



Houston County Board of Commissioners Meeting

Perry Georgia

March 1, 2022

9:00 a.m.

HOUSTON COUNTY COMMISSIONERS MEETING

Perry, Georgia

March 1, 2022

9:00 A.M.

Call to Order

Turn Off Cell Phones

Invocation – Commissioner Robinson

Pledge of Allegiance – Brigadier General William Kountz, Air Force Reserve Command

Approval of Minutes from February 15, 2022

New Business

1. Personnel Request (Deputy Clerk / State Court Clerk's Office) – Commissioner Walker
2. Public Hearing on Special Exception Applications #2583 thru #2591 – Commissioner Walker
3. City of Warner Robins Annexation Request (ASIL Group / 308 Woodlands) – Commissioner Byrd
4. Professional Services Agreement (SR247 at Old SR96 Intersection Improvement) – Commissioner Byrd
5. Professional Services Agreement (Flournoy Road Improvement) – Commissioner Byrd
6. Professional Services Agreement (Thompson Mill Road Extension) – Commissioner Byrd
7. Probate Court Renovation Project (ICB Construction Group) – Commissioner Byrd
8. Equipment Purchase (UPS Replacement / MIS) – Commissioner Robinson
9. Sign Purchase (Houston County Government Building) – Commissioner Robinson
10. Bid Award (Dump Truck / Roads) – Commissioner Robinson
11. Bid Award (UTV / Landfill) – Commissioner Robinson
12. Approval of Bills – Commissioner Robinson

Public Comments

Commissioner Comments

Motion for Adjournment

State Court Clerk Teresa Hathaway is requesting permission to hire Diamira Ortiz to fill the vacant Deputy Clerk position at the State Court Clerk's office. Staff agrees that Ms. Ortiz possesses the requisite qualifications and experience to qualify for the C-step.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

hiring Diamira Ortiz for the vacant Deputy Clerk position in the State Court Clerk's office at a Grade 12-C effective March 7, 2022.



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: February 14, 2022
Re: Deputy Clerk – State Court Clerk’s Office

Teresa Hathaway is requesting to hire Diamira Ortiz for the vacant Deputy Clerk position that is open due to a transfer. Based on Ms. Ortiz’s experience it is requested to hire her at grade 12-C effective March 7, 2022, as this is the start of the pay period. I have reviewed this request and the experience and Ms. Ortiz’s does meet the qualifications. At the request of Ms. Hathaway, Ms. Ortiz will begin working on February 28, 2022, but work at the “A” step until approval. Please consider this request.

Elle Mullens
*Chief Deputy
Clerk*

Faith Peeples
Deputy Clerk

STATE COURT OF HOUSTON COUNTY
202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
(478) 542-2105 FAX (478) 542-2077
www.houstoncountyga.org

Teresa M. Hathaway, Clerk

Gretchen Roberts
Deputy Clerk

Kathy Ray
Deputy Clerk

February 14, 2022

Ken Carter
Personnel Director
Houston Co. Board of Commissioners

RE: Diamira Ortiz

Dear Ken:

Please be advised that I would like to hire Diamira (“Dia”) Ortiz to the open clerk’s vacancy in our office. Dia has five years of experience from our solicitor’s office prior to moving to St. Louis to attend college. She holds a criminal justice degree and a paralegal degree. She is currently working on her Bachelor’s in Accounting.

While working with the solicitor’s office as a victim’s advocate, Dia learned the processes we use in bond modifications, as well as the process for accusing a defendant. This knowledge is extremely valuable to the position that she will be fulfilling. Dia also filled in, while others were out in the solicitor’s office, preparing files for court and looking up criminal background information. This knowledge will also be very beneficial in our office. She is familiar with AS400, Odyssey, our current case management system and Zuercher, our jail system.

Also, Dia speaks three languages: English, Spanish and Quechua, which is indigenous to the people of Peru. It is a huge asset to our office to have another Spanish speaking individual, as well as Quechua. We have had a couple of people from Peru in the court and Dia was able to assist with interpretation.

With the knowledge that Dia brings to the position, I would like to hire her at Step Grade C. I respectfully request that this be approved by the Commissioners.

If you need any further information, please let me know.

Sincerely,
Teresa M. Hathaway
Clerk, State Court of Houston County

Diamira Ortiz Arquinigo

GA 31003 •

Intent:

Young professional team player that is highly motivated and skilled in personnel management, and organizational. Seeking to obtain a position that will provide additional opportunities for career advancement and personal development.

Education:

Saint Louis University: Richard A. Chaifetz School of Business: Saint Louis, Missouri **December 2021**

- Bachelor of Science Accounting

Central Georgia Technical College: Warner Robins, Georgia

August 2020

- Associate Degree in Paralegal Studies
- 3.86 GPA, National Honor Society
- Presidential Honor Roll

Central Georgia Technical College: Warner Robins, Georgia

December 2016

- Associate Degree in Criminal Justice
- 3.86 GPA, National Honor Society
- Presidential Honor Roll

Work Experience:

Victim Advocate Director at The Office of the Solicitor-General:

August 2017- June 2021

Houston County, GA

- Served as the Budget Officer, responsible of budget formulation, budget development, and execution of the yearly budget.
- Compile and presented Quarterly Financial reports and annual grant renewal documents to the County, PAC, and CJCC.
- Performed in-depth analysis on complicated budget allocation, travel expenditures, fiscal accounting activities, issues involving substantial corrective action, complicated adjustments, resolves issues, and including assessing unusual circumstances of conditions.
- Responsible to develop, maintain, and updated internal management documents of Financial Operating Guidelines.
- Reviewed the program's budget insuring that financial policies and procedures of the station are being followed and are effective. This included preparing corresponding documentation for the auditing authority
- Coordinate training on victim assistance for local victim advocate and law enforcement agencies

Victim Advocate:

August 2016- August 2017

Houston County, GA

- Initiated education counseling for identified crime victims concerning their rights under the Georgia crime victim's Bill of Rights and the Criminal Justice system
- Reviewed and updated court calendar of pleas, arraignments, bonds, and trials with pertinent information about the cases
- Directed Prosecutor's staff with carrying out mandated victim services
- Provided administrative support for the Prosecutor's office
- Assisted victims during any court proceedings
- Translated legal terminology for victims during meetings with investigators, prosecutors, and court hearings

Part-Time translator at the Probation Office:

January 2016- August 2016

Houston County, GA

- Translated for defendants and their probation officers
- Compiled, maintained, and updated defendant's monthly report records
- Managed defendant's appointments
- Received payment of fines and restitution from defendants
- Contacted non-profit organizations and confirmed completion of defendant community service

Certifications:

National Advocate Credential NACP- Intermedial Level with designation of Comprehensive Victim Intervention Specialist (Credential Valid through December 31, 2022)	December 2020
Court School For Advocates	December 2020
building bridges- mental health for victim of crime	October 2020
Fundamental of prosecution Based-Victim Advocacy	September 2020
Early Notification of Victim Services	July 2020
Military Special Victims' Counsel	May 2020
The Georgia Victim Assistance Academy	May 2020
PAC training on Domestic Violence Prevention	April 2019
QPR Suicide Prevention GatekeeperExpert Witness Training PAC	April 2019
Victim advocate- Misdemeanor and Felonies	February 2018

Computer Program Competencies:

Microsoft Excel, PowerPoint, Word, Outlook, IS 100, Tracker, Odyssey Court Records, IBM Notes, and Jail Management System.

Other Languages:

- Spanish
- Quechua - Indigenous language spoken in Andes and highlands of South America

Special Exception Summary

Application	Applicant	Location	Proposed Use	Z & A Recommendation/Comments
2583	Jennifer Kerr	414 Lake Placid Drive	Dog Breeding	Approved unanimously, subject to compliance with any state regulatory agency requirements
2584	James & Janice Clance	103 Wellington Drive	Kettle Corn	Approved unanimously, with the condition to allow the use of a 12 ft. x 6 ft. enclosed trailer for the business and subject to any state regulatory agency requirements
2585	Todd McDonald	2715 Hwy. 41 S	T-shirt & Promotional Products	Approved unanimously
2586	Meghan Scott	244 Mossy Lake Road	Nutritional Consulting	Approved unanimously
2587	Robert & Vicki Norcott	103 Dundee Pass	Servsafe Training	Approved unanimously
2588	Richard & Jacquelyn Whiddon	2215 Hwy. 341 S	Construction	Approved unanimously
2589	John & Lora Ennis	921 Hwy. 26	Land Development	Approved unanimously, with the condition to allow the use of a tractor and a 25 ft. x 7.5 ft trailer for the business
2590	Denise McKinley	103 Spring Chase Cir.	Professional Drafting, Graphic Design and Administrative Support	Approved unanimously
2591	Michael Carter	122 Sasser Drive	Home Security Sales	Approved unanimously, subject to the applicant only installing wireless systems

**Zoning & Appeals
Recommendation**

		<u>Vote</u>	<u>Approval</u>	<u>Denial</u>	<u>Table</u>
#2583 – Jennifer Kerr	Dog Breeding	Unanimous	X		
#2584 – James & Janice Clance	Kettle Corn	Unanimous	X		
#2585 – Todd McDonald	T-Shirt & Promotional Products	Unanimous	X		
#2586 – Meghan Scott	Nutritional Consulting	Unanimous	X		
#2587 – Robert & Vicki Norcott	Servsafe Training	Unanimous	X		
#2588 – Richard & Jacquelyn Whiddon	Construction	Unanimous	X		
#2589 – John & Lora Ennis	Land Development	Unanimous	X		
#2590 – Denise McKinley	Professional Drafting	Unanimous	X		
#2591 - Michael Carter	Home Security Sales	Unanimous	X		

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the following applications to include any and all stipulations as noted on the Zoning & Appeals recommendation and Section 95 Requirements staff report:

#2583 – Jennifer Kerr	Dog Breeding
#2584 – James & Janice Clance	Kettle Corn
#2585 – Todd McDonald	T-Shirt & Promotional Products
#2586 – Meghan Scott	Nutritional Consulting
#2587 – Robert & Vicki Norcott	Servsafe Training
#2588 – Richard & Jacquelyn Whiddon	Construction
#2589 – John & Lora Ennis	Land Development
#2590 – Denise McKinley	Professional Drafting
#2591 - Michael Carter	Home Security Sales

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/~~VARIANCE~~
HOUSTON COUNTY**

Application No. 2583

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Jennifer Kerr
2. Applicant's Phone Number 478-662-1525
3. Applicant's Mailing Address 414 Lake Placid Drive Bonaire, GA 31005
4. Property Description LL 227, 10th Land District of Houston County, Georgia, Lot 4 of Lake Placid Subdivision, consisting of 2.73 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Dog Breeding Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

1-4-22
Date


Applicant

Application # 2583

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 4, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

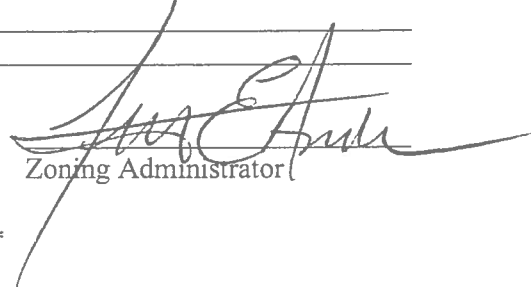
Fee Paid: \$100.00 Receipt # 42057

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, subject to compliance with any state regulatory agency requirements.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2584

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant James and Janice Clance
2. Applicant's Phone Number 478-954-9331
3. Applicant's Mailing Address 103 Wellington Drive Perry, GA 31069
4. Property Description LL 188, 13th Land District of Houston County, Georgia, Lot 13-A, Block "B", Section 1 of Devonwood Subdivision, consisting of 1.63 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Kettle Corn Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

