



**April 2, 2013 9:00 am**

1. Call to Order by Mayor Joe Brannen
2. Invocation and Pledge of Allegiance by Mayor Pro Tem Will Britt
3. Recognitions/Public Presentations
  - A) Recognition of the Finance Department for receiving the FY 2013 Distinguished Budget Award
  - B) David Gerrald of L&D Produce would like to address Council regarding yard sales
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 03-19-2013 Council Work Session Minutes
    - b) 03-19-2013 Council Minutes
    - c) 03-19-2013 Executive Session Minutes
  - B) Consideration of a Motion to approve 2<sup>nd</sup> reading of **Ordinance 2013-05**: An Ordinance Amending Article III of Chapter 18 of the Statesboro Code of Ordinance (Dealers in Precious Metals and Gems)
  - C) Consideration of a motion to surplus an IBM 6400 Printer and a Buster Duplo V-700 Decollator which has outlived their usefulness as part of the late notice process for utility billing
  - D) Notification of alcohol license application:
    - a) Licensee: Darin H. Van Tassell  
DBA: The Clubhouse  
Location: 2704 Old Register Road  
Type of Alcohol License: Pouring – Beer & Wine  
Type of Business: Restaurant
    - b) Licensee: Kalayanee Raiwa (Changing Owners)  
DBA: Coconut Thai Cuisine  
Location: 7 College Plaza  
Type of Alcohol License: Pouring – Beer & Wine  
Type of Business: Restaurant
  - E) Consideration of a Motion to approve the destruction of 55 boxes of records that have met the Georgia State Retention Schedule.

6. Consideration of a Motion to approve “Vehicle for Hire”
  - A) Spells Taxi Service – Alisha Stevens (Driver)
  - B) D W Yellow Cab Drivers
    - a) Casandra Champion
    - b) Frank Williams
    - c) Shawn M Apfel
7. Consideration of a motion to approve **Resolution 2013:07**: A Resolution in Support of the Development of Downtown Property thru the Georgia Department of Community Affairs’ Downtown Development Revolving Loan Fund Program.
8. Consideration of a Motion to allow staff to enter into contract negotiations with Ecological Planning Group, LLC to provide professional services associated with the creation of the City’s Comprehensive Stormwater Management Program.
9. Consideration of a Motion to approve application for grant funding for the maintenance and upkeep of equipment for the Statesboro Police Department CBRN Response Team (Chemical Biological Radiological Nuclear) in the amount of \$5,000.00. The grant is funded by the Georgia Emergency Management Agency under the State Homeland Security Grant Program and is a continuation of the GEMA Law Enforcement CBRN Program.
10. Consideration of a Motion to approve application for grant funding offered by the NTOA (National Tactical Officers Association) for the Statesboro Police Department’s Emergency Response Team. NTOA is currently offering several grants for equipment that would be utilized by SPD ERT.
11. Consideration of a Motion to approve the I-16/HWY301 Advisory Committee to move forward with the Engineering/Design of the water and sewer extension to I-16/301 under the existing Engineering Services contract with Hussey, Gay, Bell & DeYoung Inc.
12. Consideration of a Motion to approve **Resolution 2013-08**: A Resolution adopting the schedule of fees and charges for the water and wastewater department of the City of Statesboro, Georgia
13. Consideration of a Motion to award a three year contract for brokerage services for property and casualty insurance.
14. Consideration of a Motion to award the bid for the West Main and College Street Sanitary Sewer Improvements to American Infrastructure Tech in the amount of \$143,400.00.
15. Consideration of a Motion to approve the application for the Bullet Proof Vest Partnership federal grant funding FY2013 for vest purchases for the Police Department.

16. Other Business from City Council

17. Public Comments (General)

18. Consideration of a Motion to enter into Executive Session to discuss “Acquisition of Property” in accordance with **O.C.G.A. §50-14-3 (2012)**

19. Consideration of a Motion to Adjourn



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**CITY OF STATESBORO  
CITY COUNCIL WORK SESSION MINUTES  
March 19<sup>th</sup>, 2013**

A work session of the Statesboro City Council was held on March 19, 2013 at 5:15 p.m. in the Council Chambers at City Hall. Present were Mayor Joe R. Brannen, Council Members: Will Britt, John Riggs, Phil Boyum, and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, City Attorney Alvin Leaphart, department heads as well as staff members, news media and citizens. Councilman Gary Lewis was absent.

Topic for discussion:

1. Staff's briefing regarding electronic message boards

Director of Community Development Mandi Cody made a presentation of electronic message boards showing that some did not meet the City's requirements and requested guidance from Council as to how to proceed with getting the signs in compliance with the City's Ordinance. Council suggested a meeting with those businesses that need to comply with the City's ordinance and others who wish to attend the meeting.

Other discussions:

Councilman Will Britt proposed that Council members be assigned to city departments of their choice. He stated this will help with communication between departments and to keep Council updated on activities from each department.

Councilman Chance stated he has received a letter from a concerned citizen with issues concerning 3 E. Moore Court. He also stated the citizen said the property was infested with rodents and could become a health hazard to surrounding neighbors.

Councilman Chance also asked City Manager Frank Parker about the sign for Merrywood Subdivision. Mr. Parker stated the sign was ordered and would be installed by the Public Works Department.

The work session was adjourned at 5:55 pm.

There was no action taken at the meeting.



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**CITY OF STATESBORO  
CITY COUNCIL MINUTES  
March 19, 2013**

A regular meeting of the Statesboro City Council was held on March 19, 2013 at 6:00 pm in the Council Chambers at City Hall Present were Mayor Joe R. Brannen, Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, City Attorney Alvin Leaphart, and Assistant City Engineer Brad Deal and Director of Community Development Mandi Cody.

The meeting was called to order by Mayor Joe Brannen

The invocation was given by Reverend Lee and the Pledge of Allegiance was given by Eli Dodd, Boy Scout of Troop 340.

**Recognitions/Public Presentations:**

- A) Proclamation presented to DeAngelo Tyson followed by a reception.**
- B) Recognition of Jason Boyles, Senior Assistant City Engineer, for his handling and oversight of the removal of a large tree that had fallen across Eason St. and onto a house during recent high winds.**
- C) Bobby Joe Cason representing the Statesboro Housing Authority will address Council concerning the request to waive the Pilot tax for the fiscal year 2012.**

Councilman Riggs read and presented DeAngelo Tyson with a proclamation and a key to the City of Statesboro. There was a reception following the presentation.

Mayor Brannen recognized Senior Assistant City Engineer Jason Boyles for performance in removing a tree from a resident's home.

Bobby Joe Cason representing the Statesboro Housing Authority discussed with Council the renovations that had been completed for the various housing projects such as Butler Homes, and Cone Homes.

**Public Comments (Agenda Item):** None

**Consideration of a Motion to approve the Consent Agenda**

**Approval of Minutes**

**a) 03-05-2013-Council Minutes**

**b) 03-05-2013 Executive Session Minutes**

Councilman Chance made a motion, seconded by Councilman Boyum to approve the consent agenda in its entirety. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve RESOLUTION 2013-05: A Resolution authorizing the waiver of any payment in lieu of taxes (pilot) by the Statesboro Housing Authority to the City of Statesboro for the 2012 tax year.**

City Manager Frank Parker stated he asked Bobby Joe Cason for a copy of the housing budget, the audit report and to notify Council of the board meeting dates. Councilman Lewis made a motion, seconded by Mayor Pro Tem Will Britt to approve RESOLUTION 2013-05: A Resolution authorizing the waiver of any payment in lieu of taxes (pilot) by the Statesboro Housing Authority to the City of Statesboro for the 2012 tax year. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Public Hearing and Consideration of a Motion to approve the following:**

- A) APPLICATION # SE 13-02-01: Damascus, LLC requests a special exception be granted pursuant to the Statesboro Zoning Ordinance to allow the operation of a group home in the CBD (Central Business) District for property located at 120 North College Street. (Tax Parcel number S17000096000).**
- B) APPLICATION # RZ 13-02-02: Mr. Gerald Donaldson requests a zoning map amendment for property located at 101 South Zetterower Avenue from O (Office) District to R4 (High Density Residential) District. (Tax Map # S29000106000).**

Vern Howard spoke in favor of the request. Councilman Boyum made a motion, seconded by Councilman Lewis to approve APPLICATION # SE 13-02-01: Damascus, LLC requests a special exception be granted pursuant to the Statesboro Zoning Ordinance to allow the operation of a group home in the CBD (Central Business) District for property located at 120 North College Street. (Tax Parcel number S17000096000). Councilman Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 4-0 vote. Mayor Pro Tem Will Britt refrained from the vote. He stated it would be a conflict of interest.

Sam DiPolito spoke in favor of the request. Councilman Lewis made a motion, seconded by Mayor Pro Tem Will Britt to approve APPLICATION # RZ 13-02-02: Mr. Gerald Donaldson requests a zoning map amendment for property located at 101 South Zetterower Avenue from O (Office) District to R4 (High Density Residential) District. (Tax Map # S29000106000). Councilman Britt, Boyum, Riggs and Lewis voted in favor of the motion. Councilman Chance voted against the motion. The motion carried by a 4-1 vote.

