



City of Guyton

Working Together To Make A Difference

Tuesday 05/12/2020 at 7:00 p.m.

City Council Meeting

**Due to Social Distancing Guidelines this meeting will be held via teleconference**

Dial-in number (US): (469) 445-0100

Meeting ID: 148 669 1462

City of Guyton, Georgia  
CITY COUNCIL MEETING  
VIA TELECONFERENCE  
May 12, 2020 at 7:00 p.m.



**AGENDA**  
**Dial – in Number: (469) 445-0100**  
**Meeting ID: 148 669 1462**

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1. **Call to Order**
2. **Moment of Repose for Those Who Practice Some Other Faith**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Consideration to approve the Agenda**
6. **Consideration to approve Minutes of Meetings**
  - a. April 14, 2020 City Council Meeting at 7:00 p.m.
  - b. April 23, 2020 Special Called Meeting at 6:00 p.m.
  - c. April 28, 2020 Special Called Meeting at 7:00 p.m.

**ALL PUBLIC COMMENTS WILL BE LIMITED TO AGENDA ITEMS ONLY**

7. **New Business**
    - a. Consideration to appoint members to the Ethics Committee for the City of Guyton
    - b. Consideration to approve to open City Parks
    - c. Consideration to approve to open City Hall to the public
    - d. Consideration to approve the Police Department surplus list
    - e. Consideration to authorize the purchase of 2 patrol cars and related equipment in the amount of \$56,000 from T-SPLOST Funds
    - f. Consideration to approve a contract with the National Fire Service for the sale of the City Fire Department Equipment
  8. **Consideration to move from the Regular Meeting into an Executive Session**
  9. **Consideration to move from the Executive Session back into the Regular Meeting**
  10. **Consideration to take any action needed arising from Executive Session**
  11. **Consideration to Adjourn this meeting**
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**City of Guyton  
City Council Meeting  
Via Teleconference  
April 14, 2020 – 7:00 p.m.**

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**MINUTES OF MEETING**

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**Call to Order**

The April 14, 2020 City of Guyton City Council Meeting was called to order by Mayor Russ Deen at approximately 7:00 p.m. Mayor Russ Deen, Mayor Pro Tem Michael Johnson, Sr., Council Member Joseph Lee, Council Member Hursula Pelote, and Council Member T. Marshall Reiser were present at this meeting via teleconference.

*Other Staff Present* - Interim City Manager Brett Bennett, Interim City Attorney Ben Perkins, David “Bobo” Mullens and City Clerk Tina Chadwick were present via teleconference.

**Moment of Repose for Those Who Practice Some Other Faith**

Mayor Deen asked all present to take a brief repose for those who practice some other faith.

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**Invocation**

Mayor Deen gave the invocation.

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Deen.

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**Consideration to approve the Agenda**

Johnson made a motion to approve the Agenda, as presented. Lee seconded the motion. **Motion passed unanimously.**

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**Consideration to approve Minutes of Meetings**

Reiser made a motion to approve the minutes from the March 10, 2020 City Council Meeting held at 7:00 p.m. and the March 26, 2020 Special Called Meeting at 10:00 a.m. Johnson seconded the motion. **Motion passed unanimously.**

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## Agenda Request

Ron Webb, President of the Whitesville HOA is requesting a special speed limit reduction from 25 mph to 15 mph in Old Whitesville Plantation Subdivision

Mr. Webb presented that Whitesville Plantation HOA held a semi-annual meeting last month and they voted unanimously to request the speed limit be reduced. Chief Breletic stated that he had spoken with GDOT, with the executive over our area and he voiced a concern about the HOA wanting to reduce their speed limit and he is going to be getting Chief Breletic a copy of all of our roads and streets to ascertain if its within our limits. Chief Breletic would like to have a couple more days to work on this and produce a report to Mr. Bennett and or the Mayor as requested to see if we could reduce the speed limit itself. DOT did remind Chief Breletic that if we did reduce the speed limit down to 15 mph we may not be able to run radar, but Chief Breletic would like to get all of the documentation in his hand first. Bennett suggested that we get all of that information together and provide it to the Council and Mr. Webb and he can provide that information to the HOA and we can take it up when we have all of that information from GDOT.

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### ALL PUBLIC COMMENTS WILL BE LIMITED TO AGENDA ITEMS ONLY

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#### NEW BUSINESS

##### **Consideration to adopt Ordinance 2020-03 regarding City of Ethics for the City of Guyton**

Bennett stated that this was presented at a previous meeting and there was only one minor tweak that was not material it was simply a wording requirement that was specified in the Charter that should be included in all Ordinances and Ms. Tina has provided you a copy of that. Bennett also stated that Council needs to appoint members for the City of Ethics Committee as outlined in the Ordinance.

