

LOWNDES COUNTY BOARD OF COMMISSIONERS
PROPOSED AGENDA
WORK SESSION, MONDAY, AUGUST 8, 2016, 8:30 a.m.
REGULAR SESSION, TUESDAY, AUGUST 9, 2016, 5:30 p.m.
327 N. Ashley Street - 2nd Floor

1. **Call To Order**

2. **Invocation**

3. **Pledge Of Allegiance To The Flag**

4. **Minutes For Approval**

- a. Work Session- July 25, 2016
- b. Regular Session- July 26, 2016

5. **Appointments**

- a. County Appointment - Valdosta/Lowndes County Zoning Board Of Appeals (ZBA)

County Appointment to the Valdosta-Lowndes County ZBA

Documents:

[VALDOSTA- LOWNDES COUNTY ZONING BOARD OF APPEALS.PDF](#)

6. **Public Hearings**

- a. TWR-2016-01 Verizon Wireless, 4278 Lakeland Highway, 0210-002, E-A, New ~100' Tower

TRC Recommendation: Approval

GLPC Recommendation: Approval with 1 Condition (Lighting)

Documents:

[TELECOMMUNICATIONS TOWER TWR-2016-01 \(NEW CONSTRUCTION\).PDF](#)

- b. Abandonment Of Strong Road (CR 250)

Make one or both of the required determinations

Documents:

[ABANDONMENT OF STRONG ROAD \(CR 250\).PDF](#)

7. For Consideration

- a. Adopt Resolution Accepting Infrastructure For Grammercy Subdivision Phase II

Adopt the Resolution

Documents:

[ADOPT RESOLUTION ACCEPTING INFRASTRUCTURE FOR GRAMMERCY SUBDIVISION PHASE II.PDF](#)

- b. Execution Of The Resolution For The Hazardous Waste Trust Fund

Execute the Resolution and the "Agreement Governing Expenditures for State and Local Government Costs"

Documents:

[EXECUTION OF THE RESOLUTION FOR THE HAZARDOUS WASTE TRUST FUND.PDF](#)

- c. Speed Zone Ordinance

Adopt the Ordinance

Documents:

[SPEED ZONE ORDINANCE.PDF](#)

- d. Declaration Of Surplus Items For Fire Department

Request that the listed items be declared surplus and staff authorized to properly dispose of all items.

Documents:

[DECLARATION OF SURPLUS ITEMS FOR THE FIRE DEPARTMENT.PDF](#)

- e. Firehouse Software Upgrade

Request authorization for the Fire Department to upgrade Firehouse Software for the amount of \$14,420.

Documents:

[FIREHOUSE SOFTWARE UPGRADE.PDF](#)

- f. Moody AFB Water/Wastewater Treatment Systems Contract

Authorize Chairman to sign contract FA4830-16-P-S001 between Lowndes County and Moody AFB for the operation and maintenance of the Moody AFB water and wastewater treatment systems contract.

Documents:

[MOODY AFB WATER AND WASTEWATER TREATMENT SYSTEMS CONTRACT.PDF](#)

g. Contract With Condrey And Associates, Inc.

Approve contract with Condrey and Associates, Inc. to conduct a job description analysis and update study

Documents:

[CONTRACT WITH CONDREY AND ASSOCIATES, INC..PDF](#)

h. Bulk Computer Purchase

Approval of purchase

Documents:

[BULK COMPUTER PURCHASE FROM DELL.PDF](#)

8. **Bids**

a. Bid For Equipment For Fire Apparatus

Recommend awarding bid to the lowest bidder meeting the specifications.

Documents:

[BID FOR EQUIPMENT FOR FIRE APPARATUS.PDF](#)

b. Bid For Self-Contained Breathing Apparatus Equipment

Recommend the bid be awarded to the lowest bidder meeting the specifications.

