services until a called meeting. Commissioner Dixon seconded the motion and all voted aye. Motion was approved.

9. Discussion and request to approve annual Memorandum of Understanding with Action Pact for Senior Services.

MEMORANDUM OF UNDERSTANDING BETWEEN

Pierce County Board of Commissioners
PO Box 679
Blackshear, GA 31516

And

Action Pact, Inc.
PO Box 1965
Waycross, GA 31502

Action pact and the Pierce County Board of Commissioners are entering into a Memorandum of Understanding regarding the Pierce County Senior Center with the following provisions:

1. The administrative and operational management of the Pierce County Senior Citizens Center will be the responsibility of Action Pact on the effective date of this MOU. The duties and responsibilities for the management of the center will be assigned to the Pierce County Coordinator. The Pierce County Senior Center will be open Monday through Friday, 8:00 am – 5:00 pm.
2. Action Pact shall be responsible for the following:
 - a. Wages and benefits for staff
 - b. General facility and equipment maintenance
 - c. Insurance covering facility contents, workers compensation and general liability covering Action Pact staff and clients
 - d. Telephone and internet service
 - e. Training for staff
 - f. Fuel and regular maintenance for delivery vehicle
 - g. Travel reimbursement for staff
 - h. Computer equipment
 - i. Office supplies
 - j. Indirect expense for administrative support and oversight
 - k. Vehicle for meal delivery and insurance for vehicle
 - l. Kitchen cleaning supplies (i.e. dish soap, paper towels, and other related items)
3. Pierce County Board of Commissioners shall be responsible for the following:
 - a. Facility and all major repairs and maintenance
 - b. Utilities (excluding phone and internet)
 - c. Insurance covering facility (except contents)
 - d. Janitorial Services
 - i. Annual floor maintenance (Stripping & Waxing)

- ii. Weekly facility custodial services (i.e. cleaning restrooms, sweeping & mopping common areas, etc.)
 - iii. Custodial related supplies (i.e. Toilet paper, hand paper towels for restroom facilities, etc.)
4. Pierce County Board of Commissioners shall remit to Action Pact the amount of \$ 4013.64 each month for the operation and management of the Senior Center. This amount equals the prorated portion of the annual cost of \$ 48,163.68.
 5. The effective dates for the MOU are July 1, 2021 through June 30, 2022.
 6. Either party may terminate this agreement in whole or in part, when it is in the best interest of the requesting party, by providing a minimum of 30 days written notice. Pierce County will be liable only for payment in accordance with the payment provisions of this agreement for services rendered before the effective date of termination.


 Bryan Singleton, Executive Director
 Action Pact, Inc.

7/19/2021
 Date

 Neal Bennett, Chairman
 Pierce County Board of Commissioners

 Date

Commissioner Randy Dixon made a motion to approve the Memorandum of Understanding with Action Pact for Senior Services. Commissioner David Lowman seconded the motion and all voted aye. Motion was approved.

10. Discussion and request to approve pintle hitch trailer in the amount of \$21,840 to be paid for out of the General Fund Budget.

Commissioner Randy Dixon made a motion to approve the purchase of a pintle hitch trailer for \$21,840 from the General Fund Budget. Commissioner David Lowman seconded the motion and all voted aye. Motion was approved.

11. Discussion and request to approve budget amendment resolution to move \$37,500 from the General Fund (Facilities Personnel Budget) to the Recreation fund to cover the salary expenses for the Rec Team Leader and the Rec Facilities Assistant. This will increase the Rec Fund Budget to \$377,354.03.

STATE OF GEORGIA

PIERCE COUNTY

A RESOLUTION OF THE BOARD OF COMMISSIONERS ESTABLISHING A BUDGET AMMENDMENT FOR THE TRANSFERING OF FUNDS FROM THE GENERAL FUND TO THE RECREATION FUND; INCREASING THE RECREATION FUND BUDGET FOR 2021 TO \$377,354.03.