Reiser made a motion to adopt Ordinance 2020-03 regarding City of Ethics for the City of Guyton. Pelote seconded the motion. **Roll Call Vote: Lee – Favor, Johnson – Favor, Reiser – Favor, Pelote – Favor, Deen – Favor. Motion passed unanimously.**

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##### **Consideration to authorize the City Manager to take the steps necessary to waive the online payment fees for customers paying utility bills online**

Bennett stated that this was on a previous Agenda and that it had been tabled. Bennett stated that we are currently set up with a convenience fee for online payments. That convenience fee charges customers who pay online a fee of 2.95% for any payments for debit and credit cards and a flat fee of \$1.05 for any e-check processed. We would be changing to an agency funded set up. The City would incur the cost of the transaction fees. From October 1, 2019 through the end of February 2020 the fees generated from convenience fees were about \$3,000. You are looking at around a little over \$7,000 a year that the city would incur in cost to become an agency funded to set up online payments. This conversation started at the beginning of the COVID-19 virus and it is going to take some time to get through this process. This was done to encourage people to use online payments. Cost could creep up if more people start using the online payment tool. Johnson inquired about bank drafts. Bennett not aware if the City has done that to date. Bennett would have to do some research into that. Reiser thinks that there is some potential savings in our water

works clerk time as well. Bennett stated that this is credit card processing fees. This is for any credit card processing fee whether online or in City Hall. \$7,200 a year at the current participation rate. A brief discussion was had about how this would encourage people to pay online. Lynsey Ronk asked if the City is going to pay the \$7,000 roughly. Mayor Deen stated that instead of the citizen paying the fee on the front end that the City would be paying those fees. Bennett stated that many governments around us are doing this and absorbing those costs. Ronk asked if the water fees were going up and Mayor Deen stated that was not being decided at this time. Ronk is inquiring about the time the water works clerk enters the checks worth \$7,000 to \$10,000 a year. Reiser said that is just one consideration and it would just be an easier way for people to pay and the City to receive our funds quicker and a courtesy to our citizens. Bennett stated that there are a lot of people that call City Hall wanting to make their water payments and there is a lot of time associated with that.

Reiser made a motion to authorize the City Manager to take the steps necessary to waive the online payment fees for customers paying utility bills online. Johnson seconded the motion. **Roll Call Vote: Lee- Agree, Pelote – Agree, Reiser – Agree, Johnson – Agree, Deen-Agree. Motion passed unanimously.**

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#### **Consideration to approve an intergovernmental agreement regarding the TSPLOST referendum**

Bennett requested that this item be tabled due to the fact that he just received an updated agreement from Effingham County.

Johnson made a motion to table an intergovernmental agreement regarding the TSPLOST referendum. Reiser seconded the motion. **Motion passed unanimously.**

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#### **Consideration to approve a contract with EOM Operations for operations of the City of Guyon's water and sewer system**

Bennett suggested that we table this item as there has been some back and forth with EOM and legal counsel over this contract.

Johnson made a motion to table a contract with EOM Operations for operations of the City of Guyon's water and sewer system. Lee seconded the motion. **Motion passed unanimously.**

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#### **Consideration to surplus various items from the police department**

Chief Breletic stated that there are various items at the Police Department that are no longer needed and do not work. Bennett stated that we will dispose of these items as required by law. Karen Keech asked if these items could be made public. Mayor Deen responded that they could email Tina Chadwick and she would provide you with a list of these items.

Johnson made a motion to surplus various items from the police department. Pelote seconded the motion. **Roll Call Vote: Lee – Agree, Reiser – Agree, Pelote – Agree, Johnson – Agree, Deen – Agree. Motion passed unanimously**

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## **Consideration to nominate three prospective candidates for the Effingham Hospital Authority representative for the City of Guyton**

Mayor Deen stated that we need to nominate three prospective candidates to be the Effingham Hospital Authority representative for the City of Guyton. Reiser nominated Peggy Nelson, Pelote nominated Laverne Bowers and Lee nominated Tamela Mydell. Andy Harville asked if there would be a conflict of interest since Tamela Mydell serves on the Planning and Zoning Board. Perkins stated that there would not be a conflict.

Reiser made a motion to nominate three prospective candidates, Ms. Nelson, Ms. Bowers and Ms. Mydell for the Effingham Hospital Authority representative for the City of Guyton. Johnson seconded the motion. **Roll Call Vote: Johnson – Agree, Lee – Agree, Pelote – Agree, Reiser – Agree, Deen – Agree. Motion passed unanimously.**

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## **Consideration to approve a subdivision – Summer Place Phase III**

Bennett stated that this had just been approved by the Planning and Zoning Committee meeting last night. All we need to do is sign the Plat. The subdivision had already been approved. Bennett stated that any motion made needs to be subject to the appropriate bond being placed with the City for the infrastructure. Reiser asked how many additional lots and Bobby Lee answered 48. Karen Keech wanted to know if any of the driveways are on Greyson Road. Bobby Lee answered no. She then asked about the drainage issue. Bobby Lee said it had been taken care of. Bennett said that Mr. Ford has been working with Ms. Keech and Mr. Ford will be contacting her today or tomorrow.

