



Houston County Board of Commissioners Meeting

Warner Robins, Georgia

December 15, 2020

5:00 P.M.

HOUSTON COUNTY COMMISSIONERS MEETING
Warner Robins, Georgia
December 15, 2020
5:00 P.M.

Call to Order

Turn Off Cell Phones

Invocation & Pledge of Allegiance – Chairman Stalnaker

Recognition of HCSO Deputy Mattox, Deputy Smith and Sgt. Noler

Proclamation – HCFD Capt. Pollard Retirement

Approval of Minutes from December 1, 2020

New Business:

1. Appointment of 2021 Vice Chair - Chairman Stalnaker
2. County Commissioners Salary / Longevity Adjustment - Commissioner Walker
3. Personnel Request (District Attorney) – Commissioner Walker
4. Board Appointments – Commissioner Thomson
5. Disbursement of Clothing Allowance (Sheriff Dept.) – Commissioner Thomson
6. Second Reading & Public Hearing of Amendment to Code of Ordinances (Timber Operations) – County Attorney Hall / Commissioner Thomson
7. First Reading of Amendment to Code of Ordinances (Board Meeting Time Change) – County Attorney Hall
8. Approval of Bid (Lake Joy Road PH 5 / Robinson Paving Co.) – Commissioner McMichael
9. Change Orders (Phase II Leachate Tank Repair / Southeastern Tank) – Commissioner McMichael
10. License Agreement (Railroad / Bear Branch WTP) – Commissioner Robinson
11. Approval of Bills – Commissioner Robinson

Public Comments

Commissioner Comments

Motion for Adjournment



A Proclamation Recognizing Troy “Steve” Pollard

WHEREAS, after 25 years of dedicated and unselfish service to the citizens of Houston County, Troy “Steve” Pollard is retiring from the Houston County Fire Department, and

WHEREAS, Pollard began his career as a volunteer with the Houston County Fire Department in 1991, and

WHEREAS, since then, Pollard has served in many roles and has advanced in rank from Firefighter to Lieutenant and finally as Captain of the Department’s Support Division.

NOW, THEREFORE, BE IT PROCLAIMED that the Houston County Board of Commissioners expresses its appreciation and thanks to Steve Pollard for his many years of commitment and dedicated service with the Houston County Fire Department.

AND, BE IT FURTHER PROCLAIMED, that the Board of Commissioners of Houston County recognize Captain Pollard for working tirelessly and relentlessly to ensure the safety and security of lives and property in Houston County and wish him all the best in his retirement.

SO PROCLAIMED this 15th day of December, 2020

Attested By:

Barry Holland,
Director of Administration

Tommy Stalnaker, Chairman

Larry Thomson

Tom McMichael

Gail Robinson

H. Jay Walker, III

Vice Chair appointment for 2021.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the appointment of Gail Robinson as Vice Chair of the Board of Commissioners for 2021.

Salaries for Commissioners-elect Mark Byrd and Dan Perdue to be set to \$12,000 annually per local legislation and a longevity increase of \$350 for Commissioner Robinson.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the adjustment of Commissioner Robinson's salary to reflect the longevity increase effective January 1, 2021; and to set Commissioner Mark Byrd and Commissioner Dan Perdue at the beginning salary of \$12,000 annually as outlined in a memorandum from Personnel Director Ken Carter dated December 4, 2020.



Houston County Personnel Department

Houston County Board of Commissioners

200 Carl Vinson Parkway

Warner Robins, GA 31088

478/542-2005 (Office) 478/542-2118 (Fax)

To: County Commissioners
From: Kenneth Carter, Director of Personnel
Date: December 4, 2020
Re: Commissioner Salaries

Local legislation sets the salary and longevity increases for all commissioners. Below are the Commissioners that will need to be adjusted or added beginning January 1, 2021.

