

**HABERSHAM COUNTY BOARD OF COMMISSIONERS MEETING
WORK SESSION MINUTES
5:00 P.M., MONDAY, MARCH 21, 2022
HABERSHAM COUNTY COURTHOUSE
JURY ASSEMBLY ROOM 295 LLEWELLYN STREET
CLARKESVILLE, GA 30523**

A work session of the Habersham County Board of Commissioners was held on Monday, March 21, 2022 at 5:00 p.m. in the Jury Assembly Room of the Habersham County Courthouse located at 295 Llewellyn Street, Clarkesville, GA 30523.

Present: Chairman Bruce Palmer; Vice Chairman Bruce Harkness; Commissioner Dustin Mealor; Commissioner Ty Akins; Commissioner Jimmy Tench; County Manager Alicia Vaughn; County Attorney Donnie Hunt; County Clerk Brandalin Carnes; Individuals from the Media and Public.

Chairman Palmer called the meeting to order at 5:08 p.m.

Commissioner Harkness lead the invocation.

Commissioner Mealor lead the Pledge of Allegiance.

TOPICS OF DISCUSSION:

- a. **RFP 2022-005 for Design of New Emergency Operations Headquarters:** Finance Director Tim Sims informed the Commissioners that RFP#2022-05 was advertised in February 2022 for a public bid opening scheduled on March 7, 2022 at 10:00 a.m. This RFP was for Architectural services for building design, construction documents and construction management services for a Fire/EMS Headquarters Administration Building. The five proposals that were received were reviewed and scored on March 14, 2022 by a panel made up of Emergency Service Co-Directors Jeff Adams and Jason Davey, E-911/EMA Director Lynn Smith, E-911/EMA Assistant Director Melanie Bellinger, Public Works Director Jerry Baggett and Planning and Development Director Mike Bramlett. Croft & Associates ranked #1 when all criteria was reviewed. Their cost for providing the requested services is a lump sum payment of \$45,000 for preliminary design service, 4.43% of construction costs for construction documents and 1.45% of construction costs for construction administration. The total of these costs is estimated to be \$440,000, however final cost estimates will not be available until the design phase is completed.
- b. **RFP 2022-006 for Design of New Animal Control Facility:** Finance Director Tim Sims informed the Commissioners that RFP#2022-006 was advertised in February 2022 for a public bid opening scheduled for March 7, 2022 at 10:00 a.m. This RFP was for Architectural services for building design, construction documents and construction management services for the Habersham County Animal Control Facility. The four proposals that were received were reviewed and scored on March 14, 2022 by a review panel made up of Animal Control Director Madi Nix, a local veterinarian volunteer, Public Works Director Jerry Baggett, and Facilities Management Director Mike Bramlett. Croft and Associates ranked #1 when all criteria was reviewed. Their cost for providing the requested services is a lump sum payment of \$31,500 for preliminary design service, 3.90% of construction costs for construction documents and 1.75% of construction costs for construction administration. The total of these costs is estimated to be \$181,000, however final cost estimates will not be available until the design phase is completed.

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- c. **RFP 2022-008 for Pickleball/Tennis Court Resurfacing:** Finance Director Tim Sims informed the Commissioners that RFP#2022-008 was advertised in February 2022 for a public bid opening scheduled for March 7, 2022 at 10:00 a.m. This RFP was for the resurfacing of two (2) existing tennis courts and for two (2) of the tennis courts to be resurfaced to create 6 dedicated pickleball courts at the Habersham County Recreation Center. The three proposals that were received were reviewed and scored on March 14, 2022 by a review panel made up of Recreation Director Kurt Cooper, a local USA Pickleball Ambassador and Facilities Management Director Mike Bramlett. Signature Tennis Courts of Woodstock, GA was ranked #1. Their total pricing for the requested services was \$88,738.00.
- d. **MOU Between Development Authority of Habersham County and City of Clarkesville for Redevelopment Plan for Downtown Clarkesville:** An agenda item will be presented at the regular commission meeting recommending the approval of a memorandum of understanding (MOU) that will transfer the old courthouse to the Development Authority of Habersham County.
- e. **Baldwin Annexation Request for 3568 State Highway, Alto, GA 30510:** The Chairman had requested that this topic be put on the work session so that they could make the public aware that they know of the request but have no legal ability to prevent this annexation from occurring.

ADJOURN: 6:01 P.M.

Motion by Commissioner Akins, seconded by Commissioner Harkness and voted 5-0 to adjourn at 6:01 p.m.