Reiser made a motion to approve a subdivision – Summer Place Phase III subject to the appropriate bond being placed with the City for the infrastructure. Johnson seconded the motion. **Roll Call Vote: Johnson – Approve, Lee – Approve, Pelote - Approve, Reiser - Approve, Deen – Approve. Motion passed unanimously.**

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## **Reports from Staff or Committees**

Police Department – Chief James Breletic

Chief Breletic stated for February that they had 318 calls, 23 citations and 2 arrests. March they had 349 calls and 29 reports generated 1 arrest and 8 citations. Mayor Deen and Council Members thanked Chief Breletic for doing a great job.

Public Works – Jacob Ford

March – Completed 73 Work Orders - 48 Locates – 5 Meter diagnostics

Fire Department - Chief Clint Hodges

March - 358 calls – 6 structure fires - 1 fatal crash that was right outside the City limits – 1 large search and rescue – No structure fires were within the City limits.

Mayor Deen – Announced the City of Guyton’s new Website

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**Dates to Remember**

CANCELED – May 2, 2020 – Sale on the Trail

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**Adjournment**

Johnson made a motion at approximately 7:52 p.m. to adjourn this meeting. Pelote seconded the motion. **Motion passed unanimously.**

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Russ Deen, Mayor

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Tina Chadwick, City Clerk



City of Guyton  
Special Called City Council Meeting  
Via Teleconference  
April 23, 2020

**MINUTES OF MEETING**

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**Call to Order**

Mayor Russ Deen called the April 23, 2020 City of Guyton Special Called City Council Meeting to order at approximately 6:00 p.m. Mayor Russ Deen, Council Member Joseph Lee, and Council Member T. Marshall Reiser were present via teleconference at this meeting. Mayor Pro Tem Johnson and Council Member Pelote joined the meeting at approximately 6:10 p.m.

**Other staff Present:** Interim City Manager Brett Bennett, Interim City Attorney Ben Perkins, David "Bobo" Mullens and City Clerk Tina Chadwick were present.

**Consideration to move from the Special Called Council Meeting into an Executive Session reference Litigation**

Reiser made a motion, at approximately 6:04 p.m., to move from the Special Called Council Meeting into an Executive Session reference Litigation. Lee seconded the motion. **Roll Call Vote: Reiser – Agree, Lee – Agree, Deen – Agree. Motion passed unanimously.**

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**Consideration to move from the Executive Session back into the Special Called Council Meeting**

Johnson made a motion, at approximately 7:30 p.m., to move from the Executive Session back into the Special Called Council Meeting. Pelote seconded the motion. **Roll Call Vote: Johnson – Agree, Pelote – Agree, Lee – Agree, Reiser – Agree. Motion passed unanimously.**

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**Consideration to take any actions, if needed, reference the Executive Session**

Perkins briefly discussed the Planters Agreement with the City of Guyton (concerning damage caused by Planters or its contractor to City infrastructure, which cost \$49,956.13 to repair).

Lee made a motion to authorize the Mayor to enter into a settlement with Planters regarding damage to City infrastructure at Samuel Smalls and Cherry with Planters/its contractor paying the City \$49,956.13. Pelote seconded the motion. **Roll Call Vote: Pelote – Yay, Reiser – Yay, Lee – Yay, Johnson – Yay, Deen – Yay. Motion passed unanimously.**

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**Consideration to Adjourn the Special Called Council Meeting**

Johnson made a motion to adjourn the Special Called Council Meeting at approximately 7:32 p.m. Pelote seconded the motion. **Motion passed unanimously.**

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Russ Deen, Mayor

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Tina Chadwick, City Clerk



**City of Guyton**  
**Special Called City Council Meeting**  
**Via Teleconference**  
**April 28, 2020 – 7:00 p.m.**

**MINUTES OF MEETING**

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**Call to Order**

The April 28, 2020 City of Guyton Special Called City Council Meeting was called to order by Mayor Russ Deen at approximately 7:00 p.m. Mayor Russ Deen, Mayor Pro Tem Michael Johnson, Sr., Council Member Joseph Lee, Council Member Hursula Pelote and Council Member T. Marshall Reiser were present at this meeting via teleconference.