Official	Current Salary	Adjustment 1/1/2021	Reason
Commissioner Gail Robinson	\$15,038.16	\$15,388.16	Longevity
Commissioner Mark Byrd	\$12,000.00	\$12,000.00	Newly Elected
Commissioner Dan Perdue	\$12,000.00	\$12,000.00	Newly Elected

Please consider this request to approve these adjustments and additions effective January 1, 2021.

3

District Attorney Hartwig is requesting approval to hire Meghan Bowden to the vacant Assistant District Attorney position at a Grade 27-C. Staff agrees that Ms. Bowden possesses the requisite qualifications and experience to qualify for the C-step.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

hiring Meghan Bowden for the vacant Assistant District Attorney position in the District Attorney's office at a Grade 27-C effective December 16, 2020.



Houston County Personnel Department

Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, GA 31088
478/542-2005 (Office) 478/542-2118 (Fax)

To: County Commissioners
From: Kenneth Carter, Director of Personnel
Date: December 4, 2020
Re: Meghan Bowden

Please see the request from District Attorney George Hartwig, requesting to hire Meghan Bowden to fill a vacant Assistant District Attorney at grade 27 step C or \$64,105.60. I have reviewed Ms. Bowden's qualifications and she does meet the requirements for the "C" step. If approved this will be effective December 16, 2020.

Office of the District Attorney
George H. Hartwig, III, District Attorney
Houston Judicial Circuit

Bobby Brantley
Investigator

Thomas Daly
Investigator

Richard Crooms
Investigator

T. Clifton Woody, II
Deputy Chief Assistant DA



December 4, 2020

Houston County Board of Commissioners
Attn: Mr. Ken Carter, Director of Personnel

VIA EMAIL

Re: Meghan A. Bowden

Dear Ken,

Please accept this letter as our request to hire Ms. Meghan Bowden in the vacant county paid Assistant District Attorney position as a grade 27, step "C", annual salary of \$64,105.60. We kindly ask that this request be placed on the December 15th Board of Commissioner's agenda.

I have attached a copy of Ms. Bowden's resume to this email. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,


George H. Hartwig, III
District Attorney
Houston Judicial Circuit

cc: Meghan A. Bowden

Felony Division
201 N. Perry Parkway
Perry, Georgia 31069
Office 478.218.4810 Fax 478.218.4815

Juvenile Division
206 Carl Vinson Parkway
Warner Robins, Georgia 31088
Office 478.542.2065 Fax 478.542.2137

Website: www.houstonda.org E-mail: ghartwig@houstonda.org

Meghan A. Bowden

EXPERIENCE

Augusta Judicial Circuit District Attorney's Office, Augusta, GA (August 2018- Current)

Assistant District Attorney

- Team leader supervising two attorneys, investigator, victim assistance advocate, and administrative assistant
- Prosecute major felonies including murder, armed robbery, aggravated sexual battery
- 15 career jury trials with 80% conviction rate

Northern Judicial Circuit District Attorney's Office, Hartwell, GA (August 2016- July 2018)

Assistant District Attorney

- Handled a case load of 400+ cases from grand jury to appeal
- Prosecuted major felonies including seven deadly and sex offenses
- Litigated civil asset forfeiture cases ancillary to certain criminal matters

Gwinnett District Attorney's Office, Lawrenceville, GA (Summer 2015 & Spring 2016)

Full Time Summer Intern, Spring Intern

- Conducted probable cause hearings and pleas under 3rd Year Practice Act
- Drafted indictments and prepared cases for Grand Jury
- Sat 2nd chair on a murder trial

Public Defender Service for the District of Columbia, Washington, D.C. (January 2015 - April 2015)

Full Time Law Clerk

- Drafted motions and memos for supervising attorneys
- Observed court with supervising attorneys and interacted with clients

Georgia Innocence Project, Decatur, GA (Summer 2014)

Full Time Summer Intern

- Evaluated and investigated post conviction claims of innocence
- Presented case to Legal Advisory Board on a 2005 murder case

Macy's Loss Prevention, Buford, GA (July 2012 - July 2013)