Documents:

[BID FOR SELF-CONTAINED BREATHING APPARATUS EQUIPMENT.PDF](#)

9. **Reports - County Manager**

10. **Citizens Wishing To Be Heard-Please State Your Name And Address**

11. **Adjournment**

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: County Appointment - Valdosta/Lowndes County Zoning Board of Appeals (ZBA)

DATE OF MEETING: August 9, 2016

BUDGET IMPACT \$

FUNDING SOURCE

Annual

Capital

N/A

Regular Meeting

Work Session

Recommendation

Policy/Discussion

Report

Other

COUNTY ACTION REQUESTED ON: County Appointment – Valdosta/Lowndes County ZBA

HISTORY, FACTS AND ISSUES: Mr. John "Mac" McCall's three-year term on the Valdosta/Lowndes County Zoning Board of Appeals will expire August 28, 2016. Mr. McCall has expressed his desire to continue to serve at the Board of Commissioner's pleasure, and is supported by the ZBA. (Please see attachment)

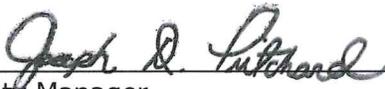
OPTIONS: (1) Reappoint Mr. McCall for an additional three-year term;
(2) New appointment at the Board's pleasure to serve a three-year term

RECOMMENDED ACTION: (1) Reappoint Mr. McCall to serve an additional three-year term.

DEPARTMENT: Zoning Administrator

Department Head: Carmella Braswell

ADMINISTRATIVE COMMENTS AND RECOMMENDATION: _____



County Manager

Action Taken By Board: _____

of the request, the applicant's agent and a representative from Moody AFB spoke in favor of the request and one citizen spoke in opposition to it. The comments and discussion from those speaking in favor of the request concerned history, specifications, justification, and addressing concerns about height and lighting from Moody AFB. The comments from the citizen who spoke in opposition to it focused on potential concerns related to lighting the tower.

GLPC Recommended Condition #1 That the tower be lighted in conjunction with standards put forth by Moody AFB and the FAA.

OPTIONS:

1. Approve 2. Approve with Conditions 3. Table 4. Deny

RECOMMENDED ACTION: GLPC Option #2
TRC Option #1

DIVISION: Planning

County Planner: Jason Davenport *JD*



County Manager

Action by the Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Abandonment of Strong Road (CR 250)
DATE OF MEETING: August 9, 2016

Regular Meeting (X)
Work Session (X)
Recommendation ()
Policy/Discussion ()
Report ()
Other ()

BUDGET IMPACT \$ 0
FUNDING SOURCE
 () Annual
 () Capital
 (X) N/A

COUNTY ACTION REQUESTED ON: Abandonment of Strong Road

HISTORY, FACTS AND ISSUES: The County has received a request to abandon Strong Road (CR 250), from its intersection with Hardee Road to its dead end, the entire length being 0.54 miles long is shown on the attached drawing. Georgia statute requires an initial determination that the "section of the county road system has for any reason ceased to be used by the public to the extent that no substantial public purpose is served by it or that its removal from the county road system is otherwise in the best public interest." If the Board makes either or both of these determinations with respect to Strong Road, the statute provides for notice to adjoining property owners, notice to the public by newspaper publication, and a public hearing. After the public hearing, the Board "may declare that section of the county road system abandoned."

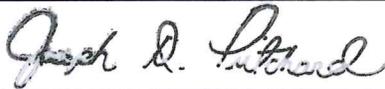
OPTIONS: 1. Make one or both of the required determinations.
 2. Board's Pleasure.

RECOMMENDED ACTION: Board's Pleasure.