*Other Staff Present* - Interim City Manager Brett Bennett, Interim City Attorney Ben Perkins, David “Bobo” Mullens and City Clerk Tina Chadwick were present via teleconference.

**Moment of Repose for Those Who Practice Some Other Faith**

Mayor Deen asked all present to take a brief repose for those who practice some other faith.

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**Invocation**

Mayor Deen gave the invocation.

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Deen.

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**Consideration to approve the Agenda**

Johnson made a motion to approve the Agenda, as presented. Lee seconded the motion. **Motion passed unanimously.**

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**ALL PUBLIC COMMENTS WILL BE LIMITED TO AGENDA ITEMS ONLY**

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**NEW BUSINESS**

**Consideration to approve an intergovernmental agreement regarding TSPLOST referendum**

City Manager Bennett had a brief discussion about the agreement and stated that different factors are still being discussed and it will be approved by Effingham County at a future date. He would recommend that it be tabled at this time as things have been changing.

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Johnson made a motion to table an intergovernmental agreement regarding the TSPLOST referendum. Pelote seconded the motion. **Motion passed unanimously.**

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### **Consideration to approve a contract with EOM Operations for operations of the City of Guyton's water and sewer system**

City Manager Bennett stated that there has been quite a few turnovers with staff over the last few years and that has left the City with some employees that have some limited experience in operating the water and sewer system. EOM would provide us with the overall operations of the City's water and wastewater system. They would be monitoring a 24/7 response as well as a one (1) hour response time for any after hour or emergency related items. This agreement would bring us a lot of experience and extensive licensing. Part of the contract is to incorporate a regular maintenance program for the various components of the City's system. One of the biggest things to consider is the effect on the budget. The City has two vacate positions. There were going to be some increases needed in this budget. There is a revenue increase to the rate increase that happened in the summer of 2019. Revenue went up substantially from the rate increase in June 2019. There have been some budget decreases as well. That results in a budget increase of about \$18,000 with a projected surplus of around \$100,000. There are no needed future rate increases that the City Manager can see that are related to this. There will be some increase in revenue related to growth of the City that is not considered in the analysis that he sent. Reiser stated that the City is on track with the budget and that the revenues are trending up. Bennett states that he can personally vouch for EOM at his time working with them in Springfield. Reiser stated that the City is within the budget and we will be getting a much higher level of service. Lee asked how long the contract was for. Bennett stated that this a 6 month initial term with a 6 month renewal and a 60 day termination clause. Johnson stated that he liked the contract and it will be a plus for our citizens. Andy Harville asked about the rate increase for sewage and he thought that was going to pay for the debt for the wastewater treatment plant. Bennett stated it was intended for the debt. Current year's budget is only going up about \$18,000 and 90% of the fund is being used for debt services. Harville asked Mr. Perkins about the bid service. Bennett stated that a professional service by Georgia law is not required to bid out. Karen Keech is asking how this contract could not be approved for a bid with the amount of money it is costing the City. She also wants to know if we can provide our own staff with this amount of money. Bennett stated that professional services is different. Johnson stated that we are making the best move to help our citizens of Guyton.

Reiser made a motion to approve a contract with EOM Operations for operations of the City of Guyton's water and sewer system and that the City Manager negotiate the effective date between EOM and the current provider. Johnson seconded the motion. **Roll Call Vote: Reiser – Yay, Johnson – Yay, Lee – Yay, Deen – Yay. Motion passed unanimously.**

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### **Consideration to move from the Special Called Council Meeting into an Executive Session reference Litigation**

Johnson made a motion, at approximately 7:43 p.m., to move from the Special Called Council Meeting into an Executive Session reference Litigation. Reiser seconded the motion. **Motion passed unanimously.**

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### **Consideration to move from the Executive Session back into the Special Called Council Meeting**

Johnson made a motion, at approximately 8:32 p.m., to move from the Executive Session back into the Special Called Council Meeting. Reiser seconded the motion. **Roll Call Vote: Johnson – Present, Pelote – Present, Lee – Present, Reiser – Present, Bennett – Present – Perkins – Present – Bobo – Present. Motion passed unanimously.**

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**Consideration to take any actions, if needed, reference the Executive Session**

Reiser made a motion to contract with Oliver Maner, LLP to pursue potential claims related to the Wastewater Treatment Plant and Spray Field and to authorize the Mayor to sign the contract with Oliver Maner, LLP. Johnson seconded the motion. **Roll Call Vote: Johnson – Yay, Reiser – Yay, Lee – Yay, Pelote – Yay, Deen – Yay. Motion passed unanimously.**

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**Consideration to Adjourn the Special Called Meeting**

Johnson made a motion at approximately 8:35 p.m. to adjourn this meeting. Reiser seconded the motion. **Motion passed unanimously.**

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Russ Deen, Mayor

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Tina Chadwick, City Clerk

Guyton Police Department

Decommissioned Inventory

Electronics /Misc. Items

1 - Cardboard box containing 3 used NEC phones and 1 electronic modem for telephones

Total Value: \$0.00

1 - Plastic container which contains old misc. radar antennas, various miscellaneous wires, 5 broken display boxes, misc. old cellular telephones, 1 broken wall clock, and miscellaneous metal devices used for computer stands (item donated/received from Rincon Police Department) and are not comparable to current laptops.