**Consideration of a Motion to Approve the Award of a Contract to Peek Pavement Marking for the restriping of several city streets. Peek Pavement Marking's bid was in the amount of \$66,915.00, however, the Engineering Department requests approval to spend up to the budgeted amount of \$95,000.00 in order to restripe additional street mileage. The costs for additional work to be based on contractor's unit bid prices. Improvements to be paid for primarily from a Georgia Department of Transportation "Off-System Safety Enhancement Grant" of \$72,000 with the remainder coming from 2007 SPLOST funds.**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Lewis to approve the Award of a Contract to Peek Pavement Marking for the restriping of several city streets. Peek Pavement Marking's bid was in the amount of \$66,915.00, however, the Engineering Department requests approval to spend up to the budgeted amount of \$95,000.00 in order to restripe additional street mileage. The costs for additional work to be based on contractor's unit bid prices. Improvements to be paid for primarily from a Georgia Department of Transportation "Off-System Safety Enhancement Grant" of \$72,000 with the remainder coming from 2007 SPLOST funds. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to Approve an Award of a Contract to Sikes Brothers Construction Co. for the resurfacing of several city streets. Sikes Brother's bid was in the amount of \$313,490.00, however, the Engineering Department requests approval to spend up to the budgeted amount of \$370,000.00 in order to resurface additional street mileage. The costs for additional work to be based on contractor's unit bid prices. The improvements will be paid for through a combination of Georgia Department of Transportation LMIG funds (\$193,000) and 2007 SPLOST funds (\$177,000).**

Councilman Boyum made a motion, seconded by Councilman Chance to approve Award of Contract to Sikes Brothers Construction Co. for the resurfacing of several city streets. Sikes Brother's bid was in the amount of \$313,490.00, however, the Engineering Department requests approval to spend up to the budgeted amount of \$370,000.00 in order to resurface additional street mileage. The costs for additional work to be based on contractor's unit bid prices. The improvements will be paid for through a combination of Georgia Department of Transportation LMIG funds (\$193,000) and 2007 SPLOST funds (\$177,000). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award a CDBG administrative contract to the Associates in Local Government Assistance, Inc. (ALGA) for the Gordon Street area drainage project**

Councilman Boyum made a motion, seconded by Mayor Pro Tem Will Britt to award a CDBG administrative contract to the Associates in Local Government Assistance, Inc. (ALGA) for the Gordon Street area drainage project. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award the purchase of a cab and chassis with landscaping body truck for the Parks Division of Public Works to Rozier Ford in the amount of \$25,264.00**

Councilman Riggs made a motion, seconded by Councilman Lewis to approve the purchase of a cab and chassis with landscaping body truck for the Parks Division of Public Works to Rozier Ford in the amount of \$25,264.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve application for grant funding for the replacement of the intoxilizer 5000 machine (DUI breath testing) located at the Police Department in the amount of \$8,523.**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Chance to approve application for grant funding for the replacement of the intoxilizer 5000 machine (DUI breath testing) located at the Police Department in the amount of \$8,523. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve 1<sup>st</sup> reading of Ordinance 2013-05: An Ordinance Amending Article III of Chapter 18 of the Statesboro Code of Ordinance (Dealers in Precious Metals and Gems)**

Councilman Riggs made a motion, seconded by Mayor Pro Tem Will Britt to approve 1<sup>st</sup> reading of Ordinance 2013-05: An Ordinance Amending Article III of Chapter 18 of the Statesboro Code of Ordinance (Dealers in Precious Metals and Gems). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to set the date for the budget retreat in April of 2013 which will be held in the Council Chambers at City Hall**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Boyum to approve the date of April 12<sup>th</sup>, 2013 at 9:00 am for the Council Budget Retreat to be held at City Hall. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve the acquisition of a permanent easement from the United States Postal Service in the amount of \$2,400.00**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Chance to approve the acquisition of a permanent easement from the United States Postal Service in the amount of \$2,400.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve the purchase of the Sensus FlexNet System (fixed base meter reading) in the amount of \$1,861,590.00**

Director of Water Wastewater Wayne Johnson recognized Danny Lively and Keith Perkins for their cost saving efforts in this project. Councilman Boyum made a motion, seconded by Mayor Pro Tem Will Britt to approve the purchase of the Sensus FlexNet System (fixed base meter reading) in the amount of \$1,861,590.00. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.



**Consideration of a Motion to approve Resolution 2013-06: A Resolution adopting the schedule of fees and charges for the water and wastewater department of the City of Statesboro, Georgia**

Councilman Boyum made a motion, seconded by Councilman Chance to approve the schedule of fees and charges for the water and wastewater department of the City of Statesboro to include only the inside government water rates (items 11, 12, 13) which will take effect April 1, 2013 and the reclaimed water rates (item 27, 28) to take effect July 1, 2013. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to award a contract to Copper Construction Company, Inc. in the amount of \$427,745.00 at the Wastewater Treatment Plant**

Councilman Chance made a motion, seconded by Councilman Boyum to award a contract to Copper Construction Company, Inc. in the amount of \$427,745.00 at the Wastewater Treatment Plant. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Other Business from City Council**

City Clerk Sue Starling reminded Council of the April 16<sup>th</sup>, 2013 Council meeting which will be held at GSU.

**Public Comments (General):** None

**Consideration of a Motion to enter into Executive Session to discuss “Potential Litigation” in accordance with O.C.G.A. §50-14-3 (2012)**

Councilman Chance made a motion, seconded by Councilman Boyum add “property acquisition” to the Executive Session and to enter into Executive Session at 7:50 pm with a 10 minute break. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The regular meeting was called back to order at 9:19 pm. Mayor Brannen stated there was not action taken.

**Consideration of a Motion to Adjourn**

Councilman Chance made a motion, seconded by Councilman Riggs to adjourn. Councilman Britt, Boyum, Riggs and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The meeting was adjourned at 9:20 pm

**Ordinance 2013-05**  
**An Ordinance Amending ARTICLE III of Chapter 18 of the Statesboro Code of**  
**Ordinances**  
**(Dealers in Precious Metals and Gems)**

WHEREAS, the City has previously adopted an ordinance regulating dealers in precious metals and gems;

WHEREAS, the Mayor and City Council find it to be in the interest of the public welfare for this city to impede the sale of stolen property by requiring pawnbrokers, pawnshops, secondhand dealers, and dealers in precious metals and gems within the city to comply with all requirements of this regulatory ordinance including the requirement to electronically post timely information obtained from pledges and sellers in a format available to and usable by law enforcement agencies:

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Statesboro, Georgia, in regular session assembled as follows:

SECTION 1:

ARTICLE III of Chapter 18 of the Statesboro Code of Ordinances, City of Statesboro, Georgia is hereby amended by replacing it in full, and shall read as follows:

**Article III: Pawnbrokers, Secondhand Dealers, and Dealers in Precious Metals and Gems**

**Sec. 18-56. Definitions.**

As used in this Article the term:

*Dealer in precious metals and gems* means any person, whether as owner, agent or employee, who engages in the business of purchasing precious metals or gems or articles containing any precious metal or gems from members of the general public for resale to brokers, dealers or melters.

*Electronic Reporting System* means a computer based system, as specified by the Director of Public Safety, which is designed to record and transmit data and information electronically.

*Gems* means any precious or semiprecious stone which is cut and polished.

*Goods* means every species of tangible personal property.

*Pawnbroker* means any person, whether as owner, agent or employee, engaged in whole or in part in the business of lending money on the security of pledged goods, or in the business of purchasing tangible personal property on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time, or in the business of purchasing tangible personal property from persons or sources other than manufacturers or licensed dealers as a part of or in conjunction with the business activities described in this section.

*Pawnshop* means any person, whether as owner, agent or employee engaged in whole or in part in the business of lending money on the security of pledged goods, or in the business of purchasing tangible personal property on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time, or in the business of purchasing tangible personal property from persons or sources other than manufacturers or licensed dealers as a part of or in conjunction with the business activities described in this section.

*Person* means an individual, partnership, corporation, joint venture, trust, association, or other legal entity however organized.

*Secondhand Dealer* means any person, whether as owner, agent or employee whose principal business is that of purchasing, storing, selling, or exchanging, and receiving-secondhand personal property of any kind, or description. However any person, whether as owner, agent or employee whose principal business is the purchase and resale of clothing, furniture, or the resale of goods that are donated to the business as a charitable donation shall not be deemed a secondhand dealer under this Article.

*Precious metals* means gold, silver or platinum or any metal containing gold, silver or platinum.

#### **Sec 18-57. Purpose; legislative intent.**

It is hereby declared to be within the public welfare for this city to impede the sale of stolen property by requiring pawnbrokers, pawnshops, secondhand dealers, and dealers in precious metals and gems within the city to comply with all requirements of this regulatory ordinance including the requirement to electronically post timely information obtained from pledges and sellers in a format available to and usable by law enforcement agencies.

#### **Sec. 18-58. - Penalty for violation of Article.**

Any person who shall violate any of the provisions of this Article shall be punished upon conviction in the municipal court of the city as provided in section 1-12.

#### **Sec. 18-59. - License required.**

It shall be unlawful for a pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems to engage in such business within the city without first obtaining a license pursuant to this Article.

### **Sec. 18-60. - Application for license.**

(a) Applicants for a license pursuant to this Article shall file with the City Clerk a written application under oath, signed by the applicant if an individual, by all partners if a partnership, by the president or chief executive officer if a corporation, or by a person duly authorized to transact business on behalf of any other legal entity however organized, showing the following:

(b) The name and home address of the person having the management or supervision of the applicant's business; the capacity in which such person will act, that is, whether as proprietor, agent or otherwise;

(c) The address of the fixed and permanent physical business location within the city where it is proposed to carry on the applicant's business;

(d) Credentials from the person for which the applicant proposes to do business, authorizing the applicant to act as representative; and

### **Sec. 18-61. – Qualification for License.**

(a) A licensee must be at least 21 years of age, of good moral character and a citizen of the United States or an alien lawfully admitted for permanent residence.

(b) A licensee shall not have been convicted, within the five years preceding his application of any felony, or any misdemeanor involving moral turpitude. This subsection shall apply with respect to the laws of this state, other states and the United States. A plea of nolo contendere or the forfeiture of a bond shall be considered a conviction for purposes of this subsection. Sentencing on first offender status shall not be considered as a conviction if the sentence was successfully completed without any violation of probation or program requirements.