Resolution 2021.08.03.01

WHEREAS, on June 1, 2021, the Pierce County Board of Commissioners did approve the transfer of two positions from the General Fund Budget to the Recreation Fund Budget;

WHEREAS, the anticipated expenses for the two positions for six months of operation, and

WHEREAS, the General Fund does make monthly contributions to the Recreation Fund for regular operations, and

WHEREAS, the increase in the funds received into the Recreation Fund from the General Fund shall be \$37,500.00; the total Recreation Fund Budget will increase to \$377,354.03 for the 2021 year'

SO, RESOLVED AND ADOPTED this 3rd day of August, 2021 by a Motion duly made and passed by the Pierce County Board of Commissioners.

PIERCE COUNTY BOARD OF COMMISSIONERS

Neal Bennett, Chairman

Harold Rozier, Commissioner, District One

Mike Streat, Commissioner, District Two

Randy Dixon, Commissioner, District Three

David Lowman, Commissioner, District Four

ATTEST

Amy Hitt, County Clerk

Commissioner Randy Dixon made a motion to approve the budget amendment resolution to move \$37,500 from the General Fund budget to the Rec Fund budget this will result in an increase to the total Rec Fund Budget \$377,354.03. Commissioner Mike Streat seconded the motion and all voted aye. Motion was approved.

12. Discussion and request to approve the recommendation from Statewide Engineering for the CDBG contractor for the Sandy Bottom community. This project is to include Satilla Trail, Pine Ridge Trail, Fox Squirrel Drive and Quail Trail in the amount of \$788,670.40 and the low bidder is Littlefield Construction.

Commissioner Harold Rozier made a motion to approve the recommendation from Statewide Engineering to hire Littlefield Construction to complete the CDBG – Sandy

Bottom Phase II project. Commissioner Mike Streat seconded the motion and all voted aye. Motion was approved.

13. Discussion and request to authorize the purchase of a patrol vehicle for the Office of the Sheriff for an amount not to exceed \$30,000 using 2020 SPLOST funds. Chairman Bennett shared that if the vehicle cost more than \$30,000 the Sheriff will pay that from the Special Fund.

Commissioner Randy Dixon made a motion to approve the purchase of a patrol vehicle for the office of the Sheriff for an amount not to exceed \$30,000.00 of 2020 SPLOST funds. Commissioner Mike Streat seconded the motion and all voted aye. Motion was approved.

14. Discussion and request to approve job description changes for Parks & Recreation
 - a. Recreation Coordinator/Associate

Pierce County Board of Commissioners

JOB DESCRIPTION

Recreation Coordinator/Recreation Associate

Supervisor: Recreation Director

The Recreation Coordinator/Recreation Associate under the direction of the Recreation Director, is responsible for program development and implementation for the Pierce County Parks and Recreation Department.

Primary Responsibilities:

1. Plans, organizes, coordinates, and evaluates recreational programs while assisting with the coordination of the various programs;
2. Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the County;
3. In continuous communication with the Recreation Director, provides recommended changes to the Parks and Recreation programs; assists and monitors the expenditures and receipt of funds of the programs;
4. Advises the Recreation Director on department issues;
5. Interprets the recreational programs through press releases and other publicity and through cooperative planning and effective working relationships with all municipalities and other community agencies and groups, public and private;
6. As authorized by the Recreation Director, attend meetings of department heads, boards, agencies, and community groups to present department programs and needs;
7. May be tasked by the Recreation Director to represent Pierce County at GRPA events and meetings;
8. Coordinate and maintain inventory controls and cost-effective strategies to enhance uniforms, equipment, and inventory practices throughout the Parks and Recreation Department;
9. Establish practices and scheduling to ensure community awareness and flexibility for families throughout the county who may be involved in multiple programs with various groups as feasibly as possible;
10. Maintains a high level of integrity and public perception.