Total Value: \$0.00

1 - Old (Brand Name Fellowes) shredder which does not work anymore

Total Value: \$0.00

1- Cardboard box containing misc. electronic wiring, 1- used/old Midland scanners, one broken speaker box, one strobe power supply

Total Value: \$0.00

1- Cardboard box containing various electrical wires, one outdated old camera system (which came from an older Crown Vic vehicle). Vehicle not in service anymore

Total Value: \$0.00

4- Old IBM printer cartridges for a manual typewriter and various computer discs that are outdated

Total Value: \$0.00

1—Cardboard box containing, miscellaneous tablet and laptop vehicle mounts, which were appropriated / donated by Rincon Police department

Total Value: 0.00

1 - Plastic bag containing miscellaneous wires

Total Value: \$0.00

1 – Brown cardboard box containing, misc. wires, and old outdated blue light equipment

Total Value: \$0.00

1 – Brown cardboard box containing, misc. wires, and old outdated and broken radio equipment

Total Value: \$0.00

1 – Blue in color metal stand up computer housing unit.

Total Value: \$0.00

1 – Unknown brand name server unit, unknown age or type. No attached wires.

Total Value: \$0.00

4 – Used car/truck tires

Total Value: \$0.00

4 – Old outdated blue light bars with attached wires. Light have halogen lights that do not work anymore

Total Value: \$0.00

2-- plastic consoles for Ford crown vic, department does not drive these vehicles anymore, not in working condition.

Total Value: \$0.00

4—metal cages for Ford Crown Vic, department does not use these type vehicles anymore.

Total Value: \$0.00

1– Old outdated red-light bar containing half halogen and half LED lights. Not in working condition.

Total Value: \$0.00

1– Old red-light bar containing half halogen and half LED lights. Departments currently using LED only for vehicles.

Total Value: \$0.00

1—mini refrigerator, brand name unknow, not in working condition.

Total Value: \$0.00

1—Brothers copier, model #MFC9840 copier, without any wires, not in working condition.

Total Value: \$0.00

1—cardboard box containing old speakers, old blue lights (halogen), misc. cords, not in working condition.

Total Value: \$0.00

1-- cardboard box containing misc. wires and car parts from Ford crown vic, not in working condition.

Total Value: \$0.00

1-- cardboard box containing misc. metal powered displays counter tops for a vehicle, brand name Gamber – Johnson, missing wire connections, not in working condition.

Total Value: \$0.00

1-- cardboard box containing misc. metal, wires and an ATRLZO old time clock, not in working condition.

Total Value: \$0.00

1-- plastic computer type devise, without any connections or wires, not in working condition.

Total Value: \$0.00

## Vehicle (s)

### **2004 Ford Vin# 2FAFP71W34X154264, Model Crown Vic**

Bought in 2015/mileage of 122,540

Mileage to date: 149,727

Total Repair Cost to Guyton: \$12,290.67 (Vehicle purchase not included)

Location: Front of Guyton PD

### **2004 Vin#1GNEC16Z35J117797, Model C15906**

Bought in ?? /mileage of ???

Mileage to date: 300,00+

In past was totaled for water damage and put back into service, as per web site records.

Total Repair Cost to Guyton: \$ UNKNOWN (Vehicle purchase not included)

Location: Guyton Fire Station



The City of Guyton Police Department needs newer patrol vehicles. Currently the Police Department has two good vehicles within its fleet. The two good vehicles being a 2010 Chevy Tahoe and a 2017 Dodge Charger. Attached is the current maintenance on all vehicles and as you will see that the three vehicles that I wish to remove from the fleet have cost the most money. Said vehicle being a 2004 Crown Vic, 2007 Dodge Charger, and a 2008 Ford Expedition.

The following is the break down of the vehicles and cost of said items. Should the city grant my request, I believe this will cut down on vehicle maintenance. I would request the city council to authorize the police department **\$56,000** to purchase two newer vehicles and equipment.

Vehicles in "RED" I would like to decommission and have sold at a public auction. By doing this the city would not have to pay the cost of advertisement and any proceeded obtained can be used to off set any cost of the newer vehicles.