(c) A licensee shall not have been denied or had revoked, within the five years preceding his application, any license to operate as a pawnbroker, pawnshop, secondhand dealers, or dealer in precious metals and gems issued by any governmental entity.

### **Sec. 18-62. – Issuance of the License**

(a) Upon proper completion of the application and payment of fees, the City Clerk shall review the application and conduct such investigation and hearings as deemed necessary. After investigation, the City Clerk shall grant or deny the license. If the City Clerk denies the license, the reasons for the denial shall be reduced to writing and mailed to the applicant via certified mail as notice of the denial of the license

(b) If the City Clerk denies the license the applicant shall have the right to appeal the denial of the license to the Mayor and City Council by filing a written notice of appeal with the

City Clerk within FORTY-FIVE (45) days of the City Clerk mailing notice of the denial of the license.

(c) Upon the applicant filing a timely notice of appeal, the City Clerk shall place the matter on the agenda for the next available City Council meeting for hearing.

(d) Upon finding by clear and convincing evidence that the City Clerk abused her discretion in denying the applicant a license, the Mayor and City Council are authorized to reverse the decision of the City Clerk and grant the applicant a license.

#### **Sec. 18-63. - Posting of license.**

The license issued pursuant to this Article shall be posted conspicuously in the place of business named therein. If the applicant desires to do business in more than one place within the city, separate licenses shall be purchased and issued for each place of business, and shall be posted conspicuously in each place of business.

#### **Sec. 18-64. - License fee.**

(a) Pawnbrokers and pawnshops shall pay the regulatory fee provided for under Section 18-103 as the license fee for each calendar year or portion of a year in which the pawnbroker or pawnshop engages in business within the city. For each additional business location the pawnbroker or pawnshop shall pay an additional license fee of \$50.00 for each calendar year or portion of a year in which the pawnbrokers and pawnshops conducts business at such additional location.

(b) Secondhand dealers shall pay a licensing fee in lieu of the regulatory fee provided for in Section 18-103 in the amount of \$50.00 for each calendar year or portion of a year in which the secondhand dealer engages in business within the city. For each additional business location the secondhand dealer shall pay an additional license fee of \$50.00 for each calendar year or portion of a year in which the secondhand dealer conducts business at such additional location.

(c) Dealers in precious metals and gems shall pay a licensing fee in lieu of the regulatory fee provided for in Section 18-103 in the amount of \$50.00 for each calendar year or portion of a year in which the dealer in precious metals and gems engages in business within the city. For each additional business location the dealer in precious metals and gems shall pay an additional license fee of \$50.00 for each calendar year or portion of a year in which the dealer in precious metals conducts business at such additional location.

(e) Any pawnbroker, pawnshop or secondhand dealer who is also a dealer in precious metals and gems shall not pay an additional licensing fee as a dealer in precious metals and gems.

**Sec. 18-65. – Suspension or Revocation of license.**

(a) The license issued pursuant to this Article may be suspended or revoked by the Mayor and City council, after notice, hearing and a finding that by a preponderance of the evidence any of the following have occurred:

(1) Any fraud, misrepresentation or false statement contained in the application for license;

(2) Any fraud, misrepresentation or false statement made in connection with any business transaction carried out under the license granted by the Article;

(3) Failure to maintain records as required in this Article;

(4) Any other violation of this Article; or

(5) Conducting the business licensed under this Article in any unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(b) Notice of hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. The notice shall be served on the licensee by handing the notice personally to the person in charge of the licensee's business, or by mailing the notice, postage prepaid, to the licensee, at his last known address, at least five days prior to the date set for the hearing.

**Sec. 18-66. Responsibility for Enforcement**

The Statesboro Police Department shall have the responsibility for the enforcement of this Article. Sworn officers of the Statesboro Police Department and civilian employees designated by the Director of Public Safety shall have the authority to inspect establishments licensed under this chapter during the hours in which the premises are open for business.

These inspections shall be made for the purpose of verifying compliance with the requirements of this Article and to locate goods that are missing or stolen. This Article shall not limit the authority of any other City of Statesboro Officer or employee to conduct inspections authorized by other provisions of the City of Statesboro Code.

**Sec. 18-67. Records and information to be recorded.**

Every person or business engaged as a pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems within the city shall secure from every person from whom he receives any goods, whether by purchase or through pledge, trade, pawn or exchange, the following:

- (a) Government-issued photo identification card, such as a driver's license, military identification card, state identification card or passport;
- (b) The name, address, telephone number, race, sex, height, weight, date of birth, and a social security or driver's license number;
- (c) A digital photograph clearly showing a frontal view of the subject's face for each transaction, if multiple transactions are made at different times of the same day a separate photo shall be taken. Each digital image shall be labeled with the date and time of the transaction and stored in such a manner that they are safe from corruption;
- (d) A complete and accurate description of the goods acquired, and a digital photograph of the goods acquired including the following information, if available:
  - a. Brand name.
  - b. Model number.
  - c. Manufacturer's serial number.
  - d. Size.
  - e. Color, as apparent to the untrained eye.
  - f. Precious metal type, weight, and content if known.
  - g. Gemstone description, including the number of stones.
  - h. In the case of firearms, the type of action, caliber or gauge, number of barrels, barrel length, and finish.
  - i. Any other unique identifying marks, numbers, or letters.
  - k. The date and time of the transaction.
- (e) The pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems shall maintain the above information and digital photographs for a period of three years and make the same available to law enforcement personnel upon request.
- (f) The pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems shall require the seller to sign a statement verifying that the seller is the rightful owner of the goods or is entitled to sell, consign, or trade the goods.

**Sec. 18-68. Fixed physical location.**

No pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems or their employee(s) may operate except at a fixed permanent physical business location with an occupation tax certificate and a license issued pursuant to this Article; no pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems or their employee(s) may operate as a peddler or transient merchant. Licenses acquired under this Article are valid only for the location stated on the license and said license is not transferable from one location to another.

**Sec. 18-69. Report to police; required format.**

Every pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems located within the city shall make a computer-generated daily report, in such format as prescribed by the Director of Public Safety, of all transactions that occurred during the 24-hour period ending at 9:00 p.m. on the date of the report. A report shall be made each day prior to 11:59 p.m. for each day the operator or dealer transacts business. Daily reports shall be filed electronically by posting to a law enforcement web site designated by the Director of Public Safety. Where technological problems prevent posting the daily report electronically, a printed, typed or legibly handwritten report shall be delivered to the police department in lieu thereof.

**Sec. 18-70. Minors**

It is unlawful for any pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems, or agent or employee thereof to receive any Article in pawn or purchase any Article for resale from any person under the age of 18 years.

**Sec. 18-71. Hold Period; Police holds**

- (a) Any pawnshop, secondhand dealer or person operating under a license granted pursuant to this Article who takes goods on pawn, taking full title thereto, shall hold the goods so taken in pawn for at least THIRTY (30) days before disposing of the goods by sale, transfer, shipment or otherwise.
- (b) Any pawnshop, secondhand dealer or dealer in precious metals and gems person operating under a pawnbroker's license who buys goods, taking full title thereto shall hold the goods so taken in on purchase for at least FIVE (5) days before disposing of the goods by sale, transfer, shipment or otherwise.
- (c) The Statesboro Police Department or any other Law Enforcement Agency has the authority to place property that is the subject of police investigation on police hold. In that event, the Statesboro Police Department or other Law Enforcement Agency shall notify the pawnbroker, pawnshop, secondhand dealer, or dealer in precious metals and gems of the need for a police hold and identify all property subject to the police hold. Upon notification, it shall be the responsibility of the pawnbroker,



pawnshop, secondhand dealer, or dealer in precious metals and gems to maintain the subject property until such time as the property is released from police hold status or the property is confiscated as evidence.

#### **Sec. 18-72. Administrative Inspection of Goods and Records**

- (a) The City finds that pawnbrokers, pawnshops, secondhand dealers, dealers in precious metals and gems are engaged in a business that is a pervasively regulated industry and that proper enforcement of this Article requires the administrative inspection of the commercial property where these businesses are located.
- (b) All goods pledged or sold to a pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems as well as all records and documentation required to be kept by this Article shall be subject to an administrative inspection by the Statesboro Police Department as provided for in Section 18-66.
- (c) As such, every pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems shall admit to his premises, without a search warrant, any police officer, or designated civilian employee of the Statesboro Police Department, whose duties include verifying compliance with the requirements of this Article and locating goods that are missing or stolen. These administrative inspections shall occur during normal business hours unless consented to by the pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems.

#### **Sec. 18-73. Compliance with State and Federal Law**

Nothing in this Article shall relieve a pawnbroker, pawnshop, secondhand dealer, and dealer in precious metals and gems from the necessity of complying with state and federal law.

#### **Sec. 18-74. Effective Date**

This Article shall become effective upon adoption by the Mayor and City Council. The City Clerk shall issue licenses pursuant to this Article to all pawnshops, pawnbrokers, second hand dealers and dealer in precious metals and gems holding valid occupational tax certificates as of the date of adoption of this Article. These licenses shall expire on the same date as the valid occupational tax certificate held by the pawnshop, pawnbroker, second hand dealer and dealer in precious metals and gems. Upon expiration of this license all pawnshops, pawnbrokers, second hand dealers and dealers in precious metals and gems shall be required to file a yearly application for a license as provided above in this Article.

#### **Secs. 18-75 – 18-90. – Reserved.**

SECTION 2. All other sections of Article III of Chapter 18 not here expressly amended here remain in full force and effect.