Additional Job Duties:

- Assists the Recreation Director, or his/her designee, with day-to-day operations as directed;

- Clean restrooms, pick-up trash, and secure banners and/or signage to maintain a pristine park at all times;
- Keep score as required for various sporting events;
- Collect admissions as required for various Park & Recreation events;
- Work concessions as required; prepare foods, drinks, and other snacks; maintain extremely clean facilities at all times; collect payment for goods and services;
- Work chain crew operations as required for various sporting events;
- Perform clock operations as required for various events;
- Provide exemplary customer service to patrons at all times;
- Will be required to perform any additional duties as assigned by the Recreation Director or his/her designee;

Knowledge Skills and Abilities:

- Thorough knowledge of a variety of programs, laws, and processes required in parks and recreation and administration;
- Working knowledge of the application of information technology commonly used in this position (i.e. Microsoft Word, Microsoft Excel, Facebook, Instagram, etc.);
- Ability to effectively communicate with participants, parents, coaches and businesses;
- Ability to develop and maintain effective relationships with local officials, the general public, and employees;
- Ability to communicate effectively in oral and written forms;

Physical Requirements

- Must be able to physically perform the basic operational functions required of this position;
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects;
- Must possess the visual acuity to prepare and analyze data and figures, perform basic accounting tasks, operate a computer, tablet or laptop, do extensive reading, drive a motorized vehicle or operate a variety of related maintenance equipment (i.e. mowers, hedge trimmers, weed eaters, etc.) and be able to effectively inspect the work of others.

Minimum Qualifications:

- High School Diploma or GED;
- Possess a valid Georgia Driver's License;
- Ability to submit to a criminal background check;
- Ability to submit a seven-year Motor Vehicle Report.

b. Recreation Facilities Assistant/Associate

Pierce County Board of Commissioners

JOB DESCRIPTION

Recreation Facilities Assistant/Associate

Supervisor: Recreation Director

The Recreation Facilities Assistant/Associate is responsible for the ground's maintenance of all parks & recreation facilities, and for the landscaping and beautification of all county owned facilities.

Primary Responsibilities:

1. Operates, services and maintains tractors, mowers, chainsaws, weed trimmers, and other related recreation department equipment.

2. Trims and removes trees, bushes, and shrubs using a chainsaw or pole saw, rake leaves and removes fallen branches and other objects which are hazardous to public safety in or around all recreation facilities, county buildings, and other property maintained by the recreation department.
3. Performs field and park maintenance work and participates in the basic repair and construction of recreation facilities to include concrete and dirt work, carpentry, painting, electrical wiring, plumbing, and irrigation.
4. Mows grass, weed-eats, distributes mulch, sows and fertilizes grass, applies herbicides, fungicides, pesticides as directed.
5. Maintains the cleanliness of all recreation facilities by collecting and properly disposing of all trash from receptacles after each event, constantly ensure that all signage is properly affixed to fencing and that all facilities are appealing to the general public.
6. Perform layout operations of fields for various sporting events, which shall include, but will not be limited to: field striping, base placement, field dragging, line edging, yard line marking, etc.
7. Will be required to lead strength, conditioning, and speed training sessions as designed by the Recreation Director or his/her designee;

Additional Job Duties:

- Assists the Recreation Director, or his/her designee, with day-to-day operations as directed;
- Clean restrooms, pick-up trash, and secure banners and/or signage to maintain a pristine park at all times;
- Keep score as required for various sporting events;
- Collect admissions as required for various Park & Recreation events;
- Work concessions as required; prepare foods, drinks, and other snacks; maintain extremely clean facilities at all times; collect payment for goods and services;
- Work chain crew operations as required for various sporting events;
- Perform clock operations as required for various events;
- Provide exemplary customer service to patrons at all times;
- Will be required to perform any additional duties as assigned by the Recreation Director or his/her designee;

Minimum Qualifications:

High School Diploma or GED.

