

LOWNDES COUNTY BOARD OF COMMISSIONERS  
PROPOSED AGENDA  
WORK SESSION, MONDAY, MAY 22, 2017, 8:30 a.m.  
REGULAR SESSION, TUESDAY, MAY 23, 2017, 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- May 8, 2017
- b. Regular Session- May 9, 2017

5. **Appointments**

- a. Valdosta- Lowndes County Airport Authority

Appoint/reappoint one member

Documents:

[VALDOSTA- LOWNDES COUNTY AIRPORT AUTHORITY.PDF](#)

6. **For Consideration**

- a. Approval Of Increase In Convenience Fee For Online And Telephone Payments

Approve the increase in convenience fees for online and telephone payments to \$2.50 per transaction

Documents:

[APPROVAL OF INCREASE IN CONVENIENCE FEE FOR ONLINE AND TELEPHONE PAYMENTS.PDF](#)

- b. Renewal Of Contract For HVAC Preventative Maintenance

Renew the Contract for HVAC Preventative Maintenance with Siemens Industry, Inc. and Authorize the Chairman to Sign the Agreement

Documents:

[RENEWAL OF CONTRACT FOR HVAC PREVENTIVE MAINTENANCE.PDF](#)

- c. Beer & Wine License - Yogeskumar B. Patel Of Jay Ma Brahmani LLC DBA Madison Discount Shoppe - 2601 Madison Hwy., Valdosta, GA

Approval of the Beer & Wine License

Documents:

[BEER AND WINE LICENSE- YOGESHKUMAR B. PATEL OF JAY MA BRAHMANI LLC DBA MADISON DISCOUNT SHOPPE.PDF](#)

- d. Reimbursement For Preliminary Engineering For Exit 22 & 29 Utility Relocation

Authorize reimbursement of Professional Engineering Costs and Authorize the Chairman to sign the Agreement

Documents:

e. **Moody AFB Water And Wastewater Treatment Systems Contract Modification**

Moody AFB has constructed a new children's splash pad adjacent to pool #1. Moody AFB has requested the operation and maintenance of the splash pad be add to the current contract with Lowndes County.

Documents:

MOODY AFB WATER AND WASTEWATER TREATMENT SYSTEMS CONTRACT  
MODIFICATION.PDF

7. **Reports - County Manager**

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

9. **Adjournment**

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Valdosta-Lowndes County Airport Authority

DATE OF MEETING: May 23, 2017

BUDGET IMPACT:  
FUNDING SOURCE  
     Annual  
     Capital  
     N/A

Work Session   
Regular Session   
Recommendation   
Policy/Discussion   
Report   
Other

COUNTY ACTION REQUESTED ON: Appoint Member

HISTORY, FACTS AND ISSUES: Mr. Jeff Sikes' term with the Valdosta-Lowndes County Airport Authority expired on May 21, 2017. Mr. Sikes would like to be reappointed.

OPTIONS:    1. Appoint member  
              2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

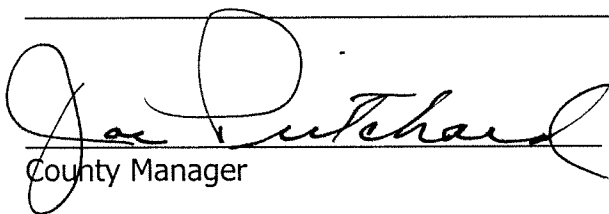
DEPARTMENT: County Manager

DEPARTMENT HEAD: Joseph Pritchard

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Approval of Increase in Convenience Fee for Online and Telephone Payments

DATE OF MEETING: May 23, 2017

BUDGET IMPACT: \$n/a

FUNDING SOURCE

- Annual
- Capital
- N/A

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

COUNTY ACTION REQUESTED ON: Approval of Increase in Convenience Fee for Online and Telephone Payments

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HISTORY, FACTS, AND ISSUES: Lowndes County currently processes roughly 20,000 payments online and via telephone using credit cards. Currently, customers making payments with credit cards online and via telephone are incurring a convenience fee of \$2.00 per transaction. Staff proposes increasing this convenience fees to \$2.50 effective July 1. For fiscal year 2017, merchant fees are expected to be \$47,000 while convenience fees are anticipated to be \$44,000.

OPTIONS: (1) Approve the increase in convenience fees for online and telephone payments to \$2.50 per transaction.  
(2) Board's pleasure

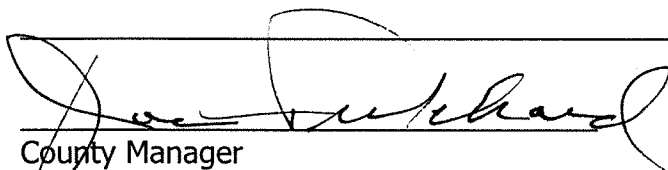
RECOMMENDED ACTION: (1) Approve the increase in convenience fees for online and telephone payments to \$2.50 per transaction

DEPARTMENT: Finance

Department Head: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Renewal of Contract for HVAC Preventive Maintenance

DATE OF MEETING: May 23, 2017

BUDGET IMPACT: \$63,541.00

FUNDING SOURCE

- Annual
- Capital
- N/A

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

COUNTY ACTION REQUESTED ON: Renewal of Contract for HVAC Preventative Maintenance

HISTORY, FACTS, AND ISSUES: Lowndes County awarded Siemens Industry, Inc. a contract for HVAC preventative maintenance for county buildings in March, 2015. The original award was for one year with the option to renew for four additional, one year periods. This will be the third year of that agreement.