1-12-2022
Date


Applicant

Application # 2584

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 12, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

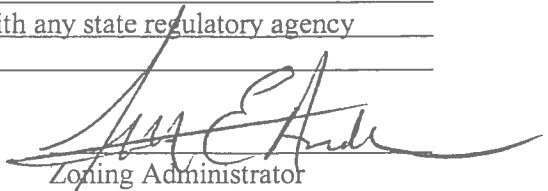
Fee Paid: \$100.00 Receipt # 42058

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, with the condition to allow the use of a 12 ft. x 6 ft. enclosed trailer for the business and subject to compliance with any state regulatory agency requirements.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/~~VARIANCE~~
HOUSTON COUNTY**

Application No. 2585

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:


1. Name of Applicant Todd McDonald
2. Applicant's Phone Number 478-390-2566
3. Applicant's Mailing Address 2715 Hwy. 41 S Perry, GA 31069
4. Property Description LL 206, 14th Land District of Houston County, Georgia, as shown on a plat of survey for Wallis V. Hurlbutt and Paula S. Hurlbutt, consisting of 5.50 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation for a T-Shirt and Promotional Products Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

Jan 13, 2022
Date


Applicant

Application # 2585

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 13, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

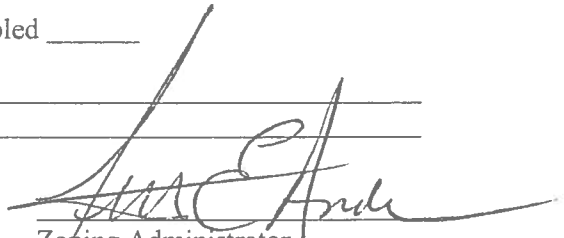
Fee Paid: \$100.00 Receipt # 42059

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2586

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Meghan Scott
2. Applicant's Phone Number 912-481-1464
3. Applicant's Mailing Address 244 Mossy Lake Road Perry, GA 31069
4. Property Description LL 206 & 207, 10th Land District of Houston County, Georgia, Lot C11, Phase 2, Section 3 of The Windmill at Mossy Lake, consisting of 2.13 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Nutritional Consulting Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

01/19/22
Date

M. Scott
Applicant

Application # 2586

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 19, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

Fee Paid: \$100.00 Receipt # 42060

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

February 22, 2022

Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2587

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

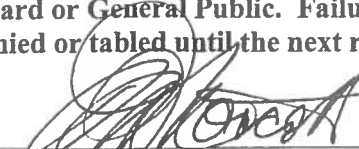
1. Name of Applicant Robert and Vicki Norcott
2. Applicant's Phone Number 478-319-0670
3. Applicant's Mailing Address 103 Dundee Pass Byron, GA 31008
4. Property Description LL 72, 5th Land District of Houston County, Georgia, Lot 13, Block "F", Phase 2, Section 1 of Wexford Place Subdivision, consisting of 0.54 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Servsafe Training Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

1.20.22
Date


Applicant

Application # 2587

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 20, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

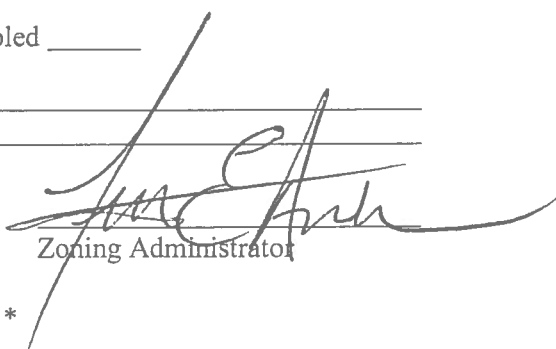
Fee Paid: \$100.00 Receipt # 42061

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2588

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Richard and Jacquelyn Whiddon
2. Applicant's Phone Number 478-599-0673
3. Applicant's Mailing Address 2215 Hwy. 341 S Perry, GA 31069
4. Property Description LL 147, 13th Land District of Houston County, Georgia, Parcel "A" as shown on a plat of survey for Carl J. Barrett, consisting of 4.18 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Construction Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.


Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

1-20-22

Date



Applicant

Application # 2588

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 20, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

Fee Paid: \$100.00 Receipt # 42062

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/~~VARIANCE~~
HOUSTON COUNTY**

Application No. 2589

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant John and Lora Ennis
2. Applicant's Phone Number 478-397-9696
3. Applicant's Mailing Address 921 Hwy. 26 Elko, GA 31025
4. Property Description LL 89, 13th Land District of Houston County, Georgia, Farm 22, Phase 2 of Old Southern Farms Subdivision, consisting of 24.40 Acres
5. Existing Use Residential
6. Present Zoning District R-AG
7. Proposed Use Special Exception for a Home Occupation
for a Land Development Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

21 Jan 2022
Date


Applicant

Application # 2589

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 21, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

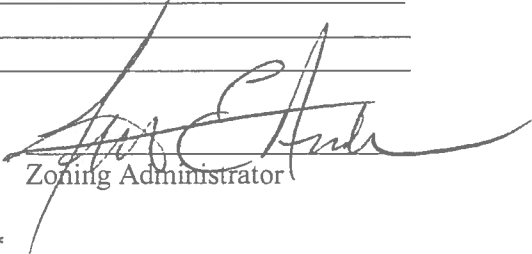
Fee Paid: \$100.00 Receipt # 42063

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, with the condition to allow the use of a tractor and a 25 ft. x 7.5 ft. trailer for the business.

February 22, 2022
Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/VARIANCE
HOUSTON COUNTY**

Application No. 2590

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Denise McKinley
2. Applicant's Phone Number 678-862-5301
3. Applicant's Mailing Address 103 Spring Chase Circle Kathleen, GA 31047
4. Property Description LL 186, 10th Land District of Houston County, Georgia, Lot 5, Block "A", Section 1, Phase 2 of Spring Chase Subdivision, consisting of 0.58 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation for a Professional Drafting, Graphic Design and Administrative Support Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

01/24/2022
Date

J. Denise McKinley
Applicant

Application # 2590

For Official Use Only
(Zoning and Appeals Commission)

Houston County Zoning and Appeals Commission

Date Filed: January 24, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

Fee Paid: \$100.00 Receipt # 42064

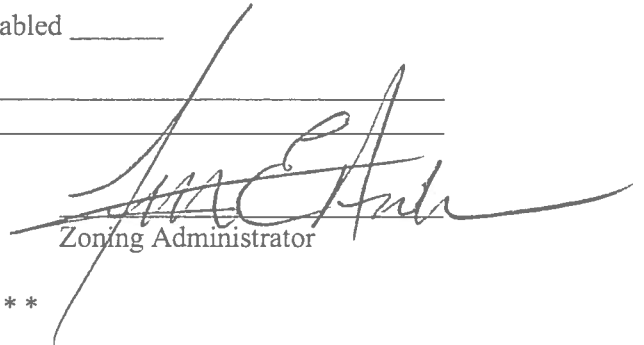
Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously.

February 22, 2022

Date


Zoning Administrator

For Official Use Only
(Houston County Board of Commission)

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

Date

Clerk

**APPLICATION FOR ~~RE-ZONING~~/SPECIAL EXCEPTION/~~VARIANCE~~
HOUSTON COUNTY**

Application No. 2591

The undersigned owner(s) of the following legally described property hereby request the consideration of change in zoning district classification or use as specified below:

1. Name of Applicant Michael Carter
2. Applicant's Phone Number 478-316-0550
3. Applicant's Mailing Address 122 Sasser Drive Bonaire, GA 31005
4. Property Description LL 252, 10th Land District of Houston County, Georgia, Lot 12, Block "A" of Hilltop Subdivision, consisting of 0.34 Acres
5. Existing Use Residential
6. Present Zoning District R-1
7. Proposed Use Special Exception for a Home Occupation
for a Home Security Sales Business
8. Proposed Zoning District Same
9. Supporting Information: Attach the following item to the application:
 - A. Surveyed plat of the property and easements.
10. The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official who will be responsible for making a decision on this application? Yes () No (X). If yes, then complete Form "A" attached and return within ten (10) days after filing this application for rezoning.

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant to each local government official during the two years immediately preceding the filing of this application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to any local government official within the past two years.

Note: The applicant or his/her Agent should be present at the meeting in order to address any concerns that may be generated by the Board or General Public. Failure to be present may result in the applicant's request being denied or tabled until the next regularly scheduled meeting.

1/25/2022
Date


Applicant

Application # 2591

**For Official Use Only
(Zoning and Appeals Commission)**

Houston County Zoning and Appeals Commission

Date Filed: January 25, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Notice being posted on the property: February 4, 2022

Date of Public Hearing: February 22, 2022

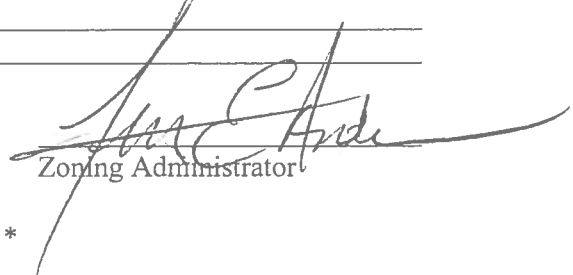
Fee Paid: \$100.00 Receipt # 42065

Recommendation of Board of Zoning & Appeals:

Approval X Denial _____ Tabled _____

Comments: Approved unanimously, subject to the applicant only installing wireless systems.

February 22, 2022
Date


Zoning Administrator

**For Official Use Only
(Houston County Board of Commission)**

Date of Recommendation Received: March 1, 2022

Date of Notice in Newspaper: February 2 & 9, 2022

Date of Public Hearing: March 1, 2022

Action by Houston County Commissioners:

Approval _____ Denied _____ Tabled _____

Comments: _____

_____ Date

_____ Clerk

3

The ASIL Group, LLC has requested annexation into the City of Warner Robins for a 0.22-acre property located at 308 Woodlands Boulevard. The property is currently zoned County R-3 (General Residential District) and the proposed zoning upon annexation is Warner Robins R-3. The property is contiguous to the existing city limits of Warner Robins and will eliminate an existing unincorporated island. This parcel was recently de-annexed from the City of Perry.

Motion by _____, second by _____ and carried _____ to

- concur**
- non-concur**
- table**

with a City of Warner Robins annexation request for 308 Woodlands Boulevard (Tax Parcel 0P64A0 223000) consisting of 0.22 acres.

CITY OF WARNER ROBINS
GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

Received

MAYOR
LaRhonda W. Patrick

January 27, 2022

FEB 7 2022

**MEMBERS OF
COUNCIL**

Post 1
Derek Mack
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

Houston County Board of Commissioners
200 Carl Vinson Parkway
Warner Robins, GA 31088

Houston County Commissioners
Warner Robins, GA

Re: Initiation of Annexation Pursuant to the 100% Application Method to the City of Warner Robins – a property totaling 0.22 acre, located at 308 Woodlands Boulevard - Tax Parcel No., [0P64A0 223000] (said parcel recently de-annexed from City of Perry and no new parcel ID is known at this time)

CITY ADMINISTRATOR
David Corbin

CITY CLERK
Mandy Stella

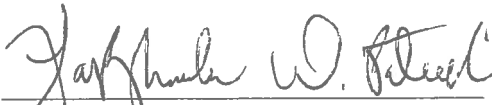
CITY ATTORNEY
Julia Bowen Mize

Dear Commissioners:

Notice is hereby given, pursuant to O.C.G.A. §36-36-6, that the City of Warner Robins, Georgia, has accepted a petition for annexation, pursuant to O.C.G.A. §36-36-20, *et seq.* (Article II or 100% Application Method). The owner of this property, who has filed a written request for annexation, is ASIL Group, LLC. As required by law, a copy of the application showing the legal description is attached. A tax map showing the boundaries of the proposed annexed area is attached as Exhibit "A". The present zoning is R-3[General Residential District][County], and the proposed zoning and land use for this tract upon annexation is R-3[General Residential District][City], under the zoning ordinance of the City of Warner Robins.