Knowledge of operation. maintenance and repair; of lawn mowers, small tractors, chainsaws, weed trimmers, irrigation systems, field markers, pitching machines, and other related equipment; working ability to repair aforementioned equipment; to read, interpret and apply repair manuals, construction plans, specifications and blueprints; to follow oral and written instructions. Ability to lift, push, and carry heavy items.

Must have valid Georgia driver's license or work permit.

c. **Recreation Facilities Team Leader/Lead Associate**
Pierce County Board of Commissioners

JOB DESCRIPTION
Recreation Facilities Team Leader/Lead Associate

Supervisor: Recreation Director

The Recreation Facilities Team Leader/Lead Associate is responsible for supervising the ground's maintenance crew for the Parks & Recreation Department, and for the landscaping and beautification of all county owned facilities.

Primary Responsibilities:

1. Operates, services and maintains tractors, mowers, chainsaws, weed trimmers, and other related recreation department equipment.
2. Trims and removes trees, bushes, and shrubs using a chainsaw or pole saw, rake leaves and removes fallen branches and other objects which are hazardous to public safety in or around all recreation facilities, county buildings, and other property maintained by the recreation department.
3. Performs field and park maintenance work and participates in the basic repair and construction of recreation facilities to include concrete and dirt work, carpentry, painting, electrical wiring, plumbing, and irrigation.
4. Mows grass, weed-eats, distributes mulch, sows and fertilizes grass, applies herbicides, fungicides, pesticides as directed.
5. Maintain the cleanliness of all recreation facilities by collecting and properly disposing of all trash from receptacles after each event, constantly ensure that all signage is properly affixed to fencing and that all facilities are appealing to the general public.
6. Assists in the operation of recreation activities requiring a flexible schedule.
7. Provides oversight of the operations as assigned by the Recreation Director.
8. Provides quality leadership, training, and guidance to recreation staff, coaches, and participants of the various programs offered.
9. Performs additional duties as assigned by the Recreation Director.

Minimum Qualifications:

High School Diploma or GED.

Knowledge of operation, maintenance and repair; of lawn mowers, small tractors, chainsaws, weed trimmers, irrigation systems, field markers, pitching machines, and other related equipment; working ability to repair aforementioned equipment; to read, interpret and apply repair manuals, construction plans, specifications and blueprints; to follow oral and written instructions. Ability to lift, push, and carry heavy items.

Must have valid Georgia driver's license or work permit.

d. Concession Coordinator/Recreation Associate
Pierce County Board of Commissioners

JOB DESCRIPTION
Concessions Coordinator/Recreation Associate

Supervisor: Recreation Director

The Concessions Coordinator/Recreation Associate under the direction of the Recreation Director, is responsible for the overall supervision and operations of the concession stands for the Pierce County Parks and Recreation Department.

Primary Responsibilities:

1. Plans, organizes, coordinates, and evaluates concession areas while assisting with the coordination of the various programs within the department;
2. Plans, directs and participates in providing and expanding concessions for all segments, groups, ages, and interest levels of the County;
3. Develops plans for concessions and facilities needed to accommodate the desires of Pierce County citizens based on goals and needs;
4. Advises the Recreation Director on concession and/or department issues;
5. Recommends the acquisition, development and maintenance of concession areas and of their housing facilities to best serve the interest of the community and guests;
6. Coordinates with the Recreation Director on possible concession opportunities which will enhance revenue opportunities;
7. Coordinate and maintain inventory controls and cost-effective strategies to enhance product utilization, offerings, and inventory practices throughout the concession areas;

8. Provides recommendations to the Recreation Director on the budgetary needs of the concessions, including, but not limited to, revenue projections, anticipated costs for products and equipment, labor needs, and any additional concession related matters;
9. Develops staff to include, hiring, training, motivating, performance counseling and evaluation, discipline, and team building of the concession staff;
10. Maintains a high level of integrity and public perception in the operations of the concessions and ensures that all employees conduct themselves with the same professional appearance and performance.