Loss Prevention Detective

- Conducted surveillance and investigations in order to prevent internal and external theft
- Apprehended shoplifters in retail environment

EDUCATION

University of Georgia School of Law, Athens, GA

Juris Doctor, May 2016

GPA: 3.12

Activities: AAJ Mock Trial Team

Georgia State University, Atlanta, GA

Bachelor of Science in Criminal Justice, May 2012

GPA: 3.75

Honors: *Magna cum Laude*, Phil Peters Scholarship recipient

ADDITIONAL INFORMATION

- Avid Braves Fan, interests include running, reading, hunting

Board Appointments

Motion by _____, second by _____ and carried _____ to

- approve
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- authorize

the following reappointments:

Airport Authority:	Danny Wilson	1/01/21 thru 12/31/22
Board of Tax Assessors:	Bill Fowler	1/01/21 thru 12/31/23
	David Grossnickle	1/01/21 thru 12/31/23
Development Authority:	Scott Cox	1/01/21 thru 12/31/26

5

This request from Chief Deputy Rape is for the disbursement of the \$450 allotted clothing allowance for eligible individuals in the department. This is a budgeted FY21 expense.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the disbursement of a \$450.00 clothing allowance to those twenty-seven Sheriff's Department personnel identified in a letter from Chief Deputy Rape dated December 2, 2020. Total disbursement is \$12,150.

W.H. Rape, Jr.
Chief Deputy

Major Tommy Jackson
Chief Administrator

Major Alan Everidge
Jail Administrator

Captain Ricky Harlowe
911 Emergency Services

Cullen Dalton
Sheriff, Houston County
202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478-542-2125 • FAX 478-328-1544

Captain Ronnie Harlowe
Patrol/Traffic Division

Captain Jon Holland
Investigations Division

Captain M.J. Stokes
Warrants/Civil Division

Captain Randy Banks
Juvenile Division

December 2, 2020

Chairman Tommy Stalnaker
Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, Georgia 31088

Dear Chairman Stalnaker:

This is to request the disbursement of the allotted clothing allowance of \$450 per person which was approved as part of our 2021-2022 budget. The following employees are eligible:

3300 Budget:	Chief Deputy W. H. Rape	Sgt. Tamra Hattaway
	Major Tommy Jackson	Sgt. Darron Jones
	Capt. Jon Holland	Sgt. Anna Lange
	Lt. Ron Brainard	Sgt. Joe Middlebrooks
	Lt. Dorothy Harden	Cpl.. Zachary Polk
	Sgt. Patrick Alexander	Sgt. Greg Pennycuff
	Sgt. Angel Nunez	Sgt. Matthew Moulton
	Lt. Wayne Franklin	Sgt. Eric Salter
	Sgt. Glenn Goodman	Sgt. Tim Leonard
3325 Budget:	Capt. Randy Banks	Sgt. Quinn Lumpkin
	Lt. Darin Meadows	Sgt.. Gary Andrews
	Cpl. Adrian Moss	Sgt.. Bennett Lashley
	Sgt. Kevin Harper	Sgt.. Heath Collins
	Sgt. Adrienne Hilton	

Your cooperation in this matter is appreciated.

Sincerely,



William Rape
Chief Deputy

6

County Attorney Tom Hall will conduct a second reading of an amendment to the Houston County Code of Ordinances concerning timber operations in Houston County. This is an amendment to the Houston County Code of Ordinances concerning changes to Article X – Timber Operations; Sec. 30-192 – Permit and Sec. 30-193 – Violations; penalties. The changes are being made in response to newly passed Georgia legislation that amended O.C.G.A. § 12-6-24.

The first reading of this proposed amendments to the Houston County Code of Ordinances was held at the December 1, 2020 Houston County Board of Commissioners meeting.

Motion by _____, second by _____ and carried _____ to

- approve
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amendments to the Houston County Code of Ordinances Article X – Timber Operations; Sec. 30-192 – Permit and Sec. 30-193 – Violations; penalties in response to newly passed Georgia legislation that amended O.C.G.A. § 126-24. The amendments shall read as follows:

Sec. 30-192. - Permit.