Respectfully,

City of Warner Robins, Georgia

By: 
LaRhonda W. Patrick, Mayor
For the Mayor and Council

cc: Barry Holland, County Administrator
Julia Bowen Mize, City Attorney

ASIL Group, LLC
3528 Hwy 41 North
Byron, GA 31008
(478)953-1100 | Fax: (478)953-1101

Department of Community Development
City of Warner Robins
700 Watson Blvd
Warner Robins, GA 31093
(478) 302-5517

January 18, 2021

**Re: Letter Of Intent, Annexation for Lot 42-A (308 Woodlands Blvd)
Tax Parcel #0P64A0-223000**

Mr. Darin Curtis,

This is our formal letter of intent to request annexation of Lot 42-A, totaling 0.22 acres, into the City of Warner Robins.

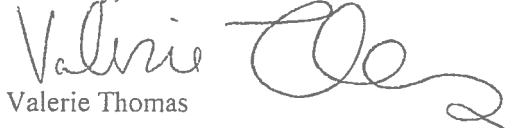
This lot is located on the City of Perry and City of Warner Robins boundary line. This lot was recently de-annexed from the City of Perry and is currently located in the County, as an island, until it can be annexed into the City of Warner Robins.

Once annexed, this tract will be combined with the adjacent 0.42 acres to create a residential lot, consistent to the other lots on Woodlands Blvd.

City of Warner Robins services are already tapped and available to this lot. Attached is our full application.

Please let us know if you have any questions.

Sincerely,


Valerie Thomas

APPLICATION

Property Owner(s) Name: ASIL Group, LLC Cellphone: _____

Company Name (if applicable): _____ Office Phone: (478) 953-1100

Property Owner(s) Address: 3528 US Hwy 41 N, Byron 31008

Applicant's Name: ASIL Group, LLC Cellphone: _____

Company Name (if applicable): _____ Office Phone: _____

Applicant's Address: 3528 US Hwy 41 N, Byron 31008

Property Information

PROPERTY OWNER IS REQUESTING THE ANNEXATION/REZONING PURSUANT TO OCSA § 36-36-21, OF:

ADDRESS/LOCATION: 308 Woodlands Blvd, Kathleen

Tract#: Lot 42A Parcel#: _____ Land Lot(s): 233 Land District#: 10

County: HOUSTON Tax Parcel#: OP64A0-223000 Total Acres: 0.22

Survey Prepared by: McLeod Surveying Dated 11/18/21

Recorded in Plat Book#: 83 Page#: 50

Present Zoning: R3 Requested Zoning: R3

The property owner makes application in order to: (Describe in "detail" the reason for annex/rezone):

create consistent lot as part of The Woodlands subdivision; eliminate "island" within county jurisdiction

Infrastructure Information:

Is water available to this site? Yes No Jurisdiction: City of WR

Is sewer service available? Yes No Jurisdiction: City of WR

Authorization:

Upon receipt of the completed application package, the Community Development Department shall notify the Owner/Applicant of scheduled date, times, and locations of the public meetings/hearings. The Owner/Applicant or a representative must be present to answer any questions that may be asked. In the event that an application is not complete, the case may be delayed or postponed at the discretion of the department.

This form is to be executed under oath. I, Keith Newton, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Public Hearing is true and correct and contains no misleading information.

This 24 day of January, 2022

Owner/Applicant Signature [Signature]

Print Name Keith Newton

STAMP DATE RECEIVED:



- Legend**
- Roads
 - ▭ Parcels
 - Corporate Limits
 - <all other values>
 - Didn't Match
 - Missing Info
 - They Match
 - County Outlines
 - ▭ <all other values>
 - ▭ Peach
 - ▭ Houston

Parcel ID	0P64A0 223000	Alternate ID	67201	Owner Address	ASIL GROUP LLC
Sec/Twp/Rng	n/a	Class	Residential		3528 HWY 41 N
Property Address	308 WOODLANDS BLVD	Acreage	0.22		BYRON, GA 31008
District	Perry				
Brief Tax Description	LOT 42A WOODLANDS OF HOUSTON PH 3 SEC 2B (Note: Not to be used on legal documents)				

Date created: 2/3/2022
 Last Data Uploaded: 2/3/2022 5:25:51 AM

Developed by  Schneider
 GEOSPATIAL

WR-020722-AsilGroupLLC-308WoodlandsBlvd

Request for annexation received 02/07/22 – Agenda 03/01/2022 – 30th Day 03/09/2022

Request Received From: Warner Robins **Applicant/Owner:** Asil Group, LLC

Property Location: 308 Woodlands Blvd.

Parcel ID: 0P64A0 223000 (0.22 acres)

Zone Change: Currently County R-3 to City of Warner Robins R-3 (General Residential)

Debra Presswood – No comments or concerns listed.

Tom Hall – Comments: The property is adjacent to the Warner Robins city limits. Annexation of this parcel will eliminate an unincorporated island. Zoning will remain the same.

Concerns: Preserve any County utilities.

Chief Stoner – Comments: None

Concerns: None

Tim Andrews – Comments: No comment.

Concerns: No concerns.

James Moore – Comments: I have no objections to the Annexation request.

Concerns: None

Public Works – **Robbie Dunbar** – No comments or concerns listed.

Terry Dietsch – No comments or concerns listed.

Chad Foreman – No comments or concerns listed.

Ronnie Heald – No comments or concerns listed.

Van Herrington – No comments or concerns listed.

Brian Jones – No comments or concerns listed.

Allen Mason – No comments or concerns listed.

Travis McLendon – No comments or concerns listed.

Ken Robinson – No comments or concerns listed.

Jeff Smith – No comments or concerns listed.

Sheriff Talton – No comments or concerns listed.

Alan Smith – Comments: None

Concerns: None

Engineering staff proposes entering into a professional services agreement on the SR247 at Old SR96 Intersection Improvement project with American Engineers, Inc. to provide the necessary engineering services to add a right turn lane from east bound Old SR96 to south bound SR247. The total fee is \$69,460 and design time will be approximately five months depending on the required permits from GDOT and the Railroad.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

entering into a professional services agreement with American Engineers, Inc. of Acworth, GA for the SR247 at Old SR96 Intersection Improvement project construction plans for a lump sum fee of \$69,460. This project is funded by the 2018 SPLOST.



Houston County Public Works

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

Date: Thursday, February 24, 2022

CC: Robbie Dunbar, Director of Operations

RE: SR 247 at Old SR 96 Intersection Improvement

OK RJH

The Engineering Department requests permission to enter into an agreement with **American Engineers, Inc.**, to provide engineering services to improve the intersection of SR 247 at Old SR 96. The scope of work is to add a right turn lane from east bound Old SR 96 to south bound SR 247. The fee for the work would be **\$69,460** and the time for the design would be about 5 months from the Notice to Proceed. The schedule will be dependent on the time to acquire permits from GDOT and the Railroad. This project will be funded with the proceeds from 2018 SPLOST.

I appreciate your consideration of this request.



February 25, 2022

Ronnie Heald, PLS
County Engineer
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069

RE: Professional Engineering Services SR 247 @ Old SR 96

Dear Ronnie:

On behalf of American Engineers, Inc. (AEI), I would like to thank you for the opportunity allowing us to submit a scope of service and fee proposal for intersection improvement project. Our detailed scope of service including fee estimate is listed below as requested.

Phase I – Survey Database

1. Provide deed research.
2. Provide survey control.
3. Provide required topographic survey of intersection of SR 247 @ Old SR 96 and extend to Ammons Road. Survey will include SR 247 from about right-of-way to right-of-way for GDOT encroachment permit requirements.
4. Provide property pin surveys along corridor to establish DOT property drawing.
5. Prepare property drawing, topographic, and utility drawing.

Phase II – Concept Development

1. Prepare two concept layouts based upon AEI in-house survey. Concept package will include 20 scale plans.
2. Attend Microsoft Teams meeting with Houston County, GDOT, and Norfolk Southern.

Phase III – Construction Plans

1. Finalize horizontal and vertical geometry plus develop cross sections.
2. Provide drainage plan view design.
3. Prepare drainage calculations.
4. Tweak/revise mainline cross sections for drainage design.
5. Finalize line work in plan view.
6. Finalize, export, and cleanup disturbed limits.
7. Plans will include Title Sheet, General Notes Sheet, Typical Section Sheet, Plan Sheets, Drainage Profile Sheets, Drainage Area Map, Cross Section Sheets, Utility Plans, Signing and Marking Sheets, and Erosion Control Sheets. Plans will be developed entirely based upon 20-scale.
8. Prepare and submit package to the County for review.
9. Revise plans based upon County comments.
10. Submit GDOT Encroachment Permit.
11. Revise and resubmit based upon GDOT comments.
12. Calculate Final Quantities.

13. Prepare Quantity Sheets.
14. Develop Final Cost Estimate.
15. Prepare and submit 100% plans ready for letting.
16. Assist County with bid documents.
17. Attend pre-bid meeting.
18. Assist County with Addendum.

Phase IV – Traffic Engineering (If Needed)

1. Prepare traffic counts and traffic study per GDOT requires a different option.
2. Prepare signal modification if GDOT requires a different option.

Fee Estimate	Phase I	\$13,000
	Phase II	\$6,000
	Phase III	\$34,000
	Phase IV	<u>\$16,460 (If needed)</u>
	Total	\$69,460

Schedule	Phase I	2 Months
	Phase II	1 Month
	Phase III	2 Months
	GDOT/CSX Reviews will be additional time.	

If you have questions or need additional information regarding our proposal, please do not hesitate to contact us.

Sincerely,
AMERICAN ENGINEERS, INC.



Tom Fravel, PE
 Principal/Project Manager

5

Engineering staff proposes entering into a professional services agreement on the Flournoy Road Improvement project with Saunders Engineering to complete the necessary construction plans to grade and pave from Ellis Road to Fuller Road. The total fee is \$81,500 and design time is five months.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

entering into a professional services agreement with Saunders Engineering Consultants, Inc. of Centerville for the Flournoy Road Improvement project construction plans for a lump sum fee of \$81,500. This project is funded by SPLOST.



Houston County Public Works

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief/EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

Date: Wednesday, February 23, 2022

CC: Robbie Dunbar, Director of Operations

RE: Flournoy Road Improvement

*OK
RD*

The Engineering Department requests permission to enter into an agreement with **Saunders Engineering Consultants, Inc.**, to provide engineering services to improve Flournoy Road. Flournoy Road will be graded and paved from Ellis Road to Fuller Road. The fee for the work would be **\$81,500** and the time for the design would be 5 months from the Notice to Proceed. This project will be funded with the proceeds from SPLOST.

I appreciate your consideration of this request.



February 16, 2022

Mr. Ronnie Heald, RLS
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069

RE: *Engineering Proposal for Paving Flournoy Road*

Dear Mr. Heald:

Saunders Engineering Consultants, Inc. appreciates this opportunity to submit a proposal for Engineering Services on the subject project. We are excited about being involved in implementing the road improvements outlined in Houston County's Special Purpose Local Option Sales Tax Program.

Saunders Engineering is a *local* engineering firm with its office located on Gunn Road in Centerville. To design and produce plans for this project we will be utilizing software the Georgia Department of Transportation requires, Inroads and Microstation. The project will be designed to the posted speed and be in conformance to AASHTO's Green Book and the Manual on Uniform Traffic Control Devices.

We understand the project will grade and pave Flournoy Road from Ellis Road to Fuller Road.