Additional Job Duties:

- Assists the Recreation Director, or his/her designee, with day-to-day operations as directed;
- Clean restrooms, pick-up trash, and secure banners and/or signage to maintain a pristine park at all times;
- Keep score as required for various sporting events;
- Collect admissions as required for various Park & Recreation events;
- Work concessions as required; prepare foods, drinks, and other snacks; maintain extremely clean facilities at all times; collect payment for goods and services;
- Work chain crew operations as required for various sporting events;
- Perform clock operations as required for various events;
- Provide exemplary customer service to patrons at all times;
- Will be required to perform any additional duties as assigned by the Recreation Director or his/her designee;

Knowledge Skills and Abilities:

- Thorough knowledge of a variety of programs, laws, and processes required in parks and recreation and administration;
- Working knowledge of the application of information technology commonly used in this position (i.e. Microsoft Word, Microsoft Excel, Facebook, Instagram, etc.);
- Ability to effectively communicate with participants, parents, coaches and businesses;
- Ability to develop and maintain effective relationships with local officials, the general public, and employees;
- Ability to communicate effectively in oral and written forms;

Physical Requirements

- Must be able to physically perform the basic operational functions required of this position;
- Must be able to perform light work exerting up to 80 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or a negligible amount of force constantly to move objects;
- Must possess the visual acuity to prepare and analyze data and figures, perform basic accounting tasks, operate a computer, tablet or laptop, do extensive reading, drive a motorized vehicle or operate a variety of related maintenance equipment (i.e. mowers, hedge trimmers, weed eaters, etc.) and be able to effectively inspect the work of others.

Minimum Qualifications:

- High School Diploma or GED;
- Possess a valid Georgia Driver's License;
- Ability to submit to a criminal background check;
- Ability to submit a seven-year Motor Vehicle Report.

e. Administrative Secretary

Pierce County Board of Commissioners

JOB DESCRIPTION

Administrative Secretary

Supervisor: Recreation Director

The Administrative Secretary, under the direction of the Recreation Director, is responsible for providing personal administrative support to management and the department through conducting and organizing administrative duties and activities including receiving and handling information.

Primary Duties:

1. Prepare and manage correspondence, reports, and documents;
2. Organize and coordinate meetings, conferences, travel arrangements;
3. Take, type, and distribute minutes of meetings;
4. Implement and maintain office systems;
5. Maintain game schedules and calendar of events;
6. Organize internal and external events;
7. Process incoming/outgoing mail and other material, (e.g., e-mail correspondence);
8. Set-up and maintain filing systems;
9. Set-up work procedures;
10. Acts as a liaison with internal and external contacts for the Director;
11. Manage office space;
12. Organize filing system of birth certificates;
13. Provide the highest level of customer service to both internal employees and external citizens and interested parties;
14. Will be required to perform any additional duties as assigned by the Recreation Director or his/her designee;

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills;
- Strict attention to detail;
- Ability to multi-task;
- Planning and organizing;
- Effective time management;
- At minimum of intermediate level abilities with Microsoft Office Suite, (Word, Excel, PowerPoint, Access, Publisher);
- Superior customer-service;
- Extensive knowledge of administrative and clerical procedures;
- Proficiency in spelling, punctuation, grammar and other English language skills;
- Proven experience in information and communication management;
- Minimum required typing speed of 60 words per minute.

Guidelines:

Guidelines include county ordinances and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

Scope and Effect:

The purpose of this position is to assist the Director of Parks and Recreation in the day-to-day duties. Successful performance results in a proficient and organized office of the Pierce County Parks and Recreation Department.

Physical Demands:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and requires a high degree of dexterity.

Work Environment:

The work is typically performed indoors.

Minimum Qualifications:

- High School Diploma or GED;
- Must possess a valid Georgia Driver's License
- Ability to submit to a criminal background check;
- Ability to submit a seven-year Motor Vehicle Report;

f. Seasonal Temp P/T Recreational Associate

Pierce County Board of Commissioners

Job Description**Seasonal Temp P/T Recreational Associate**

Supervisor: Recreation Director

Seasonal Temporary Recreation Associate participates in the overall functions/operations of the Rec Department, which includes, but not limited to Custodian, Scorekeeper, Gate Keeper, Concession Worker, Chain Crew, and Clock Operator.