(c)(6) The applicant shall be responsible for all damages and shall present a letter of credit or a cashier's check for \$5,000.00 to protect the county against damage caused by applicant. All damage exceeding \$5,000.00 shall be the responsibility of the applicant. In the event of any damage caused by the applicant then the letter of credit or cashier's check shall be subject to the provisions contained in O.C.G.A. 12-6-24 § (b)(4)(A)(B)(C) and (D).

Sec. 30-193. – Violations; penalties.

Any timber operator who shall willfully fail to comply with this article shall be guilty of a misdemeanor; amenable to the process of the Magistrate Court of Houston County, Georgia and, upon conviction, shall be punished by fine not to exceed \$1,500.00. Each day the violation continues shall constitute a separate offense.

**AMENDMENT TO
CODE OF ORDINANCES
HOUSTON COUNTY, GEORGIA**

BE IT ORDAINED by the Board of Commissioners of Houston County as follows:

That sections 30-192(c)(6) and 30-193 of the Code of Ordinances, Houston County, Georgia, are hereby amended as follows:

CHAPTER 30 – ENVIRONMENT

ARTICLE X. – HOUSTON COUNTY TIMBER OPERATIONS

Sec. 30-192. - Permit.

Subsection (c)(6) shall have new language added (new language italicized for reference purposes only) and shall read as follows:

(c)(6) The applicant shall be responsible for all damages and shall present a letter of credit or a cashier's check for \$5,000.00 to protect the county against damage caused by applicant. All damage exceeding \$5,000.00 shall be the responsibility of the applicant. *In the event of any damage caused by the applicant then the letter of credit or cashier's check shall be subject to the provisions contained in O.C.G.A. 12-6-24 § (b)(4)(A)(B)(C) and (D).*

Sec. 30-193. – Violations; penalties.

The amount of the fine shall be changed from \$500.00 to \$1,500.00 and shall read as follows:

Any timber operator who shall willfully fail to comply with this article shall be guilty of a misdemeanor; amenable to the process of the Magistrate Court of Houston County, Georgia and, upon conviction, shall be punished by fine not to exceed \$1,500.00. Each day the violation continues shall constitute a separate offense.

SO APPROVED, this 15th day of December, 2020.

[Signatures to follow on next page.]

**BOARD OF COMMISSIONERS
OF HOUSTON COUNTY**

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

County Attorney Tom Hall will conduct a first reading of an amendment to Section 2-36; (b); of the Code of Ordinances, Houston County, Georgia wherein the time of the Commissioners meetings on the third Tuesday of each month will be changed from 6:00 p.m. to 5:00 p.m.

A second reading and public hearing will be held at the January 5, 2021 Houston County Board of Commissioners meeting to be held at 9:00 a.m. in the Commissioners Board Room located at the Houston County Courthouse, 201 Perry Parkway, Perry, Georgia after which action may be taken.

AMENDMENT TO CODE

CODE OF ORDINANCES HOUSTON COUNTY, GEORGIA

BE IT ORDAINED by the Board of Commissioners of Houston County as follows:

That Section 2-36; (b); of the Code of Ordinances, Houston County, Georgia, is hereby amended to read as follows:

Sec. 2-36. – Regular Meetings.

- (b) The board shall meet at the county annex building in Warner Robins on the third Tuesday of each month at 5:00 p.m.

8

Bids were solicited for the Lake Joy Road Phase 5 (Langston Road to SR127) widening project with three contractors submitting. Based upon the evaluation scores, staff recommends low bidder Robinson Paving Company at a cost of \$5,522,017.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of the Lake Joy Road Phase 5 widening project to Robinson Paving Company of Columbus, GA in the amount of \$5,522,017. This is a 2012 SPLOST funded project.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

Date: Tuesday, December 8, 2020

RE: Bid Recommendation for 2012 SPLOST Road Improvement Project
Lake Joy Road Phase 5 (CW12-02, Bid No. 21-10)

A handwritten signature in black ink, appearing to be "RK" followed by a stylized flourish.