The construction plans will include the following sheets:

- Cover Sheet
- Typical Section Sheet
- Plan and Profile Sheets
- Drainage Cross Sections
- Phased Erosion Control Sheets
- Earthwork Cross Section Sheets
- R/W Plans

At your direction, the existing major cross drains will be extended at their current size. No hydrology or hydraulic studies will be performed on the cross drains.

The deliverables for this project will be in accordance with the attached scope of services outline. We proposed to complete final construction plans within 5 months of receipt of your Notice to Proceed with the following schedule

Our fee for the Surveying and Engineering services are outlined below:

Additional Survey - \$6,000.00

Engineering - \$75,500.00

Below are hourly rates should work outside the project scope be required:

- Principal - \$125.00
- Professional Engineer - \$95.00
- Project Engineer - \$ 75.00
- Cad Operator - \$55.00
- Clerical - \$40.00

We appreciate this opportunity, and look forward to working with you. Should you have any questions please give me a call.

Sincerely,
Saunders Engineering Consultants, Inc.



Rick Saunders, PE

CONFIRMATION OF ASSIGNMENT

Project Name: Flournoy Road Paving
Project Address: Houston County, Georgia
Saunders Engineering Consultants, Inc. Project Number: Pending

CLIENT:

Name: Mr. Ronnie Heald, RLS
Houston County Public Works
Address: 2018 Kings Chapel Road
Perry, GA 31069

SAUNDERS ENGINEERING CONSULTANTS, INC.

Name: Saunders Engineering Consultants, Inc.
Address: 104 C Gunn Road Centerville, GA 31028
Phone/ Fax: (478) 953-1228; (478) 953-1248 fax
Representative: Rick Saunders, PE



DESCRIPTION OF ASSIGNMENT AND SERVICES

As stated in attached proposal letter dated February 16, 2022

FEE BASIS:

Lump sum due on receipt of invoice

As evidenced by the signatures below, the CLIENT and SAUNDERS ENGINEERING CONSULTANTS, INC., (SEC) agrees to carry out the SERVICES in accordance with the Conditions below:

 Authorized Client Representative	<u>Ronnie Heald</u> Name (Please Print)	_____
 Authorized SEC Representative	<u>Richard B. Saunders, PE</u> Name (Please Print)	<u>2/16/22</u> Date

CONDITIONS:

1. Saunders Engineering Consultants, Inc., will provide services with applicable codes and bylaws and will exercise the standard of care, skill, and diligence required by customarily accepted professional practices and procedure normally provided in the performance of the SERVICES contemplated in this AGREEMENT at the time and the location in which the SERVICES were performed.
2. Fees for SERVICES will be performed at time basis rates unless noted otherwise.
3. Reimbursable expenses are in addition to fees for performance of the Services. An administrative charge will be added to all reimbursable expenses
4. Invoices for fees and reimbursable expenses are due and payable by the CLIENT within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts will be charged at the rate of 2% per month. Saunders Engineering Consultants, Inc., reserves the right to discontinue services in the event of non-payment.
5. If the project is suspended for more than thirty (30) calendar days in the aggregate, Saunders Engineering Consultants, Inc. shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the demobilization and remobilization costs.

Engineering staff proposes entering into a professional services agreement on the Thompson Mill Road Extension Project with Byrant Engineering to provide engineering and surveying services to extend the roadway from its current terminus to the intersection of SR247 and Piney Grove Road. The total fee is \$498,500 and design time is twelve months.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

entering into a professional services agreement with Bryant Engineering, LLC of Forsyth for the Thompson Mill Road Extension project engineering and surveying services for a lump sum fee of \$498,500.



Houston County Public Works

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

MEMORANDUM

To: Houston County Board of Commissioners

From: Ronnie Heald, County Engineer *RJH*

Date: Wednesday, February 23, 2022

CC: Robbie Dunbar, Director of Operations

RE: Thompson Mill Road Extension

OK
RJH

The Engineering Department requests permission to enter into an agreement with **Bryant Engineering, LLC.**, to provide engineering and surveying services to extend Thompson Mill Road. Thompson Mill Road will be extended to the intersection of Hwy 247 and Piney Grove Road. The fee for the work would be **\$498,500**, and the time for the design would be 12 months from the Notice to Proceed.

I appreciate your consideration of this request.



Chad R. Bryant, P.E.
President-Perry

Jennie S. Barfield, P.E.
Forsyth Branch Manager

February 22, 2022

Project No.. 0203-003

Mr. Robbic Dunbar
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069
478-987-4280
rdunbar@houstoncountygga.org

**Subject: Professional Services Fee Proposal
Thompson Mill Road Extension
Houston County, Georgia**

Dear Mr. Dunbar,

I would like to begin by thanking you and your staff for giving Bryant Engineering, LLC. an opportunity to provide you with a proposal on the Thompson Mill Road Extension. As per your request, I am submitting a cost proposal for the engineering and surveying services required to construct a road from the dead end of Thompson Mill Road to Hwy 247 aligning with Piney Grove Road in Houston County, Georgia.

I understand the road extension is approximately 4 miles long with the following parameters:

1. Two-Lane Rural Section - Approximately 3,000 L.F. of two-lane rural section from the current end of Thompson Mill Road across Thompson Mill Creek with 80' R/W. This section will be designed for 45 mph.
2. Three-Lane Urban Section - Approximately 3,500 L.F. of three-lane urban section with curb & gutter with 120' R/W. This section will be designed for 45 mph (Through Thompson Mill Land Company, LLC)
3. Four-Lane Rural Section – Approximately 15,000 L.F. of four-lane rural section with grassed median with. This Section will be designed for 55 mph. (Through Southern Timber Consultants, LLC.)

A LIDAR aerial topographic survey will be performed over the length of the project. Additional ground run topo will be required at the intersections of Thompson Mill Road dead end and Hwy 247.

Bryant Engineering understands our scope of work as follows:

- Provide LIDAR topo with ground enhancements for a 1000' wide corridor along the 4 mile length of project.
- Establish both horizontal and vertical alignments based generally on the concept sketch we provided earlier

906 Ball Street, Suite A, Perry, GA 31069
48 N. Jackson Street, Forsyth, GA 31029



Website: bryantengllc.com
Office 478-224-7070

- Generate earthwork cross sections that will balance the cut/fill volumes as feasible to establish the construction limits.
- Drainage design to establish size and length of necessary cross drains for R/W acquisition.
- Generate Signing & Marking Plans
- Generate Phased Soil Erosion Control Plans
- Generate right-of-way plans necessary for acquisition.
- Jurisdictional Waters Determination and Location
- Hydrologic and Hydraulic Analysis for all Road Sections
- Culvert Design at Thompson Mill Creek. Should a Bridge be more cost effective, a separate proposal will be provided for Bridge Design and Bridge Foundation Investigation.

The construction plans will include the following sheets:

- Cover Sheet
- Revision Summary Sheet
- General Note Sheet
- Typical Section Sheet
- Detailed Estimate
- Plan and Profile Sheets
- Drainage Profiles and Drainage Cross Sections
- Signing and Marking Sheets
- Utility Sheets
- Phased Erosion Control Sheets
- Earthwork Cross Section Sheets
- Right of Way Plans

This proposal does not include:

- Signal Plans
- Traffic Control Plans
- Staging Plans
- Retaining Wall Plans
- Geotechnical or Pavement Design along route.
- Bridge Design or Bridge Foundation Investigation
- Wetland/Stream Mitigation and/or Permitting

Since portions of this project lies within Georgia Department of Transportation right-of-way, a permit from GDOT will be required to construct this road. Bryant Engineering will submit plans to GDOT concurrent with Houston County Public Works review.



Chad R. Bryant, P.E.
President Perry

Jennie S. Barfield, P.E.
Forsyth Branch Manager

We understand that no utility design will be required by the awarded design firm, although, coordination may be required with other design firms for utility line location. This proposal does not include any Wetland or Stream Mitigation or Permitting since the extent of these services cannot be calculated until a delineation has been performed and plan is in place. Bryant Engineering can provide these services as they may be needed. This proposal also does not include any transportation studies or traffic signal design or plans.

Based on the above parameters, the total cost for surveying and engineering services as listed within the Scope of Work will be as follows:

+/- 3,000 L.F. Two- Lane Rural Section	<u>\$12 per foot</u>
+/- 3,500 L.F. Three-Lane Urban Section	<u>\$25 per foot</u>
+/- 15,000 L.F. Four-Lane Rural Section	<u>\$25 per foot</u>

Bryant Engineering Sub-Contractors List:

Saunders Engineering – Transportation Consultant
McLeod Surveying – Boundary & Ground Run Topographic Survey
Platinum Geomatics – LIDAR Aerial Topographic Survey

Since Bryant Engineering has extensive experience in all of these areas, I am confident that you, as our Client, will be fully satisfied with our services. If found acceptable, please initial each page, sign on the "Agreement" page, and scan/email/fax/mail the executed document to initiate the project. Also included in this package is an information sheet for you to complete that will provide Bryant Engineering with pertinent information about our client and their project and a Fee Schedule for any services requested above and beyond the Contract Scope. Please call or email if you have any questions or concerns.

Sincerely,

Chad Bryant, P.E.
President
Bryant Engineering





Chad R. Bryant, P.E.
President Perry

Jennie S. Barfield, P.E.
Forsyth Branch Manager

Contract Terms and Conditions

February 22, 2022

Project No.: 0203-003

Project Schedule:

Timeline

The timeline for this project includes two months for the topographic survey, three months for the conceptual design, and two months for the right of way plans, five months for construction documents. The total timeline will be twelve months from Notice to Proceed unless delayed by the client's request, lack of information, or intervening factors beyond our control.

Payment Terms:

Fee Structure

Bryant Engineering invoices monthly on time and material basis or project percent complete basis, depending on the nature of the project. Payments are due upon receipt and are considered late after 30 days. Unpaid balances after 60 days from the date of invoice will result in work stoppage until overdue accounts are resolved. A late fee will be charged to all accounts in the amount of 1.5% of the unpaid balance. Failure to pay within 60 days from the date of the invoice will be considered by Bryant Engineering to be a breach of contract and Bryant Engineering may cease work and withhold all work-product immediately without penalty from client. In addition, prior the product submittal, full payment must be made. Client will provide Bryant Engineering with any special billing formats or considerations with the signed contract. Bryant Engineering's rates may be subject to change January 1 of each year.

Fee Schedule:

35 % Survey and Preliminary Design (billed monthly)

30% Right-of-way Drawings (billed monthly)

35% Construction Drawings (billed monthly)

Exclusions Additional Fees:

This cost proposal does not include any fees payable to the County, City, or State. The Client will be responsible for these fees. Also, this proposal is for the services listed above only.





Chad R. Bryant, P.E.
 President-Perry
 Jennie S. Barfield, P.E.
 Forsyth Branch Manager

Printing Fees

Print/Copy

Size	Print	\$/Sheet
36x48	B&W	\$3.50
24x36	B&W	\$2.50
24x36	Color	\$30.00
11x17	B&W	\$1.50
11x17	Color	\$7.00
8.5x11	B&W	\$0.15
8.5x11	Color	\$0.75

Scan

Size	Print	\$/Sheet
36x48	B&W	\$3.00
24x36	B&W	\$2.00
11x17	B&W	\$1.50
8.5x11	B&W	\$0.15
CD/PDF/Email		\$3.00

Hourly rates for work performed beyond scope of services:

Job Title	Hourly Rate
Senior Principal Engineer	\$225.00
Project Engineer	\$125.00
Project Manager	\$150.00
Landscape Designer	\$125.00
Engineering Technician III	\$150.00
Engineering Technician II	\$115.00
Engineering Technician I	\$100.00
Administrative Support	\$75.00





Chad R. Bryant, P.E.
President-Perry

Jennie S. Barfield, P.E.
Forsyth Branch Manager

Contract Conditions:

Right of Entry

Client assures Bryant Engineering that it has right of entry and permission to work on the subject property and will advise of proper procedures for accessing subject property.