The vehicles that I would like to obtain are from Kanas Highway Patrol. The vehicles are 2018 Dodge Chargers with all paperwork connected to them, which includes any maintenance records and any warranty. These are taken out of service by Kanas Highway Patrol around 49,000 miles per their state law. The cost of the vehicle is \$21,000 each. This would include:

A vehicle(s), white in color Patrol vehicles. About 90% of their units are interior light package (or slicktop). These units have Micropulse Ultra lights in the Thunderstruck TVI bumper, Federal Signal Viper S-2 under the inside mirror, Soundoff Intersector ENT2B3B under

each outside mirror, Soundoff EL3ULCUS Arrowstick in the back glass, Micropulse Ultra lights around license plate and wig-wag the headlights and taillights. If they have a lightbar, it would be a Federal Signal Legend 45, Micropulse Ultra lights around license plate and wig-wag the headlights and taillights. The siren controller is a Federal Signal SS2000 with Dynamax ES100C speaker. I can obtain photos if needed.

The cost to outfit the vehicle(s) from McLaggan Communications will be \$3,847.00, per vehicle and I will supply a complete quote when requested. NOTE: We will be using some of our current equipment (radar units, camera system, etc)

Transportation from Guyton, Ga to 930 NE Straight Ave, Topeka, KS 66616 (785-368-8701) by transport carrier will be approximately \$3.50-\$5.00 per mile. Approximately 1,096 miles.

Additional Cost for the marking of the vehicle, a price quote is currently under way.

Break Down for pricing:

Vehicle	\$21,000.00	X 2 vehicles	= \$42,000.00
Outfit	\$3,847.00	X 2 vehicles	= \$7,694.00
Marking	\$700.00	X 2 vehicles	= \$1,400.00
Transport	\$700.00	X 2 vehicles	= \$1,400.00
Extra's if needed	\$1500.00		= \$1,500.00

Estimated TOTAL \$ 53,994

# Guyton Police Department Vehicles

## Maintenance History

### 2004 Crown Vic-remove from fleet

Bought in 2015/mileage of 122,540

Mileage to date: 149,727

Total Repair Cost to Guyton: \$12,290.67 (Vehicle purchase not included)

Location: Front of Guyton PD

#### Recurring Issues Found/Major Repairs:

- ✓ Repainted on 3/20/2015 (Used to be Blue)
- ✓ AC continually repaired
- ✓ Electrical Issues
- ✓ Fuel Pump replaced 2x
- ✓ AC compressor fixed 3x
- ✓ Passenger front power window motor (window replaced)
- ✓ Spark plugs replaced 2x
- ✓ Towed on 4/15/2016 from Parkers to Statesboro Tire and Brake (Would not start; Had a shortened Battery Protector)
- ✓ As of 4/11/2020 will not start, even with a jump

### 2007 Dodge Charger-remove from fleet

Bought in 2012 from Rincon PD/mileage of 107,138

Mileage to date: 179,152

Total Repair Cost to Guyton: \$6,973.93 (Vehicle purchase not included)

Location: Ofc. Cooper possession

#### Recurring Issues Found/Major Repairs:

- ✓ Currently needs motor mounts and struts
- ✓ Alternator replaced
- ✓ Engine leaks oil bad
- ✓ Cooling system issues and is ongoing
- ✓ Fuel pump relays
- ✓ Thermostat with Gasket and Housing

- ✓ Exhaust manifold with gasket

**Remarks:** Motor mounts and struts will cost more than the vehicles value to fix. A lot of undocumented work was completed on this vehicle in 2018-2019 under a different administration and therefore, there is no documentation. This vehicle has almost 200,000 and is a V6 engine.

### **2008 Ford Expedition-remove from fleet**

Bought in 2012/mileage of 88,988

Mileage to date: 149,169

Total Repair Cost to Guyton: \$13,464.30 (Vehicle purchase not included)

Location: Front of Guyton PD

#### **Recurring Issues Found/Major Repairs:**

- ✓ Has been totaled 2x
- ✓ Engine replaced
- ✓ Cooling system completely redone 2x
- ✓ Timing chain set with cam synchronizer, sprocket, seals, timing cover gasket, and valve cover gasket
- ✓ Replaced timing chains, guides, and both tensioners
- ✓ Replaced camshaft gear
- ✓ Accident with deer in October 2012 (500.00 deductible)
- ✓ Replaced passenger side window regulator
- ✓ Replaced belt and tensioner assembly
- ✓ Replaced oil pan gasket and valve cover gasket
- ✓ Replaced heater hose
- ✓ Replaced timing phasers on front of camshaft
- ✓ Engine had broken guide on passenger side of head
- ✓ Brake pads and rotors
- ✓ Power steering pump replaced
- ✓ AC compressor replaced
- ✓ Fan Clutch replaced
- ✓ Valve cover gasket replaced
- ✓ Replaced fuel injector
- ✓ Radiator leaking antifreeze. AC condenser power steering lines leaking into condenser
- ✓ Replaced water pump