DEPARTMENT: Engineering

Department Head: Michael B. Fletcher
County Engineer

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Adopt Resolution accepting infrastructure for Grammercy Subdivision Phase II

DATE OF MEETING: August 9, 2016

Regular Meeting (X)

Work Session (X)

BUDGET IMPACT: N/A

Recommendation(X)

Policy/Discussion ()

Report ()

FUNDING SOURCE:

() Annual () SPLOST VI

() Capital

(X) N/A

COUNTY ACTION REQUESTED ON: Adoption of Resolution accepting subdivision roads for county maintenance

HISTORY, FACTS AND ISSUES: Grammercy Subdivision Phase II is located off Old Pine Road. Engineering staff has made the final inspection of the project, and the work is substantially complete. A punch list of construction items to be addressed has been provided to the contractor, and the final paperwork is in process at the time of agenda submittal. The final plat will not be signed for recording until all paperwork is received. Attached is a letter requesting acceptance of infrastructure for this subdivision

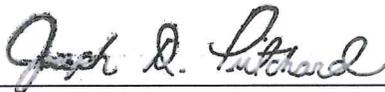
OPTIONS: 1. Adopt the Resolution
2. Board's Pleasure

RECOMMENDED ACTION: 1. Adopt the Resolution

DEPARTMENT: Engineering

County Engineer: Michael B. Fletcher

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Execution of the Resolution for the Hazardous Waste Trust Fund (HWTF)

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: \$8,233.30 (Revenue)

FUNDING SOURCE

- Annual Splost
 Capital
 N/A

- Regular Meeting
Work Session
Recommendation
Policy/Discussion
Report
Other

COUNTY ACTION REQUESTED ON: Execution of Documents

HISTORY, FACTS AND ISSUES: Lowndes County is eligible for reimbursement of a portion of funds spent on the monitoring and analysis at the closed landfill in Clyattville. Under the Georgia Hazardous Waste Trust, Lowndes County is eligible for the reimbursement of \$8,233.30. In order to receive these funds, the attached resolution will need to be approved and signed as well as the "Agreement Governing Expenditures for State and Local Government Costs".

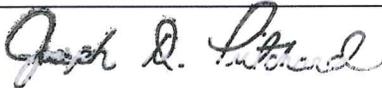
OPTIONS: 1. Execute the Resolution and the "Agreement Governing Expenditures for State and Local Government Costs"
 2. Redirect

RECOMMENDED ACTION: 1. Execute the Resolution the "Agreement Governing Expenditures for State and Local Government Costs"

DEPARTMENT: Engineering

Department Head: Michael B. Fletcher

ADMINISTRATIVE COMMENTS AND RECOMMENDATION: _____



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Speed Zone Ordinance

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: N/A

FUNDING SOURCE:

- Annual SPLOST V
- Capital
- N/A

- Regular Meeting (x)
- Work Session (x)
- Recommendation ()
- Policy/Discussion ()
- Report ()

COUNTY ACTION REQUESTED ON: Execution of Speed Zone Ordinance

HISTORY, FACTS AND ISSUES: The Georgia DOT is in the process of updating the existing Speed Zone Ordinance for Lowndes County. Attached is a copy of the updated Speed Zone Ordinance with the changes that were requested by Lowndes County. With the execution of this ordinance, the speed limits on these roads will be updated. A signed copy of the ordinance will be forwarded to the Department of Public Safety for the updated radar permit for Lowndes County.

- OPTIONS: 1. Adopt the Ordinance
2. Board's Pleasure

RECOMMENDED ACTION: 1. Adopt the Ordinance

DEPARTMENT: Engineering

County Engineer: Michael B. Fletcher

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Declaration of Surplus Items for the Fire Department

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: \$

FUNDING SOURCE

Annual

Capital

SPLOST VII Funding

Regular Meeting (X)

Work Session (X)

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

COUNTY ACTION REQUESTED ON: Declaration of Surplus Items for the Fire Department

HISTORY, FACTS AND ISSUES: Lowndes County Fire Rescue recently conducted an inventory of supplies and equipment and identified a large number of items which are no longer serviceable or otherwise have no value. Personnel have compiled a list of these items and would like to have these items declared as surplus so they can be properly disposed of. There is no salvage value to any of the items listed.

OPTIONS: 1. Request that the listed items be declared surplus and staff authorized to properly dispose of all items.
2. Board's Pleasure

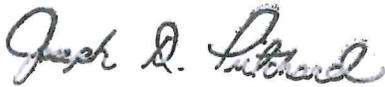
RECOMMENDED ACTION: Option 1.