Primary Responsibilities:

- Assists the Rec Director, Parks and Facilities Supervisor, or Administrative Secretary, with day-to-day operations as needed.
- Cleans bathrooms, picks up trash at facility
- Keeps Score for various sporting events.
- Gate Keeper-takes admission for various sporting events.
- Concession Worker-operates concession stand; prepares food, drinks, and other snacks as needed for Patrons at recreational complex, cleans concession area and also deals with the exchange of cash.
- Chain Crew-pulls chains across field and moves them as needed.
- Clock Operator-operates the clock during recreational sporting activities
- Assists Patrons with questions and concerns
- Performs other related duties as assigned.

Knowledge Skills and Abilities:

- Skill in prioritizing and organizing work
- Mathematical skills
- Customer Service
- Communication Skills

Physical Demands:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, use of recreational equipment, and use of appliances or hardware located in the concession stand.

Work Environment:

The work is typically performed indoors and outdoors. The employee may be exposed to noise, dust, dirt, cold or inclement weather. Work may require the use of protective devices such as masks, goggles, or gloves.

Commissioner Mike Streat made a motion to approve all of the job descriptions as presented. Commissioner David Lowman seconded the motion and all voted aye. Motion was approved.

15. Discussion and Request to approve the recommendation by Roberts Civil Engineering for the Bonneyman Road/Riverwoods GTIB Project.

Commissioner Harold Rozier made a motion to approve the recommendation by Roberts Civil Engineering to award the Bonneyman Rd /Riverwoods Subdivision GTIB Project to East Coast Asphalt for a total of \$358,338.82. Commissioner Randy Dixon seconded the motion and all voted aye. Motion was approved.

16. Discussion and request to approve the purchase of shelving for the Archives Building as recommended by the Facilities Director.

Commissioner Randy Dixon made a motion to approve the purchase of shelving for the Archives Building from ULINE in the amount of \$26,847.00. Commissioner Mike Streat seconded the motion and all voted aye. Motion was approved.

17. Discussion and Request to approve the agreements between the City of Blackshear, the City of Offerman, and the City of Patterson, and the Pierce County Board of Elections to conduct elections for each municipality.

Contract for Election Services with the City of Patterson

STATE OF GEORGIA
COUNTY OF PIERCE

THIS AGREEMENT, made and entered this _____ day
of _____, 2021, between the Board of Elections and Registration of Pierce
County, Georgia, hereinafter referred to as "the Board", Pierce County, Georgia,
hereinafter referred to as "the County", and the City of Patterson, hereinafter
referred to as "the City"

WITNESSETH

Whereas, the City has pursuant to Section 21-2-45, Official Code
Annotated, requested that the County, acting by and through the Board,
Provide certain services in regard to conduction of City elections and maintaining
voter registration records for the City; and

Whereas, the Board is authorized to provide such services pursuant to Laws of the
General Assembly of Georgia, approved by the Governor in 2009.

NOW THEREFORE, for and in consideration of the mutual covenants and
agreements between the parties contained herein, it is agreed as follows:

1. The Board shall provide the following services to the City in connection
with each election to be held by the City during the term of this
agreement, and the County shall be reimbursed for the costs thereof,
however, provided, there shall be no charge to City for the Rental of
Equipment for elections:
 - a. Order absentee ballots.
 - b. Absentee ballot postage.
 - c. Provide voting equipment and supplies needed to conduct
elections,
 - d. Ballot security paper.
 - e. L&A and other tech support required for Dominion election
equipment.

- of such termination. This Agreement shall continue in effect until it is terminated by one of the parties hereto.