**2010 Chevy Tahoe – KEEP IN SERVICE**

Bought in 2014/mileage of 188.9

Mileage to date: Unknown

Total Repair Cost to Guyton: \$3,891.57 (Vehicle purchase not included)

Location: Sgt. Smith possession

**Recurring Issues Found/Major Repairs:**

- ✓ Tire replacement/balance
- ✓ Install updated lighting
- ✓ Replaced brake pads and rotors
- ✓ Blend door Actuator (Replaced temperature door actuator)

**2017 Dodge Charger KEEP IN SERVICE**

Bought in 2017 for \$42,000

Total Repair Cost to Guyton: \$1,717.50

Location: Sgt. Coppola possession

**2019 Maintenance:**

- ✓ Oil Change
- ✓ Four Tires
- ✓ Mount and balance
- ✓ Radiator and Fan
- ✓ Key Fob Batteries

# PROPOSAL

For

City of Guyton

310 Central Boulevard  
Guyton, Georgia 30467

Liquidation Assistance  
of  
Fire Department  
Surplus Property



May 04, 2020

## National Fire Services Office

Skip Starling – Director  
1622 Airport Road  
Sylvania, GA 30467  
912-656-6703 Office  
912-857-6700 FAX  
[skip@nfso.us](mailto:skip@nfso.us)

# GENERAL INFORMATION AND PROPOSAL

## National Fire Services Office

We offer a unique combination of experience and knowledge. Our personnel combine extensive knowledge of Fire Services including: fire protection apparatus and equipment, fire department supplies, radio communication equipment, fire related personal protection equipment, and the operations of a fire department.

Our goal is, "Helping Communities Help Themselves." We assist policy makers with the challenges and opportunities a fire department is faced with. We assist by formulating ideas and methodologies about specific concerns and their multi-faceted impact to create a positive outcome to the community. NFSO offers creditable advice concerning the implementation process of reducing public safety surplus inventory, hardware, and apparatus. By having professionals represent your inventory it creates a positive environment and response to buyers' questions. This same knowledge will improve sales and create a constructive environment when a buyer picks up their purchases. The outcome of this program is designed to allow clients to have maximum representation at an affordable cost.

## PROJECT UNDERSTANDING

This program is designed to assist the City of Guyton by allowing fire professionals to represent the city and manage the sale of their valuable public safety surplus assets.

## SCOPE OF WORK

The National Fire Services Office could help with the task of listing items, selling items, and picking up items.

TASK: Listing Inventory Surplus.

- A. Re-key storage rooms that will be used for holding surplus inventory.
- B. Re-inventory all assets to verify that each item is still in the city's possession.  
During the re-inventory more information would be collected on each item and a physical tag created for each item that needs to be sold.
- C. Remove and store all loose equipment from fire apparatus.
- D. Store items by individual categories and/or lots when possible.  
These items would be held in a locked environment when possible.
- E. Roll hose, number, and place on pallets.  
Write an inventory marker on each section of hose placed on pallets.

- F. List for the city their public safety surplus items on GovDeals and/or EBay. Each listing would last 7-days (and/or as required by law) and include: the name of item being sold, the type of item, information that the payment will be made to the City of Guyton, and list a dedicated phone-line that will be available 8am to 8pm EST for up to 20-days in an effort to offer perspective buyers' answers to questions concerning items being sold.

#### TASK: SOLD ITEMS

- A. Provide a detailed list of items sold and their respective selling price.

#### TASK: PICKUP OF ITEMS SOLD

- A. Item(s) sold must be paid-in-full before any item can be picked up; unless otherwise approved by the city manager.
- B. Item(s) sold should be paid-in-full within business 5-days from the date of sale.
- C. Item(s) sold are required by the city to be picked up within business 10-days from the date of sale or they will be relisted.
- D. Item(s) sold can be shipped, but only after their full payment is completed, the buyer schedules the shipping, and the shipping fees are paid-in-full by the buyer. The seller has no responsibility for the items(s) condition from being shipped.
- E. Item(s) can be picked up locally if the item(s) are paid in full. Pickup times will be scheduled by appointment from 8:00am to 6:00pm Monday thru Saturday.
- F. Item(s) sold can be stored up to 10-days; any buyer needing additional storage time would rely on the city managers approval.
- G. Any item not sold will be relisted in a group.