OPTIONS: (1) Renew the contract for HVAC preventative maintenance with Siemens Industry, Inc. and authorize the Chairman to sign the agreement.  
(2) Board's pleasure

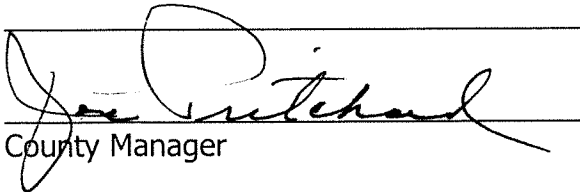
RECOMMENDED ACTION: (1) Renew the contract for HVAC preventative maintenance with Siemens Industry, Inc. and authorize the Chairman to sign the agreement.

DEPARTMENT: Finance

Department Head: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Beer & Wine License – Yogeshkumar B. Patel of Jay Ma Brahmani LLC DBA  
Madison Discount Shoppe – 2601 Madison Hwy., Valdosta, GA

DATE OF MEETING: May 23, 2017

BUDGET IMPACT \$

FUNDING SOURCE

( ) Annual

( ) Capital

(x) N/A

Regular Meeting (x)

Work Session (x)

Recommendation ( )

Policy/Discussion ( )

Report ( )

Other ( )

COUNTY ACTION REQUESTED ON: Beer & Wine License – Yogeshkumar B. Patel of Jay  
Ma Brahmani LLC DBA Madison Discount Shoppe – 2601 Madison Hwy., Valdosta, GA

HISTORY, FACTS AND ISSUES: Yogeshkumar B. Patel of Jay Ma Brahmani LLC DBA Madison  
Discount Shoppe, 2601 Madison Hwy., is requesting a license for the sale of beer & wine for  
consumption off premise. This is due to a change of ownership. The ordinance and guidelines  
for approval of the license have been met. All forms are attached and upon approval by the  
Board the license will be granted.

OPTIONS: 1. Approval of the Beer & Wine License  
2. Board's Pleasure

RECOMMENDED ACTION: 1. Approval of the Beer & Wine License

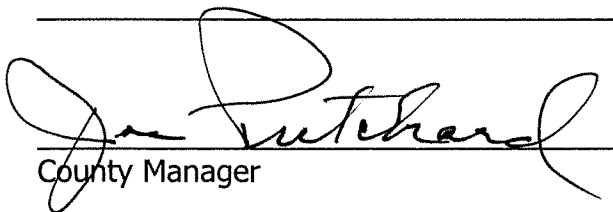
DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Reimbursement for Preliminary Engineering for Exit 22 & 29 Utility Relocation

DATE OF MEETING: May 23, 2017

BUDGET IMPACT: \$12,040.33 (Reimbursement)

Annual                       SPLOST  
 Capital  
 N/A

Regular Meeting   
Work Session   
Recommendation   
Policy/Discussion   
Report   
Other

COUNTY ACTION REQUESTED ON: Reimbursement for Preliminary Engineering for Exit 22 & 29  
Utility Relocation

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HISTORY, FACTS, AND ISSUES: On February 10, 2015, the Lowndes County Board of Commissioners accepted a proposal from Guess and Lovell for preliminary engineering services for the referenced project. Preliminary engineering is complete, therefore the Lowndes County Engineering Department is requesting reimbursement in the amount of \$12,040.33 from the Georgia Department of Transportation for preliminary engineering costs.

OPTIONS:    (1) Authorize reimbursement of professional engineering costs and authorize the Chairman to sign the agreement  
                  (2) Board's pleasure

RECOMMENDED ACTION: (1) Authorize reimbursement of professional engineering costs and authorize the Chairman to sign the agreement

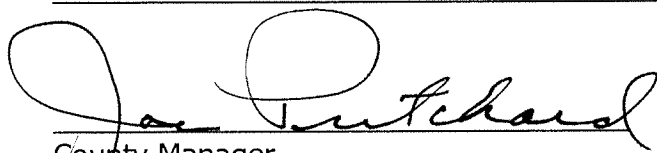
DEPARTMENT: Engineering

Department Head: Michael B. Fletcher, P.E.

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_

LOWNDES COUNTY BOARD OF COMMISSIONERS  
COMMISSION AGENDA ITEM

SUBJECT: Moody AFB Water and Wastewater Treatment Systems Contract Modification

DATE OF MEETING: May 23, 2017

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 Modification

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HISTORY, FACTS, AND ISSUES: Moody AFB has constructed a new splash pad for children adjacent to pool #1 at Moody AFB. Moody AFB has requested a proposal from Lowndes County to add the operation and maintenance of the splash pad to the current contract. Staff recommends the contract modification to operate and maintain the splash pad be approved.

OPTIONS: 1. Approve contract modification and authorize Chairman to sign.  
2. Board's pleasure

RECOMMENDED ACTION: Approve contract modification and authorize Chairman to sign.

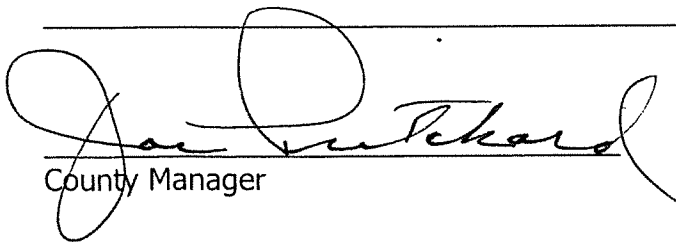
DEPARTMENT: Utilities

Department Head: Steve Stalvey

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:

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County Manager

Action Taken By Board: \_\_\_\_\_