SECTION 3. Should any section, subsection, or provision of this ordinance be ruled invalid by a court of competent jurisdiction, then all other sections, subsections, and provisions of this ordinance shall remain in full force and effect.

SECTION 4. This Ordinance shall be and remain in full force and effect from and after its adoption on two separate readings.

First Reading: March 19, 2013

Second Reading: April 2, 2013

THE MAYOR AND CITY COUNCIL OF THE CITY OF STATESBORO, GEORGIA

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By: Joe R. Brannen, Mayor

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Attest: Sue Starling, City Clerk



## *City of Statesboro – City Clerk's Department*

---

*P.O. Box 348  
Statesboro, Georgia 30458  
(Fax)*

*(912) 764-5468  
(912) 764-4691*

### **MEMORANDUM**

To: Frank Parker, City Manager  
From: Sue Starling, City Clerk  
Date: March 11, 2013  
Re: Request to Surplus Late Notice Machines

I am requesting these items be put on the agenda for surplus as we have updated the utility billing process and we will no longer need these two machines for the processing of late notices. Late notices are now being printed on a laser printer at a cost savings to the City.

IBM 6400 Printer / Model: 6400-010-A00 /Serial: 01T0594

For Buster Duplo V-700 Decollator/ Model: V-130 /Serial: 50150635

CITY OF STATESBORO, GEORGIA

RECEIVED  
3-20-13

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION 3-20-13 NEW ☒ RENEWAL ☐

FIRST READING DATE \_\_\_\_\_ SECOND READING DATE \_\_\_\_\_

TYPE OF BUSINESS TO BE OPERATED:

<input type="checkbox"/>	RETAIL BEER & WINE PACKAGED ONLY	\$1,250.00
<input checked="" type="checkbox"/>	RETAIL BEER & WINE BY THE DRINK	\$1,250.00
<input type="checkbox"/>	BEER, WINE & LIQUOR BY DRINK	\$3,750.00
<input type="checkbox"/>	WHOLESALE LICENSE	\$1,000.00
<input type="checkbox"/>	APPLICATION FEE - PACKAGED SALES	\$150.00
<input checked="" type="checkbox"/>	APPLICATION FEE - POURING SALES	\$150.00

TYPE OF ALCOHOL LICENSE - Restaurant  
APPLICANT'S FULL NAME Darin H. Van Tassel

BUSINESS NAME BVT Enterprises, Inc.

DBA The Clubhouse

BUSINESS ADDRESS 2704 Old Register Road, Statesboro GA 30458

BUSINESS MAILING ADDRESS Same

BUSINESS TELEPHONE # 912-871-1000

APPLICANT'S HOME ADDRESS \_\_\_\_\_

APPLICANT'S HOME PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES ☐ NO

HAVE YOU EVER BEEN ARRESTED FOR ANYTHING? ☐ YES ☒ NO

IS THE APPLICANT THE OWNER OF THE BUSINESS? ☒ YES ☐ NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? President

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS 4

PLEASE LIST BELOW:

Netra R. Van Tassel  
Tony & Mary Allison Ross

CITY OF STATESBORO, GEORGIA

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION 03/07/2013 NEW ☒ RENEWAL \_\_\_\_\_

TYPE OF BUSINESS TO BE OPERATED:

_____	RETAIL BEER & WINE PACKAGED ONLY	\$1,250.00
<input checked="" type="checkbox"/>	RETAIL BEER & WINE BY THE DRINK	\$1,250.00
_____	BEER, WINE & LIQUOR BY DRINK	\$3,750.00
_____	WHOLESALE LICENSE	\$1,000.00
_____	APPLICATION FEE - PACKAGED SALES	\$ 150.00
<input checked="" type="checkbox"/>	APPLICATION FEE - POURING SALES	\$ 150.00

APPLICANTS FULL NAME KALAYANEE RAIWA

OWNERS NAME KALAYANEE RAIWA

DBA (BUSINESS NAME) COCONUT THAI CUISINE

CHECK THE TYPE OF ALCOHOL LICENSE YOU ARE APPLYING FOR:

RESTAURANT ☒ SPORTS RESTAURANT \_\_\_\_\_ PRIVATE CLUB \_\_\_\_\_ PACKAGE \_\_\_\_\_

BUSINESS ADDRESS 7 College Plaza Statesboro GA 30458

BUSINESS MAILING ADDRESS 7 COLLEGE PLAZA

BUSINESS TELEPHONE # 912) 681-1759

APPLICANTS HOME ADDRESS \_\_\_\_\_

APPLICANTS HOME PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES \_\_\_\_\_ NO

HAVE YOUR EVER BEEN ARRESTED FOR ANYTHING? \_\_\_\_\_ YES ☒ NO

IF YES, WHEN AND WHY \_\_\_\_\_

IS THE APPLICANT THE OWNER OF THE BUSINESS? ☒ YES \_\_\_\_\_ NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? \_\_\_\_\_

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS \_\_\_\_\_

PLEASE LIST BELOW:

KALAYANEE RAIWA



## *City of Statesboro – City Clerk's Department*

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*P.O. Box 348  
Statesboro, Georgia 30458*

*(912) 764-5468  
(912) 764-4691 (Fax)*

### **MEMORANDUM**

To: Mayor and Council

From: Sue Starling, City Clerk

Date: March 27, 2013

Re: Destruction of Records

The Records Department is prepared to move forward with the destruction of the records that have met their retention. The list is attached for your consideration to approve their destruction.

Box #	Year	Contents	Year/ Retention Met	Actual Date of Distruccion	Retention
153	2002-03	BUDGET COMPARISON NOV 02-OCT 03	2010		6 YRS
178	2002	DEDUCTIONS FOR PAYROLL APRIL-SEPT 2002	2008		5 YRS
93	2002-05	MONTHLY FINANCE REPORTS 1997-02 SPLOST	2011		5 YRS
186	2007	TIME CARDS (JAN)	2011		3 YRS
127	2005	DAILY REPORTS JAN - JUNE 05	2011		5 YRS
206	2006	TIME CARDS	2010		3 YRS
116	2003-04	DIRECT DEPOSIT STUBS (PAYROLL)	2010		5 YRS
394	2003-04	BUDGET COMPARISON NOV 03- FEB 04	2011		6 YRS
487	2002-03	CITATION RECIEPTS AUG - DEC 2002/DMS- SENTINEL JAN-DEC 2003	2009		5 YRS
180	2002-03	PAYROLL JOURNAL	2009		5 YRS
182	2004	PAYROLL JOURNAL/TRANSMITTALS	2010		5 YRS
111	2004	FINANCE JOURNAL ENTERIES APRIL - JUNE 2004	2010		5 YRS
207	2005	TIME CARDS	2009		3 YRS
439	2003	RECEIPTS ( BB& T) CINDY	2012		7 YRS
210	2006	TIME CARDS	2010		3 YRS
211	2005	TIME CARDS	2009		3 YRS
488	2002-03	JOURNAL LIST - SENTINEL AUG 02-JUNE 03	2009		5 YRS
444	2003-04	WORKSTATION (BB&T) CINDY	2012		7 YRS
133	2005	PAYROLL DEDUCTIONS JAN-AUG 2005	2011		5 YRS
183	2007	PAYROLL / TIME CARDS	2011		3 YRS
2	2005	A/P FILES QUOTES FROM VENDORS	2013		5 YRS
158	2004	RECIEPTS FROM VARIOUS VENDORS	2010		5 YRS
113	2004-05	JOURNAL ENTERIES JULY - DEC 2004	2012		5 YRS
181	1997-2000	SALARY DEDUCTIONS/TRANSMITTALS	2006		5 YRS
114	2005	JOURNAL ENTERIES JAN-JUNE 2005	2011		5 YRS
153	2003-04	JOURNAL ENTERIES 2003-04	2010		5 YRS
14	2005	BB&T PROCUREMENT PAYMENTS 06/05-07/05	2013		7 YRS
115	2005	JOURNAL ENTRY EDITS F/Y 2005 2ND-4TH QUARTER	2011		5 YRS
209	2006	TIME CARDS	2010		3 YRS
219	2007	TIME CARDS	2011		3 YRS
137	2005	SALARY DEDUCTIONS JAN-MARCH 2005	2011		5 YRS
156	2004-05	RECIEPTS FROM VARIOUS VENDORS	2011		5 YRS
295	1984-04	BLUE SHEETS & DEPOSIT SLIPS	2008		3 YRS
217	2007	TIME CARDS	2011		3 YRS
129	2002-03	BUDGET MAINTENANCE RECORDS 2003	2010		6 YRS

[illegible]



CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
(912) 764-5468  
FAX (912) 764-4691

APPLICATION FOR VEHICLE FOR HIRE PERMIT - DRIVER

DATE 3-19-13

NAME OF BUSINESS Spells Taxi Service

OWNER OF BUSINESS Mr Spell

BUSINESS ADDRESS 139 Morris Street

CITY, STATE & ZIP Statesboro

BUSINESS TELEPHONE 489-3262

NAME OF DRIVER Alisha Stevens

HOME ADDRESS

CITY, STATE & ZIP

HOME TELEPHONE

ALIASES

AGE OF DRIVER

HAVE YOU EVER BEEN ARRESTED? YES \_\_\_\_\_ NO ☒

SIGNATURE Alisha Stevens

DATE 3-19-13

Monday, March 18, 2013

B.C.S.O. Criminal History  
Results

Page 1

Response Key: .BUSX-

0697313 GA-CCH 20130318 10:29:08 20130318 10:29:08 2015042069  
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:

DATE: 20130318 PUR: E ATTN: STEVENS/KCM

ARN: PERSONAL COPY

RESPONSE DATE: 20130318

-----  
QUERY REQUESTED ON:

NAM/STEVENS, ALISHA MARIE

DOB/

SEX/F

RAC/W

SOC/

-----  
NO RECORD FOUND

-----  
END OF RECORD

-----  
U<sup>a</sup>

No GEIC Record on File  
Bullock County Sheriff's Office  
Cye 3/18/13  
Investigations Officer Date

CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
(912) 764-5468  
FAX (912) 764-4691

APPLICATION FOR VEHICLE FOR HIRE PERMIT - DRIVER

DATE March 4, 2013

NAME OF BUSINESS DW Yellow Cab

OWNER OF BUSINESS DW

BUSINESS ADDRESS 1 Greenwood Ave

CITY, STATE & ZIP Statesboro GA 30459

BUSINESS TELEPHONE 912-601-1108

NAME OF DRIVER Cassandra Champion

HOME ADDRESS

CITY, STATE & ZIP

HOME TELEPHONE

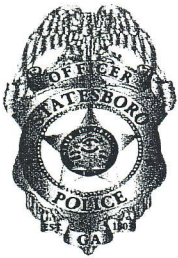
ALIASES

AGE OF DRIVER

HAVE YOU EVER BEEN ARRESTED? YES x NO

SIGNATURE Cassandra Champion

DATE 3-4-13



Scott P. Brunson  
Police Major

## Statesboro Police Department

25 West Grady Street  
Statesboro, Georgia 30458  
Phone: (912) 764-9911 / Fax: (912) 489-5050



Wendell Turner  
Public Safety Director

March 12, 2013

Sue Starling, City Clerk  
City of Statesboro

*Via Hand-Delivery*

REF: Licensing

BUSINESS: DW Yellow Cab, 1 Greenwood Ave., Statesboro, GA  
APPLICANT: Casandra Champion,

The response received from the fingerprints submitted shows the following record in the state on Ms. Champion:

02/11/2002 Theft by Receiving Stolen Property

Respectfully submitted,

A handwritten signature in cursive script that reads "Major Scott P. Brunson".

Major Scott P. Brunson

CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
(912) 764-5468  
FAX (912) 764-4691

APPLICATION FOR VEHICLE FOR HIRE PERMIT - DRIVER

DATE 2/19/13

NAME OF BUSINESS DW Yellow Cab

OWNER OF BUSINESS Wilfrid Francois

BUSINESS ADDRESS 1 Greenwood Avenue

CITY, STATE & ZIP Statesboro

BUSINESS TELEPHONE (912) 601-1608

NAME OF DRIVER Frank Williams

HOME ADDRESS

CITY, STATE & ZIP

HOME TELEPHONE

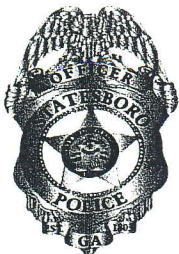
ALIASES \_\_\_\_\_

AGE OF DRIVER

HAVE YOU EVER BEEN ARRESTED? YES ☒ NO ☐

SIGNATURE Frank Williams

DATE 2/19/13



Scott P. Brunson  
Police Major

## Statesboro Police Department

25 West Grady Street  
Statesboro, Georgia 30458  
Phone: (912) 764-9911 / Fax: (912) 489-5050



Wendell Turner  
Public Safety Director

February 27, 2013

Sue Starling, City Clerk  
City of Statesboro

*Via Hand-Delivery*

REF: Licensing

BUSINESS: DW Yellow Cab, 1 Greenwood Ave., Statesboro, GA  
APPLICANT: Frank Williams,

The response received from the fingerprints submitted shows the following record in the state of Georgia on Mr. Williams:

09/12/1981 Simple Battery  
11/06/1982 Criminal Damage to Property – 2<sup>nd</sup> Degree  
02/01/1987 Simple Battery  
12/06/1990 Theft by Conversion of Leased/Rented Personal Property  
10/28/1994 Cruelty to Children – 1<sup>st</sup> Degree  
04/22/2000 Pander/Idling/Loitering for Sex/Under 18  
05/12/2002 Simple Battery

Respectfully submitted,

Major Scott P. Brunson



CITY OF STATESBORO  
P O BOX 348  
STATESBORO, GEORGIA 30459  
(912) 764-5468  
FAX (912) 764-4691

APPLICATION FOR VEHICLE FOR HIRE PERMIT - DRIVER

DATE 2/25/13

NAME OF BUSINESS Dw yellow cab co.

OWNER OF BUSINESS Diana

BUSINESS ADDRESS 1 Greenwood Ave

CITY, STATE & ZIP Statesboro GA 30458

BUSINESS TELEPHONE 912-601-1808

NAME OF DRIVER Shawn M. Aptel

HOME ADDRESS

CITY, STATE & ZIP

HOME TELEPHONE

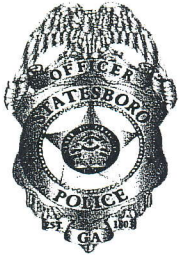
ALIASES N/A

AGE OF DRIVER

HAVE YOU EVER BEEN ARRESTED? YES \_\_\_\_\_ NO ☒

SIGNATURE Shawn Aptel

DATE 2-25-13



Scott P. Brunson  
Police Major

## Statesboro Police Department

25 West Grady Street  
Statesboro, Georgia 30458  
Phone: (912) 764-9911 / Fax: (912) 489-5050



Wendell Turner  
Public Safety Director

March 6, 2013

Sue Starling, City Clerk  
City of Statesboro

*Via Hand-Delivery*

REF: Licensing

BUSINESS: DW Yellow Cab, 1 Greenwood Ave., Statesboro, GA  
APPLICANT: Shawn M. Apfel,

The response received from the fingerprints submitted shows no record in the state on Mr. Apfel.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Major Scott P. Brunson", written over a horizontal line.

Major Scott P. Brunson



**Resolution 2013:07:** A Resolution in Support of the Development of Downtown Property thru the Georgia Department of Community Affairs' Downtown Development Revolving Loan Fund Program.

WHEREAS, The Georgia Department of Community Affairs' Downtown Development Revolving Loan Fund (DDRLF) Program is designed to assist cities, counties and development authorities in their efforts to revitalize and enhance downtown areas by providing below-market rate financing to fund capital projects in core historic downtown areas;

WHEREAS, Nick Propps plans to acquire and renovate certain real property and improvements located at 28 East Main Street;

WHEREAS, Upon completion of the project the renovated property will serve as a mixed use of commercial/office unit;

WHEREAS, The City has determined that the project will promote downtown development for the public good in the City; and;

WHEREAS, In order to help Nick Propps finance the project, the Downtown Development Authority of Statesboro will apply for a Downtown Development Revolving Loan Fund from the Department of Community Affairs (DCA); and;

WHEREAS, DCA requires evidence of municipal support for all projects that are the subject of a DD RLF application submitted by a downtown development authority;

NOW, THEREFORE IT IS HEREBY RESOLVED BY THE CITY OF STATESBORO, GEORGIA as follows;

That the City of Statesboro endorses the submission of the DD RLF application by the Downtown Development Authority of Statesboro for the downtown project as 28 East Main Street on behalf of Nick Propps and agrees to support the development of the project.

SO RESOLVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2013

The City of Statesboro

By: \_\_\_\_\_  
Joe R. Brannen, Mayor

Attest: \_\_\_\_\_  
Sue Starling, City Clerk



## MEMORANDUM

To: Frank Parker, City Manager  
From: Robert Cheshire, PE, City Engineer  
David L. Hendrix, EIT, Assistant City Engineer  
Re: Stormwater Management Consultant Services  
Date: April 2, 2013

On December 14, 2012 the City issued a Request for Statements of Qualifications (SOQ) from Consulting Firms to assist the City with developing and implementing a Comprehensive Stormwater Management Program. Two (2) firms, AMEC and Ecological Planning Group (EPG – who has paired themselves with EMC Engineering), submitted SOQ's. Both of the SOQ's received met the minimum criteria required to be further evaluated, thus they were forwarded to the recommendation committee to be rated.

Both of the submitted SOQ's were rated by the five member recommendation committee. The same committee later interviewed the firms. Both AMEC and EPG made strong presentations and provided very good responses to the recommendation committee's questions, however, EPG was unanimously rated the highest for this particular project. Therefore, it is the committee's recommendation that the Mayor and City Council allow staff to begin negotiations with EPG to develop a defined scope of services and a cost proposal to provide the consulting services associated with developing and implementing a Comprehensive Stormwater Management Program.

**Note:** *Once City staff and the chosen consultant have finished developing a scope of services, and determined the costs associated with providing the required deliverables, we will present this information to City Council again for consideration and final approval.*

Cc: Darren Prather, Director of Purchasing



**HUSSEY, GAY, BELL & DEYOUNG, INC.**  
**CONSULTING ENGINEERS**

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March 28, 2013

Mayor Joe Brannen  
City of Statesboro  
P.O. Box 348  
Statesboro, Georgia 30458

RE: I-16/US 301 UTILITY INFRASTRUCTURE

Dear Mayor Brannen:

As you are aware Hussey, Gay, Bell & DeYoung has an existing contract dated April 8, 2008 for topographic survey, design, permitting and construction phase services to serve the I-16/US 301 area. We will amend our scope of work to provide the water and sewer designs outlined in our Conceptual Utility Report and Cost Estimate for Four Quadrants of I-16 and US 301 Utility Infrastructure dated August 2012.

We will honor our existing contract and amend our design as noted above.

We appreciate the opportunity to continue our work with the City of Statesboro on this project.

Sincerely,

WILLIAM H. LOVETT  
President

cg

## **UNOFFICIAL MINUTES**

March 19, 2013  
Statesboro, Georgia

The City of Statesboro-Bulloch County Water-Sewer Technical Review Committee met at 2:00 p.m. in the Community Room of the North Main Annex. County Manager Tom Couch welcomed everyone and called the meeting to order.