Darlene Lofth
Pierce County Board of Elections
Chairman

Contract for Election Services with the City of Offerman

STATE OF GEORGIA
COUNTY OF PIERCE

THIS AGREEMENT, made and entered this 27th day
of July, 2021, between the Board of Elections and Registration of Pierce
County, Georgia, hereinafter referred to as "the Board", Pierce County, Georgia,
hereinafter referred to as "the County", and the City of Offerman, hereinafter
referred to as "the City"

WITNESSETH

Whereas, the City has pursuant to Section 21-2-45, Official Code
Annotated, requested that the County, acting by and through the Board,
Provide certain services in regard to conduction of City elections and maintaining
voter registration records for the City; and

Whereas, the Board is authorized to provide such services pursuant to Laws of the
General Assembly of Georgia, approved by the Governor in 2009.

NOW THEREFORE, for and in consideration of the mutual covenants and
agreements between the parties contained herein, it is agreed as follows:

1. The Board shall provide the following services to the City in connection
with each election to be held by the City during the term of this
agreement, and the County shall be reimbursed for the costs thereof,
however, provided, there shall be no charge to City for the Rental of
Equipment for elections:
 - a. Order absentee ballots.
 - b. Absentee ballot postage.
 - c. Provide voting equipment and supplies needed to conduct
elections,
 - d. Ballot security paper.
 - e. L&A and other tech support required for Dominion election
equipment.

- f. Provide voters lists of registered voters residing within the City.
 - g. Qualify candidates for election.
 - h. Process absentee ballot applications.
 - i. Issue absentee ballots.
 - j. Tabulate absentee ballots.
 - k. Tabulate regular ballots.
 - l. Certify election results to Secretary of State's Office.
 - m. Appoint and train poll officers and have them present to conduct the election.
 - n. Supervise the conducting of the election.
 - o. Conduct 17 days of early voting including two mandatory Saturdays as dictated by SB 202.
 - p. Publish all required notices in the appropriate legal organ.
 - q. Pay for Security Guard for two mandatory Saturdays as dictated by SB 202.
 - r. To otherwise perform all other duties as superintendent of elections as specified under Georgia Elections Code Annotated.
2. The Election Superintendent can appoint an Absentee Clerk for Municipal Elections if needed. Early Voting for City of Offerman will be conducted at the Board's office. Municipal General Election day will also be held at the Board's office. Any Municipal Special Election day will also be held at the Board's office except in the event that there is a County-Wide special election. In that circumstance Election day will be held at Eagle Station. The poll worker cost is \$75/day per worker for early voting and \$140/day per worker for election day. In the event of multiple municipalities or county-wide elections, poll worker pay and other shared costs shall be divided between those governments holding elections.
3. The City will pay \$1,000.00 for the Supervisor of Elections and \$1,000.00 for the Registrar/Elections Assistant of the Board of Elections to perform the services called for by this agreement for each municipal election. All amounts shall be due and payable thirty (30) days after receipt by the City of a statement of expenses from the Board.
4. The County agrees to reimburse and hold harmless the City for any fines that may be levied against County or City by the State Election Board for failure of the superintendent to attain the certification required under O.C.G.A.# 21-2-101. Any party may terminate this Agreement at any time, with or without cause, by the giving of not less than sixty (60) days prior written notice to the other parties

of such termination. This Agreement shall continue in effect until it is terminated by one of the parties hereto.

IN WITNESS WHEREOF, the County, Board, and City have caused their respective duly authorized officers to execute this Agreement.

This 27 day of July, 2021.