Disputes

Client agrees to pay all legal fees and collection costs incurred by Bryant Engineering to collection unpaid balances prior to litigation. Any disputes regarding payment of services shall be resolved in the Houston County courts. Attorney Fees for litigation incurred by either party shall be paid by the losing party.

Ownership of Documents and Retention of Records

All reports, drawings, calculations, estimates, spreadsheets, and other documents prepared by Bryant Engineering as instruments of service, shall remain property of Bryant Engineering. Bryant Engineering agrees to retain all records relating to the services performed for a period of three (3) years following submission of the materials, during which period the records will be made available to the client at all reasonable times.

Limitations of Liability

The Owner agrees to limit Bryant Engineering's liability to the Owner and all construction contractors/subcontractors on the project arising from professional acts, errors, or omissions, such that the total aggregate liability of Bryant Engineering to all those named shall not exceed \$1,000,000. The owner further agrees to require of the contractor and his subcontractors an identical limitation of Bryant Engineering's liability for damages suffered by the contractor or subcontractor arising from Bryant Engineering's professional acts, errors, and omissions. Neither the contractor nor any subcontractor assumes any liability for damage to others, which may arise on account of Bryant Engineering's professional acts, errors, or omissions.





Chad R. Bryant, P.E.
President Perry
Jennie S. Barfield, P.E.
Forsyth Branch Manager

Agreement

February 22, 2022

Project No.: 0203-003

Mr. Robbie Dunbar
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069
478-987-4280
rdunbar@houstoncountyga.org

I, _____, as the OWNER of this project, or an authorized representative of the Owner, do agree to pay Bryant Engineering (Engineer) the stated fees in accordance with the contract terms attached thereto.

Print and Sign: _____

Title: _____

Date: _____

I, Chad R. Bryant, as President of Bryant Engineering, do agree to provide the so stated services in the attached to the best of Bryant Engineering's abilities and in a timely manner unless delayed by the Client's request, lack of information, or intervening factors beyond Bryant Engineering's control.

Name and Signature: Chad Bryant *Chad R. Bryant*

Title: President, Professional Engineer

Date: 2/22/2022



Proposals were solicited for the Probate Court Renovation Project with five proposals received. Based on their original proposal of \$97,000, ICB Construction Group was the clear choice. The County has since asked ICB to submit supplemental pricing for additional scope of work which amounted to \$81,539. Staff now recommends award to ICB for the amended total of \$178,539.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of the Probate Court Renovation Project to ICB Construction Group of Macon at a total cost of \$178,539.



HOUSTON COUNTY BOARD OF COMMISSIONERS

MARK E. BAKER
PURCHASING AGENT

2020 KINGS CHAPEL ROAD * PERRY, GA 31069-2828
TELEPHONE (478) 218-4800 * FACSIMILE (478) 218-4805

MEMORANDUM

To: Houston County Board of Commissioners

From: Mark E. Baker

Cc: Barry Holland

Date: February 23, 2022

Subject: Bid# 22-10 Renovation of Restrooms and Probate Court Area

Based on the original proposals, ICB was the clear choice due to their price and experience with Houston County. After further discussions, additional work was determined to be needed. The supplemental pricing ICB provided, for that scope of work, was \$81,539.00, therefore the total cost for renovations would be \$178,539.00

International City Builders, Inc.	\$97,000	40 DAYS
Sheridan Construction	\$145,200	31 DAYS
McWright LLC	\$148,700	70 DAYS
Graham and Studstill General	\$168,100	120 DAYS
SOA Construction Services	\$298,701	45 DAYS

REVISED PROPOSAL

Project Name:	Renovations of Restrooms and Probate Court Area
Job Number:	
Project Manager:	Kenna Scragg
Project Description:	Renovation

Bid Package	Sub/Supplier	Original Proposal	Added Scope of Work	Total
02.40	Project Manager	\$ -	\$ -	\$ -
03.01	Supervision	\$ 7,740.00	\$ -	\$ 7,740.00
04.01	General Foremen	\$ 951.00	\$ -	\$ 951.00
05.50	Security Officer	\$ 400.00	\$ -	\$ 400.00
07.40	Demolition	\$ -	\$ -	\$ -
08.01	Doors & Hardware	\$ -	\$ -	\$ -
08.36	Storefront	\$ -	\$ 28,866.00	\$ 28,866.00
09.20	Metal Framing, Drywall, Ceilings and EIFS	\$ 14,928.00	\$ 20,770.00	\$ 35,698.00
09.60	Flooring	\$ 37,420.00	\$ 4,075.00	\$ 41,495.00
09.90	Painting	\$ 3,060.00	\$ 5,910.00	\$ 8,970.00
10.02	Toilet Partitions	\$ 5,385.00	\$ -	\$ 5,385.00
11.40	Cubicle Moving	\$ 5,700.00	\$ (5,700.00)	\$ -
17.01	Final Cleaning	\$ -	\$ -	\$ -
21.01	Fire Suppression	\$ -	\$ -	\$ -
22.01	Plumbing	\$ 6,490.00	\$ 390.00	\$ 6,880.00
23.01	HVAC	\$ -	\$ -	\$ -
26.01	Electrical	\$ 3,680.00	\$ 17,775.00	\$ 21,455.00
32.31	Landscaping Allowance	\$ -	\$ -	\$ -
33.01	Asphalt Paving and Striping	\$ -	\$ -	\$ -
50.01	Builders Risk	\$ 68.00	\$ 57.00	\$ 125.00
60.01	Liability	\$ 251.00	\$ 211.00	\$ 462.00
70.01	Bond	\$ 1,227.00	\$ 1,031.00	\$ 2,258.00
80.01	Contracting Fee	\$ 9,700.00	\$ 8,154.00	\$ 17,854.00
90.01	Contingency	\$ -	\$ -	\$ -
		\$ 97,000.00	\$ 81,539.00	\$ 178,539.00

Houston County Probate Court Scope of Work

(Revisions noted in red)

Men's (Room 1A108) and Women's (Room 1A109) Restrooms:

1. Demo and Replace Floor Tile of "like kind"

1.1. Original Scope of Work:

- 1.1.1. Includes Demolition of Existing Floor Tile.
- 1.1.2. Includes 12x12 Ceramic Tile as manufactured by "Daltile Cape coast 2.0" with matching 3x12 Bullnose Base.
- 1.1.3. Includes "thick-set" installation with Epoxy Grout.
- 1.1.4. Includes Transitions as necessary and required.
- 1.1.5. Note: Includes Demolition of Existing Tile Ceramic Tile Elite Flooring includes Demo

1.2. Revised Scope of Work:

- 1.2.1. Demo and Replace Floor Tile with Tile matching selections for Houston County Courthouse State Court Expansion
- 1.2.2. Includes Demolition of Existing Floor Tile.
- 1.2.3. Includes 12x24 Ceramic Tile as manufactured by "Crossville Familiar Territory Crème UPS with" with matching 3x12 Bullnose Base.
- 1.2.4. Includes "thick-set" installation with Epoxy Grout.
- 1.2.5. Includes Transitions as necessary and required.
- 1.2.6. Note: Includes Demolition of Existing Tile Ceramic Tile

2. Remove Wallpaper, Repair Walls, and Paint

2.1. Original Scope of Work:

- 2.1.1. Includes Removal of Wallpaper
- 2.1.2. Includes Patching and Repairing of Drywall where removed for Abatement
- 2.1.3. Includes Skimming of Walls to Prepare for Paint Finish
- 2.1.4. Includes Painting of Gypsum Board, Doors, and Frames
- 2.1.5. Includes Removal and Re-Installation of Existing Toilet Accessories

3. Clean or Reface Partitions.

3.1. Original Scope of Work:

- 3.1.1. Includes Demolition of existing Toilet Partitions
- 3.1.2. Includes Furnish and Install (New) 6 each – "Global" Powder Coated Steel Toilet Partitions
 - 3.1.2.1. Floor Mounted/Overhead Braced
 - 3.1.2.2. 58" Tall Doors and Panels
 - 3.1.2.3. Chrome Hardware
- 3.1.3. Includes Furnish and Install (New) 1 each – "Global" Powder Coated Steel Wall Hung Urinal Screen
 - 3.1.3.1. Continuous Aluminum Brackets

4. Replace all Toilets with Handicap Rated Toilets

4.1. Original Scope of Work:

- 4.1.1. Replace Toilets with Handicap Rated Toilets
- 4.1.2. Remove Urinals and Re-Install after Walls are Painted

- 4.1.3. Reuse Sinks, Countertops, and Faucets
- 4.1.4. Provide New Escutcheons and Trim as necessary

5. Replace all Light Fixtures with LED Fixtures

5.1. Original Scope of Work:

- 5.1.1. Includes Demolition of Existing Light Fixtures
- 5.1.2. Includes Furnishing New LED Light Fixtures

Probate Court (Rooms 1A401, 18400, 18402, 18403, 18406, and 18407):

1. Repair and Paint Drywall in Records Area

1.1. Original Scope of Work:

- 1.1.1. Includes Removal of Wallpaper at Judge's Office
- 1.1.2. Includes Patching and Repairing of Drywall where removed for Abatement
- 1.1.3. Includes Skimming of Walls at Judge's Office to Prepare for Paint Finish
- 1.1.4. Includes Painting of Gypsum Board, Doors, and Frames

1.2. Revised Scope of Work:

- 1.2.1. Includes Removal of Wallpaper at Judge's Office
- 1.2.2. Includes Patching and Repairing of Drywall where removed for Abatement
- 1.2.3. Includes Skimming of Walls at Judge's Office to Prepare for Paint Finish
- 1.2.4. Includes Painting of Gypsum Board, Doors, and Frames
- 1.2.5. Includes Demolition of Existing Ceiling Tile throughout.
- 1.2.6. Includes new Ceiling Tile throughout with 2x4 Acoustical Ceiling Tiles as manufactured by "Armstrong #1729".
- 1.2.7. Includes Demolition of Existing Light Fixtures
- 1.2.8. Includes Furnishing New LED Light Fixtures

2. Replace all Flooring in Probate Department with 20mil LVP

2.1. Original Scope of Work:

- 2.1.1. Includes Demolition of Existing Flooring.
- 2.1.2. Includes 20-mil LVP Flooring as manufactured by "Shaw Contract Terrain II"
- 2.1.3. Includes Transitions as necessary and required.

2.2. Revised Scope of Work:

- 2.2.1. Includes Demolition of Existing Flooring
- 2.2.2. Demolition of Existing Flooring at Kitchen, Pantry, and Public Space areas matching selections for Houston County Courthouse State Court Expansion.
- 2.2.3. Includes 20-mil LVP Flooring as manufactured by "Shaw Contract Terrain II" at Kitchen, Pantry, and Public Space areas.
- 2.2.4. Includes Carpet Tile as manufactured by "Mohawk Flux Play BT584 24x24" at other locations.
- 2.2.5. Includes Transitions as necessary and required.