Next, Bulloch County Clerk of the Board Christy Strickland called the roll of the Committee members. The following members were present: City Utilities Superintendent Steve Hotchkiss was present on behalf of City Engineer Robert Cheshire, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler. Also present at the meeting were County Attorney Jeff Akins and City Attorney Alvin Leaphart.

After Roll Call, County Manager Tom Couch stated the first item on the agenda was for Discussion/Action to Authorize a Host Manager to preside at the Host Facility. City Manager Frank Parker offered a motion to approve the host manager to preside at the host facility. City Water-Sewer Director Wayne Johnson seconded the motion. Hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to appoint a primary recording secretary. He stated he would like to appoint County Clerk of the Board Christy Strickland as primary recording secretary. County Transportation Director Dink Butler offered a motion to approve Ms. Strickland as primary recording secretary. City Manager Frank Parker seconded the motion. The County Manager asked County Attorney Jeff Akins would they need a motion to appoint a secondary recording secretary. Mr. Akins advised that they would. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne

Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to appoint a secondary recording secretary in the event of the primary recording secretary's absence. He stated he would like to appoint City Clerk Sue Starling. City Water-Sewer Director Wayne Johnson offered a motion to approve Ms. Starling as the secondary recording secretary. County Planner Andy Welch seconded the motion. City Manager Frank Parker asked if the County Clerk or City Clerk will provide a copy of the minutes whenever they are drafted. County Clerk of the Board Christy Strickland stated she has spoken with Ms. Starling and they would provide the minutes to the Commissioners and City Council. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to Authorize the City Manager and County Manager to confer to set the agenda. Transportation Director Dink Butler made a motion to approve to authorize the City Manager and County Manager to confer to set the agenda. City Utilities Superintendent Steve Hotchkiss seconded the motion. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to conduct business as the committee of the whole. He stated he had spoken with County Attorney Jeff Akins about this item and it may need some clarification. He asked Mr. Akins if he would discuss his concerns. Mr. Akins stated that he thought Mr. Couch's intent was to assure that any formal action should be taken by the whole committee instead of two or three members acting informally.

Mr. Akins stated that this could best be accomplished by the requirement of a quorum because the committee cannot take official action in the absence of a quorum. Mr. Akins stated that unless otherwise specified a quorum is normally a majority of a deliberative body, meaning that a majority of the members must be present for official action to be taken, but the committee can establish any quorum requirement it chooses. After some additional discussion, City Manager Frank Parker made a motion to require that three (3) of the City appointees and three (3) of the County appointees be present in order to have a quorum for the Technical Review Committee to conduct official business. County Planner Andy Welch seconded the motion and it carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to approve informal staff contact between meetings. He stated now that a quorum has been established he does not want to discourage the staff from having conversations. City Water-Sewer Director Wayne Johnson offered a motion to approve informal staff contact between meetings. City Manager Frank Parker seconded the motion. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Attorney Jeff Akins asked if the committee needed to make a decision about proxies. County Manager Tom Couch stated he thought as long as the city provides (3) members and the county provides (3) members a proxy would not be needed. City Manager Frank Parker stated it would be good to allow the managers to appoint a proxy to serve in the place of Committee members who cannot be present, but he thought that governing authorities of the city and county would approve this. Mr. Couch offered a motion to defer the item to the next meeting and to take the issue to the governing authorities for direction on issue of proxies. Mr. Akins suggested proceeding with a motion to allow the managers to appoint proxies,

contingent on approval by the governing authorities. Mr. Couch retracted his original motion and offered a new motion to allow the County Manager and City Manager to appoint voting proxies for absent members at future meetings, subject to approval by the respective governing authorities. City Water-Sewer Director Wayne Johnson seconded the motion. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

Next, County Manager Tom Couch stated the next item on the agenda was for Discussion/Action to Approve the General Business Agenda. City Manager Frank Parker asked if he could add an item to allow Bruce Yawn, Chairman of the Development Authority to speak. County Planner Andy Welch made a motion to approve the agenda adding Agenda Item # 3 to allow Mr. Yawn to speak as requested by Mr. Parker. City Utilities Director Steve Hotchkiss seconded the motion. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the first item under General Business was for Discussion/Action of Initial Phase: City Due Diligence and there are two (2) items to discuss, under that topic. One (1) Contracts for Engineering and Design (Existing/Proposed); and (2) Proposed Timeline for Bidding and Award. Mr. Couch stated that in paragraph A of Section III of the agreement it states “ a condition precedent to the County’s obligations herein to provide funding for the Initial Phase design and construction costs shall be the County’s written approval of contracts for any engineering and design services, construction services, and any subsequent change orders changing the scope of work for the Initial Phase, and the City shall obtain the County’s written approval prior to awarding such contracts or approving any change orders changing the scope of work.” Mr. Couch asked about the status of any existing or proposed contracts for design services. City Water-Sewer Utilities Director Wayne Johnson stated currently there is an existing engineering service

contract that was for the original I-16/301 project which was known as Flying J. He stated that Hussey, Gay Bell & DeYoung (HBG&D) along with Maxwell & Associates, who have partnered with them, have agreed to honor the existing contract and amend the scope of the work shown in the concept plan that was provided to the county on the current I-16/301 project. Mr. Johnson stated to be able to move forward with the project in a timely matter he recommends amending the existing contract. After some discussion, Mr. Couch offered a motion to recommend to the City of Statesboro to proceed with all due diligence in securing an engineering contract with Hussey, Gay, Bell & DeYoung to be considered for written consent by the County governing authority and for approval by the City Council. City Manager Frank Parker seconded the motion. After hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated the next item under the General Business Agenda is for discussion by Mr. Bruce Yawn, Chairman of the Development Authority. Mr. Yawn submitted a letter addressing the Water-Sewer Technical Review Committee (Exhibit 2013-001). He stated he just wanted to thank everyone for the roles they have played in the Intergovernmental Agreement to bring utilities to the Interstate 16/Highway 301 Interchange. Mr. Yawn stated time is of the essence and he would like for the project to move forward as quickly as possible so that opportunities for a future project are not missed.

County Manager Tom Couch stated the next item on the agenda is for Discussion on the proposed County Zoning Overlay District. He went over the rough draft of the IGO, Interstate Gateway Overlay District Ordinance. Mr. Couch discussed some of the architectural and landscaping plans that were provided on the sketches and stated they want to make it look as good as possible. He stated he was submitting it just for information and they would discuss it at a later date. After additional discussion on the plan, Mr. Couch moved on to the next item on the agenda.



County Manager Tom Couch stated that the Committee must close the meeting and enter into Executive Session to discuss Potential Real Estate Acquisition. County Manager Tom Couch called for a motion to adjourn into Executive Session in accordance with the provisions of O.C.G.A. 50-14-3 and other applicable laws, pursuant to the advice of the County Attorney, Jeff Akins, for the purpose of discussing Potential Real estate acquisition. Without further discussion, City Water-Sewer Utilities Director Wayne Johnson offered a motion to enter into Executive Session to discuss Potential Real Estate acquisition in accordance with the provisions of O.C.G.A. 50-14-3 (4) (See Exhibit #2013-002). County Transportation Director Dink Butler seconded the motion. Hearing no further discussion, the motion carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

The meeting was reconvened, and County Manager Tom Couch stated the next item on the agenda was for any items to be placed on the floor for discussion. County Attorney Jeff Akins stated he had handed out copies of some parliamentary procedures and he would like the committee to review them and consider adopting them at the next meeting. Mr. Akins also suggested the committee decide on how the and when the presiding officer can vote, and whether the presiding officer can make and second motions. City Manager Frank Parker offered a motion that the presiding officer would be permitted to make a motion, second a motion, and vote on all motions. City Water-Sewer Utilities Director Wayne Johnson seconded the motion and it carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

County Manager Tom Couch stated some items that would be addressed at the next meeting would be Proxies, Parliamentary Issues, and Engineer Services. He stated the next meeting would be scheduled after the governing bodies had their scheduled meetings.

Mr. Couch asked if there were any further comments, and hearing none he asked for a motion to adjourn. County Planner Andy Welch offered a motion to adjourn the meeting. County Transportation Director Dink Butler seconded the motion and it carried unanimously with City Utilities Superintendent Steve Hotchkiss, City Water-Sewer Director Wayne Johnson, City Planner Mandi Cody, City Manager Frank Parker, County Manager Tom Couch, County Planner Andy Welch, County Engineer Kirk Tatum, and County Transportation Director Dink Butler voting in favor of the motion.

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Thomas Couch, County Manager

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Frank Parker, City Manager

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Attest: Christy Strickland, Clerk of the Board

RESOLUTION 2013-08: A RESOLUTION ADOPTING THE SCHEDULE OF  
FEES AND CHARGES FOR THE WATER AND WASTEWATER DEPARTMENT  
OF THE CITY OF STATESBORO, GEORGIA

THAT WHEREAS, the City of Statesboro operates a Water and Wastewater Department, which operates and maintains the physical plant necessary to treat, test, pump, store, and distribute potable water; and to collect, pump, treat, test, and discharge wastewater meeting all federal and state laws and administrative regulations; and

WHEREAS, in order to finance some of these operations, the City has previously and must continue to impose various fees and charges; and

WHEREAS, the Mayor and City Council have previously implemented said schedule of fees and charges; and

WHEREAS, the City Manager has recommended an increase in the schedule of fees and charges to help offset the effects of inflation over the last two years; and an increase in tap fees to offset the actual costs to the City;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia this \_\_\_\_ day of \_\_\_\_\_, 2013 as follows:

Section 1. That the document entitled "Schedule of Fees and Charges for the Water and Wastewater Department of the City of Statesboro, Georgia", attached hereto and incorporated into this Resolution by reference, is hereby adopted and approved as the fees and charges authorized to be charged by the department as of January 1, 2015.