Please consider this request to accept the bid for the above referenced project. Bids were received on Friday, December 4th, 2020. Listed below is a summary of the bids:

<u>Bidder</u>	<u>Amount of Bid</u>
C. W. Matthews	\$5,744,378.08
Reeves Construction	\$6,396,226.17
Robinson Paving Company	\$5,522,017.00

Based on the evaluation scores, the Engineering Department recommends the selection of **Robinson Pavement Company**, to perform the construction at the bid price of **\$5,522,017.00**. This project is to be funded by the 2012 SPLOST.

9

Circumstances have dictated three different change orders to the Phase II Leachate Tank Repair project at the Landfill. Change Order #1 for \$4,300 is due to the replacement of fiber board and labor; Change Order #2 for \$3,000 is for some additional sealant and labor; and Change Order #3 for \$3,500 is for the installation of five additional cathodic anodes. The original contract price of \$77,000 increases to \$87,800. The three change orders add an additional six days to the contract time.

Motion by _____, second by _____ and carried _____ to

- approve
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- table
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Change Order #1 for \$4,300, Change Order #2 for \$3,000 and Change Order #3 for \$3,500 with Southeastern Tank, Inc. of Lebanon, TN on the Phase II Leachate Tank Repair at the Landfill. Contract time will increase by six days.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

Memo

To: Houston County Board of Commissioners

From: Robbie Dunbar, Director of Operations 

Date: December 1, 2020

Re: Phase II Leachate Tank Repair

Please find attached proposal for Change Order No. 1 (\$4300.00), Change Order No. 2 (\$3000.00), and Change Order No. 3 (\$3500.00) for a total increase in contract price of \$10,800.00 for the Phase II Leachate Tank Repair. These changes will increase the original contract amount from \$77,000 to \$87,800. This increase is due to replacing fiber board (and labor), additional sealing (and labor), and the installation of an additional 5 Cathodic Anodes. Please consider this request for approval of these change orders.

Thank you for your consideration of this request.

Attachments – Memorandum from Terry Dietsch, Solid Waste Superintendent
Change Order No. 1
Change Order No. 2
Change Order No. 3

HOUSTON COUNTY PUBLIC WORKS DEPARTMENT



2018 Kings Chapel Road
Perry, Georgia 31069-2828
(478) 987-4280 • Fax (478) 988-8007

Memo

To : Robbie Dunbar, Director of Operations
From : Terry Dietsch, Solid Waste Superintendent *Terry Dietsch*
Date : November 30, 2020
Re : Phase II Leachate Tank Repair

Mr. Dunbar please consider favorable approval of 3 attached change orders to our contract with Southeastern Tank, Inc. for repairs to the Phase II Leachate Tank.

Original Contract was for \$77,000.

Change order 1 - \$4300.00 (Replacement of fiber board and labor)

Change order 2 - \$3000.00 (Additional Sealant and labor)

Change order 3 - \$3500.00 (5 Additional Cathodic Anodes Installed)

Total of revised contract with change orders - \$87,800.00

CHANGE ORDER



SOUTHEASTERN TANK, INC.

60 Vesta Road
 Lebanon, TN 37090
 Phone: (615) 466-5220
 Fax: (615) 466-5222

Date: 11/16/2020

CHANGE ORDER NUMBER: CO-1 PROJECT: Houston Co LF

Contractor:
Southeastern Tank Inc

Subcontractor:
Houston County Landfill

The contract is changed as follows:

6 gallons of trowel grade CIM, replacement of fiber board and labor	\$4,300.00

Total: (Includes all Materials and Installation Labor) \$4,300.00

Original Contract	\$ 77,000.00
Previously Approved Change Orders	\$.
Contract Amount Prior to this Change Order	\$ 77,000.00
Amount of this Change Order	\$ 4,300.00
Amount of Revised Contract	<u>\$ 81,300.00</u>

The Subcontract Time will be changed by 2 days.