3. Front Desk of Probate Court

3.1. Original Scope of Work:

- 3.1.1. None Included

3.2. Revised Scope of Work:

3.2.1. Provide Storefront Barrier on top of Transaction Counter (entire length)

3.2.1.1. Furnish and Install Aluminum Storefront, Doors, Glass/Glazing, and Hardware as follows:

- 3.2.1.1.1. Demolish Existing "Metal-Framed Wing Walls" at Existing Transaction Counter
- 3.2.1.1.2. Furnish and Install Metal Framed Soffit across entire length of the Existing Transaction Counter
- 3.2.1.1.3. Furnish and Install 5/8" Type "X" Drywall at Metal Stud Framed Soffit
- 3.2.1.1.4. Include Painting of New Soffit above Transaction Counter
- 3.2.1.1.5. Relocate Lights above Transaction Counter as required.
- 3.2.1.1.6. Modify Countertop as necessary for new Storefront Framing System
- 3.2.1.1.7. Furnish and Install 36' long x 4'-6" high Counter Frame with Electronic Speak-Thru and Pass-Thru Cut Out in Glass with Return Frames back to wall.
- 3.2.1.1.8. Include 3-3/4" x 4-1/2" Center Set Aluminum Flush Storefront Framing System; Color – Clear Anodized
- 3.2.1.1.9. Include 2-each Doors: 3'-0" x 7'-0" x 1-3/4" Medium Stile with 10" Bottom Rails, Offset Pivots, 1" Diameter Round Push/Pull Combinations, MS Locks, Rim Panics, Standard Cylinders, Surface Closers, and ADA compliant Thresholds.
- 3.2.1.1.10. Include Additional Hardware: Access Control Hardware as required.
- 3.2.1.1.11. Include Glass/Glazing: 1/4" thick Clear Tempered
- 3.2.1.1.12. Include Storefront Sealants as required.

4. Storefront @ Rolling Fire Curtain between Probate Office and Records Storage

4.1. Original Scope of Work:

- 4.1.1. None Included

4.2. Revised Scope of Work:

- 4.2.1. Furnish and Install Storefront Framing System for the total length of the Existing Fire Curtain Opening
- 4.2.2. Include 3-3/4" x 4-1/2" Center Set Aluminum Flush Storefront Framing System; Color – Clear Anodized
- 4.2.3. Include 1-each Pair of Doors: 6'-0" x 7'-0" Medium Stile Single Doors with Side-Lites, 10" Bottom Rails, Offset Pivots, 1" Diameter Round Push/Pull Combinations, MS Locks, Rim Panics, Standard Cylinders, Surface Closers, and ADA compliant Thresholds. Note – One Operable Leaf and One Leaf "pinned".
- 4.2.4. Include Additional Hardware: Access Control Hardware as required.
- 4.2.5. Include Glass/Glazing: 1/4" thick Clear Tempered
- 4.2.6. Include Storefront Sealants as required.

5. Judge's Bathroom

5.1. Original Scope of Work:

- 5.1.1. None Included

5.2. Revised Scope of Work:

- 5.2.1. Includes Removal of Wallpaper.
- 5.2.2. Includes Skimming of Walls to Prepare for Paint Finish.
- 5.2.3. Includes Painting of Gypsum Board, Doors, and Frames.
- 5.2.4. Includes Demolition of Existing Floor Tile.

- 5.2.5. Includes 12x24 Ceramic Tile as manufactured by "Crossville Familiar Territory Crème UPS with" with matching 3x12 Bullnose Base.
- 5.2.6. Replace Toilets with Handicap Rated Toilets
- 5.2.7. Includes Demolition of Existing Light Fixtures.
- 5.2.8. Includes Furnishing New LED Light Fixtures.
- 5.2.9. Includes Removal and Re-Installation of Existing Toilet Accessories.
- 5.2.10. Wall-Hung Sink and Toilet Accessories to Remain In-Place

6. Judge's Office

6.1. Original Scope of Work:

- 6.1.1. None Included

6.2. Revised Scope of Work:

- 6.2.1. Includes Removal of Wallpaper.
- 6.2.2. Includes Skimming of Walls to Prepare for Paint Finish.
- 6.2.3. Includes Painting of Gypsum Board, Doors, and Frames.
- 6.2.4. Includes Removal and Re-Installation of Existing Wood Base.
- 6.2.5. Includes Carpet Tile as manufactured by "Mohawk Flux Play BT584 24x24".
- 6.2.6. Includes Demolition of Existing Ceiling Tile throughout.
- 6.2.7. Includes new Ceiling Tile throughout with 2x4 Acoustical Ceiling Tiles as manufactured by "Armstrong #1729".
- 6.2.8. Includes Demolition of Existing Light Fixtures.
- 6.2.9. Includes Furnishing New LED Light Fixtures.

Custodian Closet (Room 1A110):

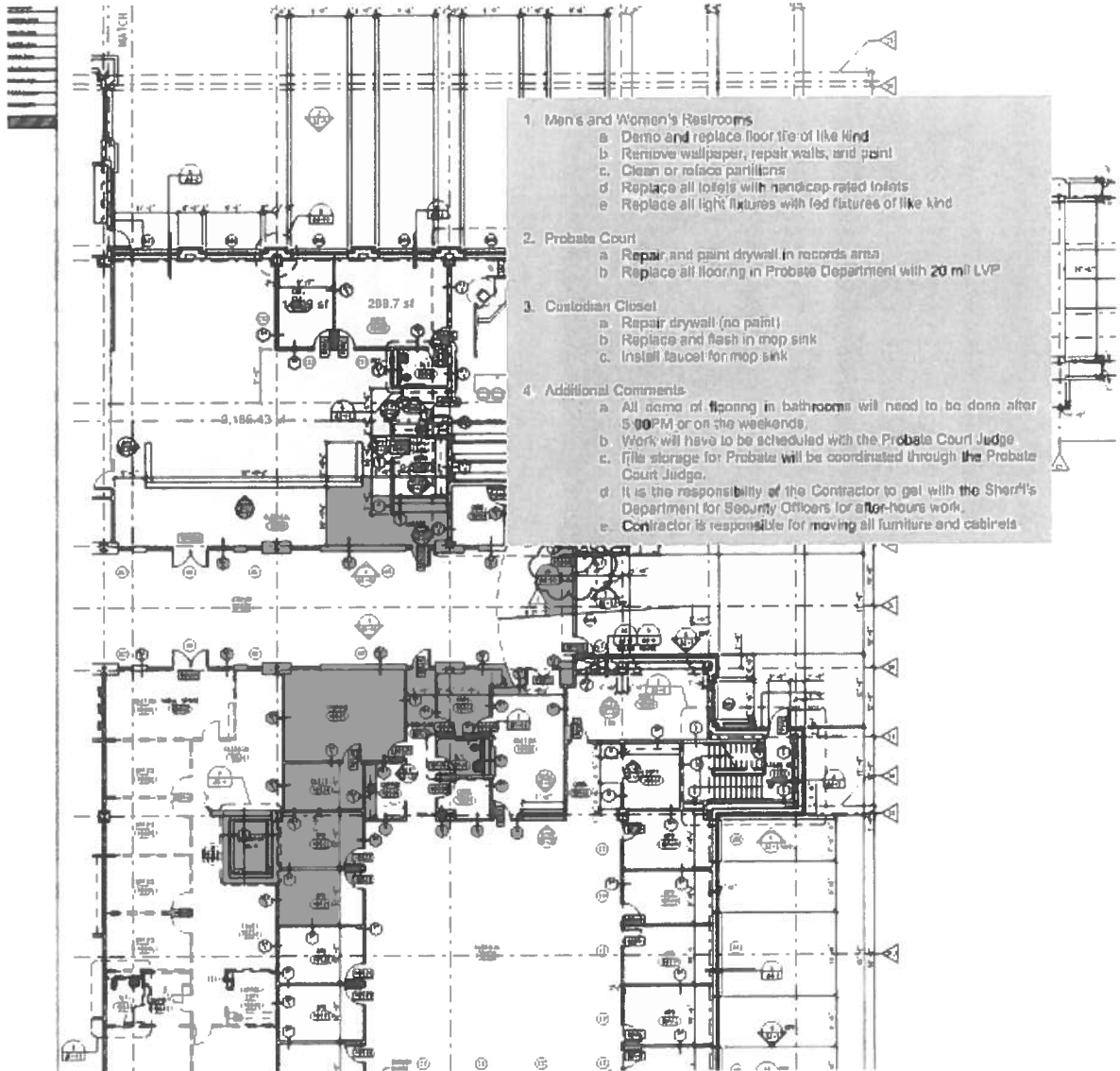
- 1. Repair Drywall – no Paint**
- 2. Repair and Flash-In Mop Sink
- 3. Install Faucet for Mop Sink
 - 3.1. Owner is furnishing this faucet.

RFI Responses from Owner

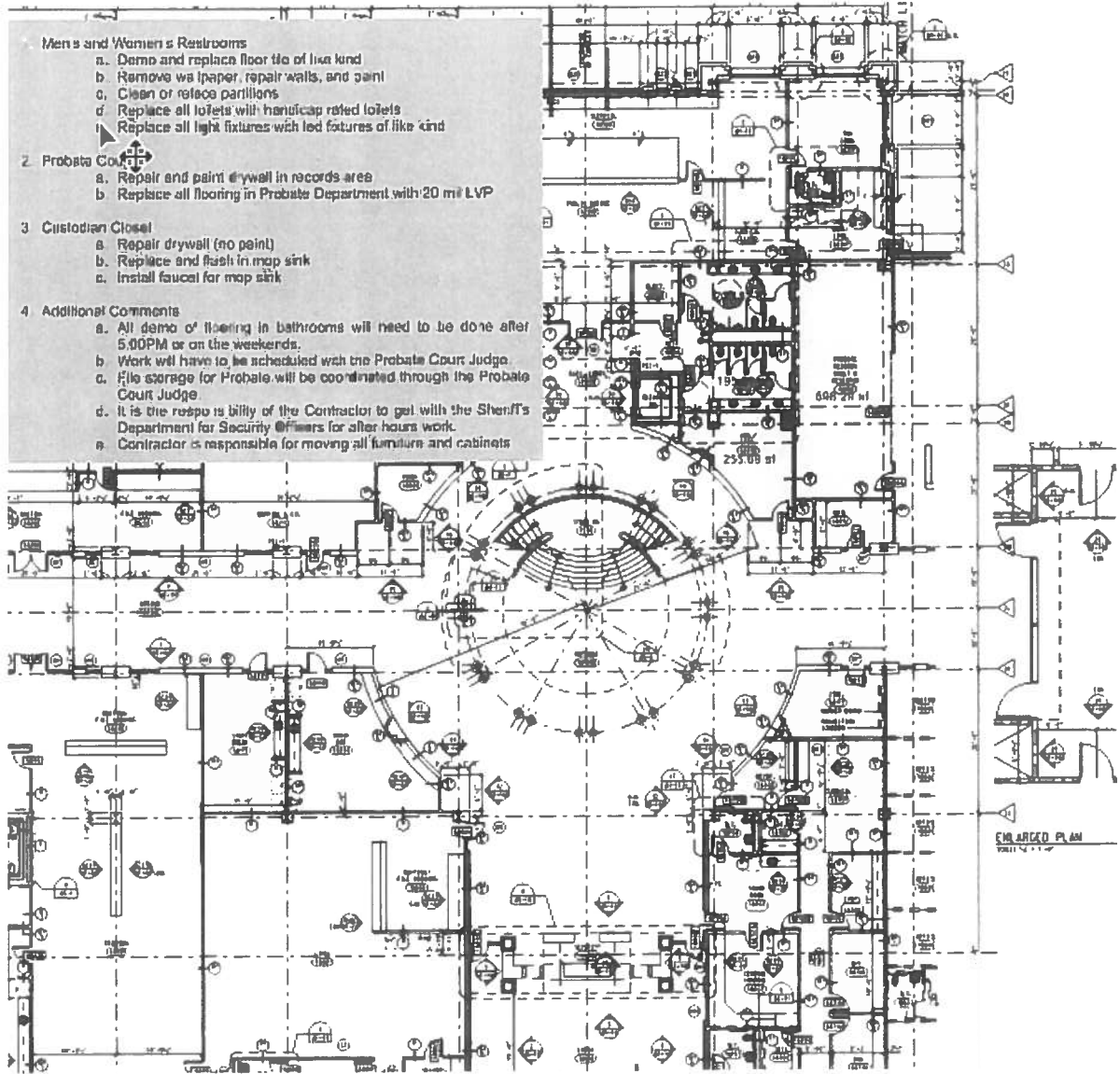
- 1) Please clarify only the can lights are to be changed to LED in the restrooms. There are cove lights over the vanity and the back wall of the toilet partitions.
 - a) ALL lights will be changed to LED lights
- 2) Please clarify the existing toilet accessories will be reused.
 - a) Toilet accessories will be reused
- 3) Please clarify the existing vinyl base will remain at the Probate area.
 - a) All vinyl base will be replaced
- 4) In the Probate records area, are we to install new vinyl base at only the damaged wall only?
 - a) All vinyl base will be replaced. The cabinets on the PERIMETER WALL of the RECORDS AREA DO NOT have to be moved. Floor will run up to the cabinets then transition to existing flooring.
- 5) Please clarify, in the Probate records area, we are only to paint the red wall only?
 - a) Only paint red wall in records area and paint around the cabinets that are on the perimeter wall of the records area.
- 6) Could you please provide a picture of the mop sink/faucet- building standard? Is FRP required at the two walls of the mop sink?
 - a) No, owner will supply faucet. FRP will be required to the two walls at mop sink that is flashed in.
 - b) ICB Notes:
 - i) Pyles can provide one that will extend up the wall with siliconized acrylic shroud. We do not know how drywall goes around that.
 - ii) Pyles can also provide one that has a stainless-steel wall guard on 2-sides, but it will need sealant between the mop sink and wall guard.
 - iii) Would be great if they could take some of the extra money and have you price masonry wall behind this sink with epoxy paint sealed tight to the floor then sink with stainless steel wall guard.
- 7) Please clarify, are we to install new Hi boy type toilets/open front seats with manual flush valves?
 - a) ADA rated toilet and like kind flush valve. If electronic is on the ones you replace, you will replace with electronic flush valves.
- 8) Please clarify, the existing sinks/faucets are to remain? It is our understanding the cabinets will have to be removed/reinstalled to repair the sheetrock.
 - a) Sinks, faucets, and counter tops are to be reused.
- 9) Are the existing restrooms on a mud bed or thinset application?
 - a) To my knowledge, mud bed.
- 10) The existing grout in the existing restrooms appears to be a standard grout. Should we include standard grout or epoxy grout?
 - a) Epoxy grout
- 11) Please clarify the Project Superintendent or Project manager will be full time onsite while the work is being accomplished.
 - a) Yes, if any contractor is on site the project superintendent/ manager will be required to be on site the entire time.
- 12) Should we specify the dollar value for the building permit on the bid form? It is our understanding that a building permit may or may not be required for the project.
 - a) Yes