Section 2. That any provision of any ordinance or resolution, or administrative policy in conflict with this schedule for the Water and Wastewater Department is hereby repealed to the extent of any such conflict; and the provisions of this Resolution shall take precedence in determining the fees and charges to which they apply.

Section 3. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013

CITY OF STATESBORO, GEORGIA

\_\_\_\_\_  
Joe Brannen, Mayor

\_\_\_\_\_  
Attest: Sue Starling, City Clerk

EFFECTIVE JANUARY 1, 2015

Adopted April 2, 2013

**COMMERCIAL RATES INSIDE CITY LIMITS:**

8) Water and Sewer Commercial Customers **Inside** City Limits:

Base Charge Water = \$7.50/Month

0-9,000 gallons at \$2.60 per 1,000 gal

10-19,000 gallons at \$2.2.70 per 1,000 gal

ALL OVER 19,000 gallons at \$2.2.80 per 1,000 gal

Base Charge Sewer = \$7.50/Month

0-9,000 gallons at \$3.05 per 1,000 gal

10-19,000 gallons at \$3.15 per 1,000 gal

ALL OVER 19,000 gallons at \$3.25 per 1,000 gal

9) Water Only Commercial Customers **Inside** City Limits:

Base Charge Water = \$15.00/Month

0-9,000 gallons at \$2.60 per 1,000 gal

10-19,000 gallons at \$2.70 per 1,000 gal

ALL OVER 19,000 gallons at \$2.80 per 1,000 gal

10) Sewer Only Commercial Customers **Inside** City Limits:

Base Charge Sewer = \$15.00/Month

0-9,000 gallons at \$3.05 per 1,000 gal

10-19,000 gallons at \$3.15 per 1,000 gal

ALL OVER 19,000 gallons at \$3.25 per 1,000 gal

**COMMERCIAL RATES OUTSIDE CITY LIMITS:**

21) Water and Sewer Commercial Customers **Outside** City Limits:

Base Charge Water = \$11.25/Month

0-9,000 gallons at \$3.90 per 1,000 gal

10-19,000 gallons at \$4.05 per 1,000 gal

ALL OVER 19,000 gallons at \$4.20 per 1,000 gal

Base Charge Sewer = \$11.25/Month

0-9,000 gallons at \$4.60 per 1,000 gal

10-19,000 gallons at \$4.70 per 1,000 gal

ALL OVER 19,000 gallons at \$4.85 per 1,000 gal

22) Water Only Commercial Customers **Outside** City Limits:

Base Charge Water = \$22.50/Month

0-9,000 gallons at \$3.90 per 1,000 gal

10-19,000 gallons at \$4.05 per 1,000 gal

ALL OVER 19,000 gallons at \$4.20 per 1,000 gal

23) Sewer Only Commercial Customers **Outside** City Limits:

Base Charge Sewer = \$22.50/Month

0-9,000 gallons at \$4.60 per 1,000 gal

10-19,000 gallons at \$4.70 per 1,000 gal

ALL OVER 19,000 gallons at \$4.85 per 1,000 gal



Maxwell-Reddick  
and Associates, Inc.

March 27, 2013

Wayne Johnson  
Director of Water/Wastewater Department  
City of Statesboro  
P.O. Box 348  
Statesboro, GA 30459

RE: WEST MAIN & COLLEGE STREET SANITARY SEWER IMPROVEMENTS

Dear Mr. Johnson,

Maxwell-Reddick & Associates, Inc. has reviewed the received bid proposals of the bidders, and has compiled the attached bid abstract. No major discrepancies were found in any of the bid proposals. The low bidder is American Infrastructure Technologies Corporation.

American Infrastructure Technologies Corporation's corporate office is located in Hanceville, Alabama and according to the Georgia Secretary of State's Website is a Registered Foreign Corporation in the State of Georgia that is active/in compliance. Maxwell-Reddick has no personal knowledge of American Infrastructure Technologies Corporation's performance or history on past projects of a similar nature. As of the date of this letter, we have not asked for references from the aforementioned company but we will ask for references at the City of Statesboro's request.

In consideration of the above, Maxwell-Reddick recommends that the contract for the West Main & College Street Sanitary Sewer Improvements be awarded to the lowest bidder, American Infrastructure Technologies Corporation in the amount of One Hundred Forty Three Thousand Four Hundred Dollars and Zero Cents (\$143,400.00).

If you have any questions concerning this letter or the bid abstract, please feel free to give me a call at 489-7112.

Sincerely,

Jared Mock, P.E.

Attachments:

1. Bid Abstract
2. Bid Advertisement
3. Instruction and Information for Bidders

Cc: Sue Starling, City Clerk, City of Statesboro  
Darren Prather, Purchasing Director, City of Statesboro  
Van Collins, Assistant Director, Water/Wastewater Department, City of Statesboro  
Joey Maxwell, Principal, Maxwell-Reddick & Associates, Inc.

		LAYNE INLINER, LLC			Y-DELTA			AMERICAN INFRASTRUCTURE TECH		
		CALCULATED		BID	CALCULATED		BID	CALCULATED		BID
DESCRIPTION	QUANTITY UNIT	UNIT COST	TOTAL COST	TOTAL COST	UNIT COST	TOTAL COST	TOTAL COST	UNIT COST	TOTAL COST	TOTAL COST
Mobilization	1 LS	----	\$20,000.00	\$20,000.00	----	\$7,500.00	\$7,500.00	----	\$10,252.00	\$10,252.00
Point Repair - 20 Linear Feet - Depth 0'-8'	7 EA	\$2,500.00	\$17,500.00	\$17,500.00	\$6,800.00	\$47,600.00	\$47,600.00	\$2,000.00	\$14,000.00	\$14,000.00
Point Repair - 20 Linear Feet - Depth 8'-12'	3 EA	\$3,000.00	\$9,000.00	\$9,000.00	\$7,500.00	\$22,500.00	\$22,500.00	\$2,500.00	\$7,500.00	\$7,500.00
Standard Pipe Cleaning	1,462 LF	\$2.50	\$3,655.00	\$3,655.00	\$2.30	\$3,362.60	\$3,362.60	\$2.00	\$2,924.00	\$2,924.00
Heavy Pipe Cleaning	100 LF	\$5.00	\$500.00	\$500.00	\$3.05	\$305.00	\$305.00	\$1.00	\$100.00	\$100.00
Manhole Cleaning	6 EA	\$100.00	\$600.00	\$600.00	\$747.50	\$4,485.00	\$4,485.00	\$250.00	\$1,500.00	\$1,500.00
Sewage Bypass	1 LS	----	\$15,000.00	\$15,000.00	----	\$5,000.00	\$5,000.00	----	\$5,000.00	\$5,000.00
Cured-In-Place (CIPP) Structural Stand Alone Pipe Liner	1,462 LF	\$45.00	\$65,790.00	\$65,790.00	\$48.30	\$70,614.60	\$70,614.60	\$37.00	\$54,094.00	\$54,094.00
Manhole Rehab - Chemical Grout (Acrylic) Infiltration Control	6 EA	\$320.00	\$1,920.00	\$1,920.00	\$1,150.00	\$6,900.00	\$6,900.00	\$1,750.00	\$10,500.00	\$10,500.00
Manhole Rehab - Cementitious Reconstruction	48 FT	\$170.00	\$8,160.00	\$8,160.00	\$172.50	\$8,280.00	\$8,280.00	\$150.00	\$7,200.00	\$7,200.00
Traffic Control	1 LS	----	\$15,000.00	\$15,000.00	----	\$2,500.00	\$2,500.00	----	\$3,500.00	\$3,500.00
Service Reconnection	3 EA	\$1,500.00	\$4,500.00	\$4,500.00	\$345.00	\$1,035.00	\$1,035.00	\$175.00	\$525.00	\$525.00
Service Connection Sealing	3 EA	\$2,800.00	\$8,400.00	\$8,400.00	\$2,875.00	\$8,625.00	\$8,625.00	\$450.00	\$1,350.00	\$1,350.00
Pre Cast Sanitary Sewer Manhole (0'-12')	1 EA	\$9,500.00	\$9,500.00	\$9,500.00	\$8,880.00	\$8,880.00	\$8,880.00	\$5,000.00	\$5,000.00	\$5,000.00
Asphalt Pavement Cut/Patch - Section "A" (asphalt existing pavement section demo)	80 SY	\$110.00	\$8,800.00	\$8,800.00	\$75.00	\$6,000.00	\$6,000.00	\$70.00	\$5,600.00	\$5,600.00
Asphalt Pavement Cut/Patch - Section "B" (asphalt existing pavement section demo)	100 SY	\$160.00	\$16,000.00	\$16,000.00	\$75.00	\$7,500.00	\$7,500.00	\$70.00	\$7,000.00	\$7,000.00
Asphalt Pavement Cut/Patch - Section "B" (asphalt/ 8" conc. base existing pavement section demo)	30 SY	\$160.00	\$4,800.00	\$4,800.00	\$75.00	\$2,250.00	\$2,250.00	\$90.00	\$2,700.00	\$2,700.00
Traffic Striping Replacement (in like kind)	200 LF	\$6.00	\$1,200.00	\$1,200.00	\$10.00	\$2,000.00	\$2,000.00	\$5.00	\$1,000.00	\$1,000.00
Pre-Lining CCTV Inspection	1,462 LF	\$1.50	\$2,193.00	\$2,193.00	\$2.30	\$3,362.60	\$3,362.60	\$1.00	\$1,462.00	\$1,462.00
Post-Construction CCTV Inspection	1,462 LF	\$1.50	\$2,193.00	\$2,193.00	\$2.30	\$3,362.60	\$3,362.60	\$1.50	\$2,193.00	\$2,193.00
GRAND TOTAL			\$214,711.00	\$214,711.00		\$222,062.40	\$222,062.40		\$143,400.00	\$143,400.00
GRAND TOTAL FROM BID					\$214,711.00			\$222,062.40		
								\$143,400.00		

Add Alternate No. 1 - Spray on Epoxy MH Liner (Per foot price should be based on minimum of 1 complete manhole being lined)	1 FT	\$1,017.60	----	----	\$355.50	----	----	\$900.00	----	----
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= Apparent low bidder

**NOTICE TO CONTRACTORS AND  
INVITATION/ADVERTISEMENT FOR BIDS**

- Sealed bids will be received for **West Main & College Street Sanitary Sewer Improvements**, in the office of **Darren Prather, 50 East Main Street (City Hall) Statesboro, Georgia 30458**, until 3:00 PM (Local Time), March 27<sup>th</sup>, 2013, at which time they will be publicly opened and read.
- The work under this Contract will consist generally of the following:

Installation of cured-in-place pipe in approximately 1,246 linear feet of existing gravity sanitary sewer main underneath city streets, along with sewer line/manhole cleaning, point repairs, lining of existing manholes within project limits, and installation of at least one new sanitary sewer manhole.