CONTRACTOR
Southeastern Tank Inc

 By: Chris Dowdy
 Name: Chris Dowdy
 Title: Project Manager
 Date: 11/16/2020

SUBCONTRACTOR
Houston County

 By: Terry Mitchell
 Name: Terry Mitchell
 Title: Supt.
 Date: 11/24/20

Change Order Not Valid Unless Signed by the Subcontractor and Contractor.

CHANGE ORDER



SOUTHEASTERN TANK, INC.

80 Vesta Road
 Lebanon, TN 37090
 Phone: (615) 466-5220
 Fax: (615) 466-5222

Date: 11/20/2020

CHANGE ORDER NUMBER: CO-2 PROJECT: Houston Co LF

Contractor:
Southeastern Tank Inc

Subcontractor:
Houston County Landfill

The contract is changed as follows:

10 additional cases of Manus sealer	\$2,000.00
Additional Labor	\$ 1,000.00

Total: (Includes all Materials and Installation Labor) \$3,000.00

Original Contract	\$ 77,000.00
Previously Approved Change Orders	\$ 4,300.00
Contract Amount Prior to this Change Order	\$ 81,300.00
Amount of this Change Order	\$ 3,000.00
Amount of Revised Contract	<u>\$ 84,300.00</u>

The Subcontract Time will be changed by 2 days.

CONTRACTOR

Southeastern Tank Inc.

 By: *Chris Dowdy*
 Name: Chris Dowdy
 Title: Project Manager
 Date: 11/20/2020

SUBCONTRACTOR

Houston County

 By: *Tony Diers*
 Name: Tony Diers CU
 Title: Super
 Date: 11/24/20

Change Order Not Valid Unless Signed by the Subcontractor and Contractor.

CHANGE ORDER



SOUTHEASTERN TANK, INC.
 60 Vesta Road
 Lobanon, TN 37090
 Phone: (615) 466-5220
 Fax: (615) 466-6222

Date: 11/23/2020

CHANGE ORDER NUMBER: CO-3 PROJECT: Houston Co LF

Contractor:
Southeastern Tank Inc

Subcontractor:
Houston County Landfill

The contract is changed as follows:

5 Zinc Cathodic Anodes installed	\$3,500.00

Total: (Includes all Materials and Installation Labor) \$3,500.00

Original Contract	\$ 77,000.00
Previously Approved Change Orders	\$ 4,300.00
Contract Amount Prior to this Change Order	\$ 84,300.00
Amount of this Change Order	\$ 3,500.00
Amount of Revised Contract	\$ 87,800.00

The Subcontract Time will be changed by 2 days.

CONTRACTOR

Southeastern Tank Inc

 By: *Chris Dowdy*
 Name: Chris Dowdy
 Title: Project Manager
 Date: 11/20/2020

SUBCONTRACTOR

Houston County

 By: *Terry Ditsch*
 Name: Terry Ditsch
 Title: Supt
 Date: 11/23/20

Change Order Not Valid Unless Signed by the Subcontractor and Contractor.

10

The installation of a new 16” ductile iron water main connecting the Bear Branch Water Supply and Treatment Plant currently under construction to Frito Lay, Middle Georgia Cogen and other Bonaire/Kathleen customers is necessary. To do this we must bore under the railroad tracks near the intersection of Bear Branch Road and SR247. Georgia Southern and Florida Railway Company requires the execution of a License Agreement and payment of \$22,200. This figure includes a one-time licensing fee of \$20,300 and a \$1,900 risk management fee.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

Chairman Stalnaker signing a License Agreement with Georgia Southern and Florida Railway Company on the Bear Branch Water Supply and Treatment Facility project allowing for the bore under the railroad tracks necessary for installation of a new 16” water main connecting the treatment plant with Frito Lay, Middle Georgia Cogen and other Bonaire/Kathleen customers. A total payment per the agreement of \$22,200 will be made to the railroad. This project is funded by Water Capital Funds.