City of Offerman
Mayor

City of Offerman
Clerk

Pierce County Board of Commissioners
Chairman

Pierce County Board of Elections
Chairman

Contract for Election Services with the City of Blackshear

STATE OF GEORGIA
COUNTY OF PIERCE

THIS AGREEMENT, made and entered this 3rd day
of August, 2021, between the Board of Elections and Registration of Pierce
County, Georgia, hereinafter referred to as "the Board", Pierce County, Georgia,
hereinafter referred to as "the County", and the City of Blackshear, hereinafter
referred to as "the City"

WITNESSETH

Whereas, the City has pursuant to Section 21-2-45, Official Code
Annotated, requested that the County, acting by and through the Board,
Provide certain services in regard to conduction of City elections and maintaining
voter registration records for the City; and

Whereas, the Board is authorized to provide such services pursuant to Laws of the
General Assembly of Georgia, approved by the Governor in 2009.

NOW THEREFORE, for and in consideration of the mutual covenants and
agreements between the parties contained herein, it is agreed as follows:

1. The Board shall provide the following services to the City in connection
with each election to be held by the City during the term of this
agreement, and the County shall be reimbursed for the costs thereof,
however, provided, there shall be no charge to City for the Rental of
Equipment for elections:
 - a. Order absentee ballots.
 - b. Absentee ballot postage.
 - c. Provide voting equipment and supplies needed to conduct
elections,
 - d. Ballot security paper.
 - e. L&A and other tech support required for Dominion election
equipment.

- f. Provide voters lists of registered voters residing within the City.
 - g. Qualify candidates for election.
 - h. Process absentee ballot applications.
 - i. Issue absentee ballots.
 - j. Tabulate absentee ballots.
 - k. Tabulate regular ballots.
 - l. Certify election results to Secretary of State's Office.
 - m. Appoint and train poll officers and have them present to conduct the election.
 - n. Supervise the conducting of the election.
 - o. Conduct 17 days of early voting including two mandatory Saturdays as dictated by SB 202.
 - p. Publish all required notices in the appropriate legal organ.
 - q. Pay for Security Guard for two mandatory Saturdays as dictated by SB 202.
 - r. To otherwise perform all other duties as superintendent of elections as specified under Georgia Elections Code Annotated.
2. The Election Superintendent can appoint an Absentee Clerk for Municipal Elections if needed. Early Voting for City of Blackshear will be conducted at the Board's office. Municipal General Election day will also be held at the Board's office. Any Municipal Special Election day will also be held at the Board's office except in the event that there is a County-Wide special election. In that circumstance Election day will be held at NFC Gym. The poll worker cost is \$75/day per worker for early voting and \$140/day per worker for election day. In the event of multiple municipalities or county-wide elections, poll worker pay and other shared costs shall be divided between those governments holding elections.
3. The City will pay \$1,800.00 for the Supervisor of Elections and \$1,800.00 for the Registrar/Elections Assistant of the Board of Elections to perform the services called for by this agreement for each municipal election. All amounts shall be due and payable thirty (30) days after receipt by the City of a statement of expenses from the Board.
4. The County agrees to reimburse and hold harmless the City for any fines that may be levied against County or City by the State Election Board for failure of the superintendent to attain the certification required under O.C.G.A.# 21-2-101. Any party may terminate this Agreement at any time, with or without cause, by the giving of not less than sixty (60) days prior written notice to the other parties

of such termination. This Agreement shall continue in effect until it is terminated by one of the parties hereto.

IN WITNESS WHEREOF, the County, Board, and City have caused their respective duly authorized officers to execute this Agreement.

This 2nd day of August, 2021.



City of Blackshear
Mayor



Pierce County Board of Commissioners
Chairman



City of Blackshear
Clerk



Pierce County Board of Elections
Chairman

Commissioner Harold Rozier made a motion to approve the agreements between the Cities and the Board of Elections to conduct the elections for the coming year. Commissioner Randy Dixon seconded the motion and all voted aye. Motion was approved.

18. Discussion and request to surplus and advertise for sale a Genie GS-2632 Scissor lift (Serial #61521)

Commissioner Mike Streat made a motion to surplus the Genie GS-2632 Scissor lift and advertise it for sale. Commissioner Harold Rozier seconded the motion and all voted aye. Motion was approved.

19. Adjourn – Chairman Bennett adjourned the meeting at 7:15 PM