DEPARTMENT: Fire/Rescue

Department Head: Ashley Tye



ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Firehouse Software Upgrade

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: \$14,420.00

FUNDING SOURCE

Annual

Capital

N/A

Regular Meeting

Work Session

Recommendation

Policy/Discussion

Report

Other

COUNTY ACTION REQUESTED ON: Firehouse Software Upgrade

HISTORY, FACTS AND ISSUES: Lowndes County Fire Rescue has been using Firehouse Software as its solution for incident reporting, inventory management, personnel rosters and other fire department information systems management for over 10 years. The version of Firehouse currently installed on all departmental computers, and in use by all personnel, has not been upgraded or been under a maintenance agreement since 2009. The current version is accessible only through a connection to the county network which has presented issues at some of the outlying stations where connectivity is not as reliable and speeds are often much slower. The proposed upgrade would not only provide Lowndes County with the most current version of the software, but it would also provide an improved access platform so that the program could be accessed via the web from any computer or tablet with internet access. All of the data would still be housed on a secure server maintained by Lowndes County ITS and access would be restricted to only those users which are granted a user name and password.

OPTIONS: 1. Authorize Lowndes County Fire Rescue to upgrade Firehouse Software for the amount of \$14,420.00.

2. Board's Pleasure

RECOMMENDED ACTION: Option 1.

DEPARTMENT: Fire Rescue

Department Head: Ashley Tye

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTYBOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Moody AFB Water and Wastewater Treatment Systems Contract

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: See Attached

FUNDING SOURCE

- Annual SPLOST VII
 Capital
 N/A

- Regular Meeting
Work Session
Recommendation
Policy/Discussion
Report
Other

COUNTY ACTION REQUESTED ON: Moody AFB Water and Wastewater Treatment Systems Contract

HISTORY, FACTS, AND ISSUES: Lowndes County has been in consultations with Moody AFB for several months to provide contract services for the operations and maintenance of the Water Treatment Plant, Wastewater Treatment Plant and three swimming pools for Moody AFB. Negotiations are complete with figures attached. The contract number is FA4830-16-P-S001.

- OPTIONS: 1. Authorize the Chairman to Sign Contract FA4830-16-P-S001
2. Board's Pleasure

RECOMMENDED ACTION: Authorize the Chairman to sign the contract

DEPARTMENT: Utilities

Department Head: Steve Stalvey

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Contract with Condrey and Associates, Inc.

DATE OF MEETING: August 9, 2016

Work Session (x)
Regular Session (x)
Recommendation ()
Policy/Discussion ()
Report ()
Other ()

BUDGET IMPACT: \$12,500.00

FUNDING SOURCE

- (X) Annual
- () Capital
- () N/A

COUNTY ACTION REQUESTED ON: Approval of contract with Condrey and Associates, Inc. to conduct a job description analysis and update study.

HISTORY, FACTS AND ISSUES: A job description summarizes the important features of a position to include: work details, required tasks, knowledge, skills, abilities, responsibilities and reporting structure. Job descriptions are used to assist hiring supervisors in recruiting, hiring, orientating employees to their positions, providing instruction, evaluating and disciplining employees. While job descriptions have been reviewed, modified and created over the years, a full scale evaluation through a questionnaire/interview process has not occurred since 1999. Condrey and Associates will provide Lowndes County with a complete job description analysis and update study to include maintenance techniques and service questions.

- OPTIONS:
1. Approve contract with Condrey and Associates, Inc. to conduct a job description analysis and update study.
 2. Board's Pleasure

RECOMMENDED ACTION: Board's Pleasure

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Kevin L. Beals

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Bulk Computer Purchase from Dell

Regular Meeting (X)

Work Session (X)

DATE OF MEETING: August 9, 2016

Recommendation ()

Policy/Discussion ()

BUDGET IMPACT \$50,944.05- State Contract

Report ()

FUNDING SOURCE

Other ()

(X) Annual

() Capital

() N/A

COUNTY ACTION REQUESTED ON: Approval of Bulk Computer Purchase

HISTORY, FACTS AND ISSUES:

This is a request for a bulk purchase for computers that will be deployed throughout supported departments. The quote includes 31 desktops, 12 laptops, 2 precision workstations, 27 monitors and 20 sound bars. Purchasing the computers in bulk allows for an additional discount in addition to the normal government discounts. Further, the cost and vendor are from the State contract list. This being the case, the purchase does not require a formal bid process.