- b) ICB Notes:
 - i) We didn't include a Building Permit.
- 13) Will a POC be provided so the GC can price the security officer required?
 - a) LT. Hardin 478-542-2131
 - b) ICB Notes:
 - i) \$40.00 per hour for Security Officers
- 14) Is the VCT tile in the work/storage room in the probate office area get replaced with LVP?
 - a) Yes
- 15) Are the HVAC diffusers/grilles in the bathrooms to remain as is or be replaced or painted?
 - a) If they cannot be cleaned, replace them
 - b) ICB Notes:
 - i) We did not determine if they had to be cleaned or replaced. We will try to clean them and if that doesn't work we will have to replace.
- 16) Please confirm there is only (1) mens bathroom and (1) womens bathroom being renovated?
 - a) Yes 1 man's and 1 women's restroom
- 17) Confirm the urinals in the mens room are to remain as is?
 - a) Yes, reuse urinals.
- 18) Confirm 2 colors of tile will not be required in the bathrooms? Existing is 2 colors is why I ask.
 - a) Go back with only 1 color of tile in restrooms
- 19) Is the white ceramic tile under the sinks being replaced with a like tile?
 - a) Replace with Drywall

KENNA – Schematic Drawings are on the following 2 pages.



1. Men's and Women's Restrooms
 - a. Demo and replace floor tile of like kind
 - b. Remove wallpaper, repair walls, and paint
 - c. Clean or replace partitions
 - d. Replace all toilets with handicap-rated toilets
 - e. Replace all light fixtures with led fixtures of like kind
2. Probate Court
 - a. Repair and paint drywall in records area
 - b. Replace all flooring in Probate Department with 20 mil LVP
3. Custodian Closet
 - a. Repair drywall (no paint)
 - b. Replace and flash in mop sink
 - c. Install faucet for mop sink
4. Additional Comments
 - a. All demo of flooring in bathrooms will need to be done after 5:00 PM or on the weekends.
 - b. Work will have to be scheduled with the Probate Court Judge
 - c. File storage for Probate will be coordinated through the Probate Court Judge.
 - d. It is the responsibility of the Contractor to get with the Sheriff's Department for Security Officers for after-hours work.
 - e. Contractor is responsible for moving all furniture and cabinets



- 1. Men's and Women's Restrooms
 - a. Demo and replace floor tile of like kind
 - b. Remove wallpaper, repair walls, and paint
 - c. Clean or reface partitions
 - d. Replace all toilets with handicap rated toilets
 - e. Replace all light fixtures with led fixtures of like kind
- 2. Probate Court
 - a. Repair and paint drywall in records area
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 - a. All demo of flooring in bathrooms will need to be done after 5:00PM or on the weekends.
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 - d. It is the responsibility of the Contractor to get with the Sheriff's Department for Security Officers for after hours work.
 - e. Contractor is responsible for moving all furniture and cabinets

ENLARGED PLAN
 1/4" = 1'-0"

February 21, 2022



Mark Baker
Houston County Board of Commissioners
2020 Kings Chapel Road
Perry, Georgia, 31069

REF: Houston County Renovation of Restrooms and Probate Court Area – Revised Scope of Work

Dear Mr. Baker,

As requested, we are pleased to provide the following pricing for the Additional Scope of Work requested for the Restrooms and Probate Court Area.

Summary of Scope of Work:

- 1) Changes to the Probate Court and Restroom Area

Total Price: \$81,539.00

**** Please note price is good through the close of business on 4March2022.**

Sincerely,

A handwritten signature in dark ink, appearing to read "Kenna Scragg", is written over a light blue horizontal line.

Kenna Scragg
President
ICB Construction Group

Bids were solicited for the replacement of the Uninterrupted Power Supply at the server room in the Annex building. This equipment is over 25-years old and is critical to maintaining connectivity for County operations within the Annex building, the Sheriff's Office, the Juvenile Complex, and the E911 Center in the event power is lost. Staff recommends award to low bidder Anderson Power Services at a total cost of \$53,248. Although this is an FY22 budgeted item from the 2012 SPLOST the total cost is more than expected due to some necessary electrical wiring work and the need for a temporary portable generator during the removal of the old system and replacement of the new.

Motion by _____, second by _____ and carried _____ to

- approve**
- disapprove**
- table**
- authorize**

the award of the Uninterrupted Power Supply replacement project at the County Annex server room to Anderson Power Services of Fort Valley in the total amount of \$53,248. SPLOST 2012 will fund this equipment purchase. The Comptroller is authorized to make the necessary budget adjustment.



Houston County Board of Commissioners

Management Information Systems

Gail O'Quinn, Director

200 Carl Vinson Parkway

Warner Robins, GA 31093

Phone: 478-542-2030

MEMORANDUM

To: Houston County Board of Commissioners

From: Gail O'Quinn – Director, MIS

Date: 2/17/2022

Re: Replacement of Uninterrupted Power Supply – Annex Building

In the FY 2022 Budget the Board of Commissioners approved a budget item request to replace the Uninterrupted Power Supply system located in the Houston County Annex Building. The equipment serves as a battery backup in the event of a power failure and provides electricity until the generator is engaged. The UPS system ensures the connectivity to critical 24/7 operations located within the Annex Building, Sheriff's Office, Juvenile Complex, and E911 Center. The current equipment was purchased in 1995 and has exceeded its recommended lifetime. The county has received quotes from Anderson Power Services as well as Joe Powell & Associates. The MIS Department recommends the purchase from Anderson Power Services for a total cost of \$53,248.00. This cost includes installation of Xtreme Power M90s Series Modular UPS 18KVA System during a non-business day, replacement of electrical wiring, rental of a portable generator, and removal of old system.

Gail O'Quinn

MIS Director



Anderson
Power Services

78 Mossy Creek Drive, Ste F
Ft. Valley, GA 31030
(478) 224-4195

February 8, 2022

Attn: Mr. Michael Phillips and Ryan Hale
Houston County

Re: Houston County Annex:

New UPS System and Installation proposal:

- **Xtreme Power M90s Series Modular UPS 18KVA System including shipping and factory start up of equipment \$46,998.00**
- **Portable Generator rental, fuel, cables to connect to building and any other misc. materials needed to complete the installation. \$1500.00**
- **Labor to remove old system, install new system and complete all electrical work to have unit ready for start up. \$4750.00**
- **Total cost of job \$53,248.00**

- UPS System Lead Times 8-12 weeks subject to change.
- Terms: Net 30 upon shipping of the equipment
- 5 Year Parts and Labor Warranty Included
- Quote good for 30 days.
- FOB: Anderson Power Services

I appreciate the opportunity to offer you a quote and if you should have any questions concerning the above, please give me A call.
If you would like to accept the above quote, please sign and return.

Sincerely,
Keith Brantley
678-793-2878

Accepted

Signature

Date



COMPANY ▶	HOUSTON COUNTY	PROPOSAL # ▶	Q03276240
ATTN ▶	RYAN HALE	PAGES ▶	2
FAX ▶		DATE ▶	Oct 28, 2021
FROM ▶	JEFF POWELL P: (912) 785-0382 C: (770) 354-1621 <u>JCPOWELL@JOEPOWELL.COM</u>		
PROJECT ▶	HOUSTON COUNTY - ANNEX BUILDING - APS UPS-3276240 – CPQ -232029-1 - TURN		

We are pleased to provide our quotation for the following Liebert APS UPS System:

One (1) Liebert APS Model AS6C1NCJGNNXBJ5 rated at 15 kVA/13.5 kW with 42 minutes backup time.

THIS PROPOSAL IS A TOTAL SOLUTION – INSTALLED AND REMOVAL EXISTING UPS

Each System is comprised of the following features/accessories:

- On-line double conversion design with a true sine wave output
- N+x parallel redundancy to provide a fault tolerant network of power protection for continuous systems availability
- Quoted model is configured Non-redundant
- Input and output noise suppression
- Main input, output, and internal maintenance breaker
- Input power factor 0.99
- 6 hour battery recharge time to 90% capacity
- Fault tolerant microprocessor-based control and monitoring
- Low voltage distortion output inverter
- Flame-retardant, Sealed valve regulated batteries
- LCD display module with mimic diagram of power flow and provides digital metering, event logging, user customize-able set points (low battery alarm, battery test, auto-restart delay, display language)
- All modules are hot-swappable to provide maximum system flexibility and availability
- Casters and leveling feet
- WEEE, REACH, and RoHS (6 by 6) compliant
- Integral output distribution providing None outlets
- Integral output distribution providing None outlets
- Units are capable of rack mounting with optional rack mounting kit
- UPS frame is designed for maximum of 20 kVA, 208/120V, 60 Hz, L-L-N-PE
- UL 1778 4th Edition, c-UL, Listed

Optional Equipment: Matching Battery Cabinet(s) to house the Intelligent Battery modules in order to provide the required back-up time;

- (1) External Battery Cabinet(s). Model Number AS7EBC7CCUBXCP2
- (1); **P/N: APSEBCCBL1M**; 1-meter Pluggable Battery Cable(s) for connection between the External Battery cabinets and/or the Liebert APS UPS cabinet.
- (1) External Maintenance Bypass Cabinet; Model Number NMBHW81, rated for 20 kVA, 125A
- MBC is designed for wall mounting
- MBC is UL, cUL Listed
- Isolating switch controls input power to UPS
- Terminal blocks for hardwired input and output
- Spring-loaded, high-speed manual transfer switch
- Power indicators
- Support for lockout/tagout programs
- Unit dimensions: 21" (W) x 8"(D) x 18"(H)
- Unit weight: 50 lbs

UPS System Services Include:

Start-up service includes one site trip by a Liebert Services customer engineer after the unit has been installed. The site trip includes the following services for each system: non-powered inspection, unit electrical and operational checkout, full parts and labor for any work required on the unit, and basic customer operation training. Start-up also provides the customer with a guaranteed 6 hour on-site response for emergency service and includes onsite labor, parts, and travel for the full two-year warranty period.