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

MEMORANDUM

To: Houston County Board of Commissioners

From: Brian Jones, Utility Engineer *BJ*

Date: Tuesday, December 8, 2020

CC: Robbie Dunbar, Director of Operations

RE: Permit to cross under railroad at SR 247 and Bear Branch Road

OK
[Signature]

Please consider this request to enter into a License Agreement with **Georgia Southern and Florida Railway Company**. The agreement will allow the Water Department to bore under and cross the railroad running parallel with SR 247 at the intersection of Bear Branch Road. This crossing will be for the installation of a new 16" ductile iron water main connecting the currently under construction Bear Branch Water Supply & Treatment Facility with Frito Lay, Middle Georgia Cogen and, ultimately, Bonaire/Kathleen.

In addition to the agreement, Houston County will be required to provide payment of **\$22,200**. This included a \$20,300 one-time licensing fee and a \$1,900 risk management fee.

I appreciate your consideration of this request.



November 18, 2020

Jeff Chandler
Houston County Board of Commissioners
200 Carl Vinson Pkwy
Warner Robins, Georgia 31088

RE: Proposed underground transverse crossing of a 16" ductile iron water pipe, encased in a 24" steel pipe.

**Georgia Division, at Mile Post 25.68-G
Kathleen, Houston County, Georgia
Latitude / Longitude: 32.48529400 / -83.61314400
NS Activity No. 1289108**

Dear Jeff Chandler:

RailPros, as consultant for Norfolk Southern Railway Company ("Railway"), has reviewed the above-referenced request. Based on the information and documentation presented, Railway has no objections to the proposed work.

Attached you will find the requested offer of agreement for execution, by an official authorized to execute contract agreements on behalf of the Licensee. Please have the agreement executed via DocuSign. Note, however, that the attached offer of agreement does not constitute a binding contract, unless or until it is executed by both the Licensee and Railway.

In order for Railway to countersign the document, the following items are needed for review:

1. **Payment of the License Fee** in the amount of **\$20,300.00** within the Application System;
2. **A Certificate of Insurance** as required in the agreement, is to be submitted within the Application System.
3. **A separate Railroad Protective Liability Insurance policy**, as required in the agreement, with Railway as the named insured, and the Activity ID referenced in the description, submitted within the Application System; OR
4. The submission of the Risk Management Fee of **\$1,900.00** adds the specific project/activity to the Norfolk Southern Master Railroad Protective insurance policy, and as such no further railroad protective liability insurance coverage is necessary or requested.

NOTE: No work shall be permitted on or about the Railway's property until the agreement becomes binding, and the Division Engineer or their authorized representative has reviewed and approved field services for the project, such as *flagging protection, construction monitoring, and post-construction inspection services*. Once the above items are received, the fully executed agreement will be sent, along with the name and contact information for field service coordination.

If we have not received the executed agreement and corresponding payments and/or documents within sixty (60) days from the date of this letter, we reserve the right to cancel this request.

If you have any questions, please contact me at mitch.bruckner@railpros.com.

Sincerely,

Mitch Bruckner

Mitch Bruckner
Real Estate Specialist

11819 Miracle Hills Dr., Ste 102
Omaha, NE 68154

P: (402) 965-0539 **F:** (866) 762 - 7619

www.railpros.com

Summary of bills by fund:

• General Fund (100)	\$ 400,275.45
• Emergency 911 Telephone Fund (215)	\$ 255,598.46
• Fire District Fund (270)	\$ 25,818.22
• 2006 SPLOST Fund (320)	\$ 369,784.35
• 2012 SPLOST Fund (320)	\$ 59,605.23
• 2018 SPLOST Fund (320)	\$ 75,631.13
• Water Fund (505)	\$ 87,447.75
• Solid Waste Fund (540)	<u>\$ 225,273.42</u>
Total for all Funds	\$1,499,434.01

Motion by _____, second by _____ and carried _____ to

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the payment of the bills totaling \$1,499,434.01