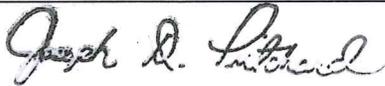
OPTIONS: 1. Approve
2. Board's Pleasure

RECOMMENDED ACTION: Board's Pleasure

DEPARTMENT: I.T.S

Department Head: Aaron Kostyu

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Bid for Equipment for Fire Apparatus

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: \$31,577.00

FUNDING SOURCE

- Annual
- Capital
- SPLOST VII Funding

- Regular Meeting
- Work Session
- Recommendation
- Policy/Discussion
- Report
- Other

COUNTY ACTION REQUESTED ON: Bid for Equipment for Fire Apparatus

HISTORY, FACTS AND ISSUES: Lowndes County solicited bids for equipment to be placed on a new pumper that was recently purchased for the fire department. This equipment is needed in order to meet the National Fire Protection Association (NFPA) and Insurance Services Organization (ISO) requirements for properly equipping fire apparatus. Each vendor was provided a list of the needed equipment and asked to submit a bid on all of the equipment as a single lot. All equipment specified was required to meet the most current NFPA standards. Bid received were as follows:

Bidder	Bid Amount
Municipal Equipment Company (Tifton, GA)	\$31,577.00
NAFECO (Decatur, AL)	\$36,850.04
Ten-8 Fire Equipment (Forsyth, GA)	\$38,822.00

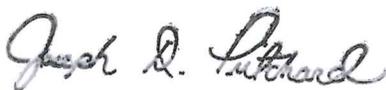
- OPTIONS: 1. Award the bid to the low bidder, Municipal Equipment Co., in the amount of \$31,577.00.
2. Board's Pleasure

RECOMMENDED ACTION: Option 1.

DEPARTMENT: Finance

Department Head: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Bid for Self-Contained Breathing Apparatus Equipment

DATE OF MEETING: August 9, 2016

BUDGET IMPACT: \$22,748.12

FUNDING SOURCE

- Annual
- Capital
- SPLOST VII Funding

- Regular Meeting (X)
- Work Session (X)
- Recommendation ()
- Policy/Discussion ()
- Report ()
- Other ()

COUNTY ACTION REQUESTED ON: Bid for Self-Contained Breathing Apparatus Equipment

HISTORY, FACTS AND ISSUES: Lowndes County solicited bids for the purchase of four new self-contained breathing apparatus (SCBA), four new face pieces and eight 30-minute breathing air cylinders. This equipment will be placed on the newly purchased pumper in order to meet the National Fire Protection Association (NFPA) and Insurance Services Organization (ISO) requirements for properly equipping fire apparatus. Bidders were asked to provide bids on a Scott AP-75 Model Air Pack and also allowed to provide pricing on a Model X3 as well. The X3 is the latest model which has upgraded features, is likely to maintain more consistent pricing and will also be able to upgraded more easily, less expensively and for a longer period of time than the AP75. Bids received were as follows:

Bidder	AP-75	X3
Thermo Fisher (Nashville, GA)	\$21,539.72	\$22,748.12
Municipal Equipment Services (Charlotte, NC)	\$22,299.92	did not bid
American Safety & Fire House (Doraville, GA)	\$22,460.00	\$23,660.00

- OPTIONS: 1. Award the bid to the low bidder, Thermo Fisher, for the Model X3 in the amount of \$22,748.12.
2. Board's Pleasure

RECOMMENDED ACTION: Option 1.

DEPARTMENT: Finance

Department Head: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____