- Warranty Inspection Start-Up to be provided between the hours 0800 and 1700 Monday to Friday, business days. Also includes one preventive maintenance visit during the warranty period to be performed between the hours 0800 and 1700 Monday to Friday, business days.
- One preventive maintenance visit during the first year scheduled Monday thru Friday - 8 am to 5 pm. The PM will include the following services for one UPS module: consult with personnel responsible for the equipment, visually inspect internal sub-assemblies and major components, check all mechanical connections for tightness and heat discolorations, clean any foreign material and dust from internal compartments, check status of all alarm circuits, calibrate equipment to manufacturer's specifications, check the normal operation of the system, check battery transfer/discharge and perform a short duration battery run, perform any required engineering field changes, return unit to operational service with normal load then verify the output.

Terms & Conditions:

- Quotation Valid for 30 days
- Price does not include tax
- Terms are Net 30 Days, subject to manufacturer's approval

Total Price Including Freight but NOT TAX

USD \$62,550.00

DEDUCT \$9,890.00, TO GO FROM 42 MINUTE BATTERY RUN TIME TO STANDARD BATTERY AT 8 MINS.

THIS IS BASED ON UPS AT FULL LOAD

JEFF POWELL
Account Representative

Bids were solicited for a LED-style sign for the new Houston County Government Building with three bids submitted. Staff recommends award to low bidder N Motion Advertising, LLC at a total cost of \$33,850. The sign will have an 8-foot by 4-foot LED display on a 2-foot tall by 8-foot-wide brick base and a 3-foot lightbox topping the LED display.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of the LED-style signage at the new Houston County Government Building to N Motion Advertising, LLC of Warner Robins in the total amount of \$33,850. The cost of the signage will be charged to the building construction project (100-1400-54.1300).

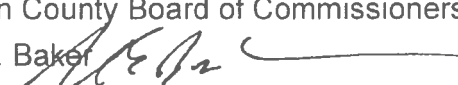


**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828
(478) 218-4800 • FACSIMILE (478) 218-4805

MARK E. BAKER
PURCHASING AGENT

M E M O R A N D U M

TO: Houston County Board of Commissioners
FROM: Mark E. Baker 
CC: Barry Holland
DATE: February 23, 2022
SUBJECT: Government Building Sign

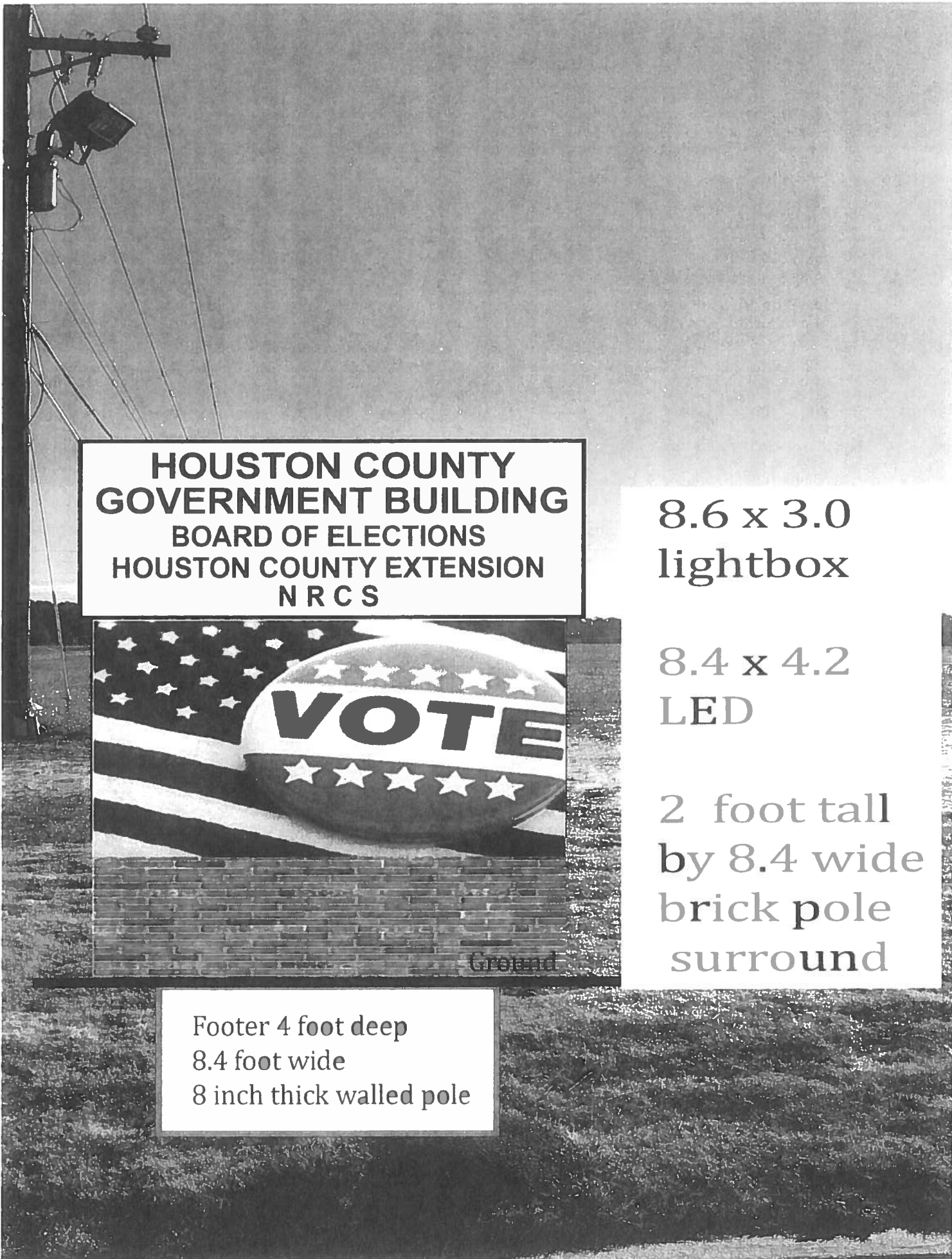
The Purchasing Department received quotes on a sign 8.6' wide x 9.2' tall for the new Government Building. It will be double sided with full color 10mm LED display. The three bids received were:

N Motion Advertising, LLC
Warner Robins, GA
\$33,850.00

The SignStore
Macon, GA
\$45,482.00

McDuffie Designs
Warner Robins, GA
\$55,050.00

The Purchasing Department recommends that the Houston County Board of Commissioners proceed with the purchase of the sign from N Motion Advertising, LLC charging the cost of \$33,850.00 to the new building account of 100-1400-54.1300.



**HOUSTON COUNTY
GOVERNMENT BUILDING
BOARD OF ELECTIONS
HOUSTON COUNTY EXTENSION
N R C S**

8.6 x 3.0
lightbox

8.4 x 4.2
LED

2 foot tall
by 8.4 wide
brick pole
surround

Footer 4 foot deep
8.4 foot wide
8 inch thick walled pole

10

Bids were solicited for one new 2023 Box Dump Truck for use in the Roads Department. Although only one bid was received, staff recommends award to Middle Georgia Freightliner at a total cost of \$89,720. This is an FY22 budgeted item.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of one new 2023 Freightliner M2-106 with a Godwin body for use in the Roads Department to Middle Georgia Freightliner of Macon in the total amount of \$89,720. SPLOST 2012 will fund this vehicle purchase.



**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828
(478) 218-4800 • FACSIMILE (478) 218-4805

MARK E. BAKER
PURCHASING AGENT

M E M O R A N D U M

TO: Houston County Board of Commissioners
FROM: Mark E. Baker
CC: Barry Holland
DATE: February 23, 2022
SUBJECT: Purchase of One (1) 2023 Box Dump Truck
(Bid # 22-16)

The Purchasing Department solicited prices for One (1) New 2023 Box Dump Truck in February. This vehicle will be used by the Houston County Roads & Bridges Department.

The Purchasing Department only received one bid due to manufacturer constraints. Middle Georgia Freightliner bid \$89,720.00. Purchasing recommends proceeding as there is still an 8-month lead time. It will be charged to the 2012 SPLOST account 320-4200-54.2200.

Bids were solicited for one new Utility Vehicle for use at the Landfill with two bids submitted. Staff recommends award to low bidder Walker Rhodes Tractor Company at a total cost of \$17,240. This is an FY22 budgeted item.

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the award of one new Kubota RTV-X900 UTV to Walker Rhodes Tractor Company of Perry in the total amount of \$17,240. Landfill Capital Funds will fund this equipment purchase.



Houston County Public Works

MEMO

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent


Christopher Stoner
Fire Chief/ EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

To: Houston County Board of Commissioners
From: Robbie Dunbar, Director of Operations 
Date: February 23, 2022
Re: RTV-X900 Kubota

Staff would like for the Board of Commissioners to consider the attached request to purchase one new **RTV-X900 Kubota** from Walker Rhodes Tractor Company. This purchase cost of this vehicle is **\$17,240.00** and has been budgeted in our current Fiscal Year. This vehicle will replace a 2005 model where the price of repairing the machine has exceeded the value.

Thank you for your consideration of this request.

Attachments: Request from Terry Dietsch
2 Quotes for Replacement Machine



Houston County Public Works

Office

2018 Kings Chapel Road
Perry, Georgia 31069
478-987-4280
FAX 478-988-8007

Robbie Dunbar
Director of Operations

Jordan Kelley
Office Manager

Michael Phillips
Facilities Superintendent

Christopher Stoner
Fire Chief EMA Director

Ronnie Heald, PLS
County Engineer

Travis McLendon
Roads Superintendent

Brian Jones, PE
Utility Engineer

Terry Dietsch
Solid Waste Superintendent

Memo

To : Robbie Dunbar, Director of Operations

From : Terry Dietsch, Solid Waste Superintendent

A handwritten signature in black ink that reads "Terry Dietsch".

Date : February 17, 2022

Re : RTV- X900 Kubota

Please consider my recommendation to purchase one new RTV-X900 Kubota from Walker Rhodes Tractor Company of Perry, Georgia. Mr. Mark Baker from Houston County Purchasing Department solicited vendors for pricing and Walker Rhodes was the lowest. The RTV is a side by side all- terrain vehicle that will be used in the Solid Waste Disposal Department at the Landfill. This vehicle is a budgeted item in our current year budget.

This will be a replacement for a 2005 model #620 that is 17 years old and cost to repair has exceeded the value of machine.

Summary of bills by fund:

• General Fund (100)	\$1,417,563.56
• Emergency 911 Telephone Fund (215)	\$ 357,216.38
• Fire District Fund (270)	\$ 39,271.23
• 2006 SPLOST Fund (320)	\$ 0.00
• 2012 SPLOST Fund (320)	\$ 413,895.59
• 2018 SPLOST Fund (320)	\$1,476,429.66
• Water Fund (505)	\$ 130,145.55
• Solid Waste Fund (540)	<u>\$ 741,213.66</u>
Total for all Funds	\$4,575,735.63

Motion by _____, second by _____ and carried _____ to

- approve
- disapprove
- table
- authorize

the payment of the bills totaling **\$4,575,735.63**