- The Plans and Project Manual (Bidding Information/Forms, Specifications) are available for inspection at the office of:

Maxwell-Reddick & Associates, Inc.  
1203 Brampton Ave.  
Statesboro, Georgia 30458

One (1) set of the Plans and Project Manual may be obtained by application accompanied by certified check or money order in the amount of \$150.00 payable to: Maxwell-Reddick & Associates, Inc., P.O. Box 1896, Statesboro, GA 30459. *No refund will be made for returned documents.*

- An **Optional Pre-Bid Conference** will be held in the Statesboro City Council Chambers located on the second floor of City Hall, 50 East Main Street, Statesboro Georgia on March 14<sup>th</sup> at 3:00 p.m.
- All questions concerning the plans, Specifications and other Contract Documents should be directed to Maxwell-Reddick & Associates, Inc., 1203 Brampton Ave., Statesboro, Georgia, 30458, telephone (912) 489-7112.
- Bids must be accompanied by a certified check or Bid Bond for five (5) percent of the amount bid. Performance Bond and Payment Bond in the amount of 100 percent of the Contract amount will be required. To qualify to bid, a certified statement from the Bidder's bonding company shall accompany the Bid Bond stating that the Bidder can submit a Performance Bond to the Owner within ten days of award of Contract. **GA Utility Contractor License Number must be written on the bid package envelope.**
- **The City of Statesboro** reserves the right to reject any or all bids and to waive technicalities and informalities.



## **INSTRUCTION AND INFORMATION FOR BIDDERS**

**1. BASIS OF CONTRACT:**

See Invitation/Advertisement for Bids and proposal Form.

**2. BID SECURITY:**

See Invitation/Advertisement for Bids and Proposal Form.

**3. UTILITY CONTRACTOR'S LICENSE:**

In accordance with Chapter 14 of Title 43 of the Official Code of Georgia, Annotated, all contractor's wishing to bid on this project must have obtained a "Utility Contractor License" and "Utility Contractor License Number". All utility work to be included in this project shall be done by a licensed utility contractor. To ensure this, it shall be a requirement that the license number of the contractor be written on the face of the bid package envelope. Any bids which fail to include this number will not be opened.

**4. PRE-BID CONFERENCE:**

An optional conference will be held at 3:00 P.M. on March 14<sup>th</sup>, 2013 in the Statesboro City Council Chambers located on the second floor of City Hall, 50 E. Main Street, Statesboro, GA 30458. Project scheduling, coordination requirements and questions will be addressed at this time.

Minutes of the conference will not be issued as an addendum and will not be made a part of the contract.

**5. INTERPRETATIONS:**

No oral interpretation will be made to bidders as to the meaning of the Plans and Specifications. Requests for interpretation of Plans and Specifications must be made in writing to the Engineer not later than 7 (seven) days prior to the date set for receipt of proposals, and failure on the part of the successful bidder to do so shall not relieve him as Contractor of the obligation to execute such work in accordance with a later interpretation by the Engineer. All interpretations made to bidders will be issued in the form of addenda to the plans and specifications and will be sent to all bidders. Such addenda are to be covered in the proposal, and in closing the Contract they will become a part thereof.

**6. BIDDERS TO INVESTIGATE:**

Bidders are required to submit their proposals upon the following express conditions, which shall apply to and become part of every bid received, viz:

Each Bidder must satisfy himself and form his own opinion by personal examination of the location and ground of the proposed work, and by such other means as he may desire, as to the actual conditions and requirements of the work, including the materials to be excavated; must make his own interpretations and satisfy himself by his own investigations and research regarding labor and materials needed, and shall make his bid in sole reliance thereon. Any information or data furnished by the Owner or its employees for the convenience of any bidder is not guaranteed.

7. PROPOSALS:

Proposals will be opened and read as stated in the Invitation/Advertisement for Bids.

All bids must be submitted on the Bid Proposal Forms (BP-1 thru BP-4) furnished to the Bidder as a part of these documents and must be signed. All blanks on the proposal form must be filled in. Numbers shall be written in English words and in Arabic Numerals, and the completed form shall be without interlineation, alteration, or erasure. Failure to submit a proposal in the form requested or the inclusion of any condition, alternate, limitation or provision not called for will render the bid irregular and shall be considered sufficient cause for rejection of a bid. Failure to complete entries in all blanks in the proposal form shall be considered sufficient cause for rejection of a proposal.

All addenda issued shall be acknowledged in the place so designated. All alternates, if any, shall be bid on; the term "no bid" shall not be used. In the event that the Bidder does not desire to make a change in price from his Base Bid for any given alternate, he shall so indicate by using the words "no change." Proposals shall close with legal name of Bidder and be executed by one legally authorized to bind the bidding firm to a contract.

Bid Security, made payable to the Owner, shall be in the amount of five percent (5%) of the Base Bid. Security shall be a Bid Bond issued by a surety licensed to conduct business in state where project is located, and shall have attached Power of Attorney certifying bond signee. A proposal cannot be withdrawn after it is filed, unless Bidder makes written request to the Owner prior to time set for opening of bids, or unless the Owner fails to accept bid within 60 days after date fixed for opening of bids. If any bidder refuses to enter into a contract, the Owner will retain his Bid Security as liquidated damages but not as a penalty.

Submittal: The Proposal, in duplicate, and a single copy of the Bid Security together with the Power of Attorney shall be contained in a sealed envelope bearing the Bidder's name and utility contractor's license number clearly addressed to the Owner as indicated on the Proposal Form. In addition, in large letters on both the front and back of the envelope, the following shall appear: "PROPOSAL FOR CONSTRUCTION OF WEST MAIN & COLLEGE STREET SANITARY SEWER IMPROVEMENTS, for CITY OF STATESBORO. DO NOT OPEN UNTIL 3:00 O'CLOCK P.M., MARCH 27<sup>th</sup>, 2013 not later than the date and hour named therein. After that time, no proposals will be received or withdrawn.

8. FORM OF AGREEMENT:

Form of Agreement will be on the enclosed Form in the Bid Documents.

9. AWARD:

The Owner's intent is to make an award within funds available to the lowest responsible bidder furnishing satisfactory performance surety.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities.

10. CONTRACTOR TO BE SATISFACTORY TO OWNER:

The Contract will not be awarded to any bidder or bidders who have failed in any contractual obligations to the Owner, or who has on any previous contract performed in a manner unsatisfactory to the Owner, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion.

The three low bidders shall, upon written request and prior to the letting of a contract, furnish the Owner with the following information relative to his own business and that of each of the subcontractors named in his Bid Proposal.

- (a) A statement of his experience, including a list of projects for which he or his firm was a responsible contractor or subcontractor; such lists shall indicate the name or identification and location of each project, the year it was completed, a brief description and the approximate dollar value of the work for which he was responsible.
- (b) A statement of experience of each subcontractor named in his Bid Proposal; each statement shall include a list of projects for which the named subcontractor was a responsible contractor or subcontractor; such lists shall include the name or identification and location of each project, the year it was completed, a brief description and the approximate dollar value of the work for which the named subcontractor was responsible.
- (c) The amount of capital and equipment the Bidder has available for the work of the project.
- (d) The amount of capital and equipment each of the named subcontractors has available for the work of the project.
- (e) A statement showing the financial assets and liabilities of the Bidder, certified to by a Certified Public Accountant.

- (f) A statement from each of the named subcontractors showing his assets and liabilities, certified by a Certified Public Accountant.

11. LIQUIDATED DAMAGES:

Liquidated damages as set forth in the Bid Proposal will be assessed for each consecutive calendar day of delay in the completion of the work not excusable as provided in the Supplementary Conditions (Section 00 73 00) and the Bid Proposal.

12. SURETY AND INSURANCE COMPANIES:

The Contract provides that the surety and insurance companies must be acceptable to the Owner. To avoid inconvenience, any bidder or subcontractor should confer with the Owner to determine whether the surety or insurance companies expected to be used on the work are acceptable to the Owner. (See Section 00 72 00, Article 7.)

13. PARTIAL SETS - PLANS AND SPECIFICATIONS:

Partial sets of Plans and Specifications may be obtained upon payment of a charge of \$5.00 per Drawing and \$0.50 per Specification sheet to cover the costs of reproduction and handling. All requests for individual Drawings or Specifications shall be made in writing and the request shall clearly indicate the specific Drawings and pages or sections of the Specifications desired. No refund will be made for partial sets.