#### TASK: PAYMENT TERMS

- A. The City of Guyton would accept these forms of payment: Bank Wire, Approved Cashier's Check, Credit or Debit Card (card fee will apply if buyer charges over \$1,000), and PayPal (card fee will apply if buyer charges over \$1,000). If the city does not have a PayPal account, NFSO will assist City in obtaining a PayPal account.
- B. Any and all payments for sold goods would be paid directly to the City of Guyton.
- C. Some items will be shipped in an effort to increase sales as long as the shipping cost are paid by Buyer.
- D. Any Sellers Premium charged by: GovDeals, EBay, and/or PayPal will be paid to GovDeals, EBay, and/or PayPal from the actual selling price.
- E. Any Sales Tax is due as required by law.



## TASK: PROJECT MANAGERS TERMS

- A. Having to re-inventory all equipment, prepare each item for sale, grouping together items as needed to encourage their sale, listing items in an auction, provide a staffed phone line to answer buyers' questions; schedule all deliveries; and actually deliver the sold items, these tasks will be very exhausting and manpower consuming. For this reason, NFSO would be paid a startup fee of: \$6,000 to also cover issues like; getting Fire Engines running, detailing Fire Engines, cleaning equipment as needed, rolling hose, stacking hose, storing equipment, testing radios and pagers, demonstrating apparatus, etc....
- B. In addition, a selling fee of 4% of any and all items sold, traded, or bartered, would be paid out of the selling price, traded value, or bartered value. This fee covers the fact that some items may need to be relisted for a second or third time if a buyer does not follow through with their purchase and/or there is no bidding on an item. Some items may end up needing to be grouped together to encourage a sale. If this situation occurs this fee is to cover our expenses and to encourage selling of the item(s).
- C. The goal of listing items through a National auction platform is to provide a fair way to sell each item. This markets each item on a neutral platform, a third-party platform, which offers fair and equitable opportunities to all interested buyers. Only items which their direct sale is approved by the City Council will not be listed for auction. Their selling values or prices will be included in the total sales package.

## FEE AND COMPLETION TIME:

- The National Fire Services Office would assist with the above services for a Startup fee of: \$ 6,000 to cover initial issues like; getting the Fire Engines drivable again, detailing Fire Engines, cleaning equipment as needed, rolling hose, stacking hose, storing equipment, testing radios and pagers, demonstrating apparatus, etc.... This fee is due at startup.
- In addition to the selling fee, an additional fee of 4% of any and all items sold, traded, or bartered, would be paid out of the selling price, traded value, or bartered value. This fee covers the fact that some items may need to be relisted for a second or third time if a buyer does not follow through with their purchase and/or there is no bidding on an item. Some items may end up needing to be grouped together to encourage a sale. If this situation

occurs this fee is to cover our expenses and to encourage selling of the item(s).

- **The contract fee would be paid at startup; the 4% fee would be due as the sales or transactions are completed.**

STATE OF GEORGIA  
COUNTY OF SCREVEN

### **CONSULTANT SERVICES CONTRACT**

This agreement made and entered into this 12<sup>th</sup> day of May 2020 by and between the City of Guyton and the National Fire Services Office (NFSO). The City of Guyton shall hereafter be referred to as "City" and the National Fire Services Office shall be referred to as "Contractor."

This program is designed to assist the City of Guyton by allowing fire professionals to represent the city and manage the sale of their valuable public safety surplus assets.

#### **I. SCOPE OF WORK**

##### **TASK: LISTING INVENTORY SURPLUS**

- A. Re-key storage rooms that will be used for holding surplus inventory.
- B. Re-inventory all assets to verify that each item is still in the city's possession. During the re-inventory more information would be collected on each item and a physical tag created for each item that needs to be sold.
- C. Remove and store all loose equipment from fire apparatus.
- D. Store items by individual categories and/or lots when possible. These items would be held in a locked environment when possible.
- E. Roll hose, number, and place on pallets. Write an inventory marker on each section of hose placed on pallets.
- F. List for the city their public safety surplus items on GovDeals and/or EBay. Each listing would last 7-days (and/or as required by law) and include: the name of item being sold, the type of item, information that the payment will be made to the City of Guyton, and list a dedicated phone-line that will be available 8am to 8pm EST for up to 20-days in an effort to offer perspective buyers' answers to questions concerning items being sold.

##### **TASK: SOLD ITEMS**

- A. Provide a detailed list of items sold and their respective selling price.

#### **TASK: PICKUP OF ITEMS SOLD**

- A. Item(s) sold must be paid-in-full before any item can be picked up; unless otherwise approved by the city manager.
- B. Item(s) sold should be paid-in-full within business 5-days from the date of sale.
- C. Item(s) sold are required by the city to be picked up within business 10-days from the date of sale or they will be relisted.
- D. Item(s) sold can be shipped, but only after their full payment is completed, the buyer schedules the shipping, and the shipping fees are paid-in-full by the buyer. The seller has no responsibility for the items(s) condition from being shipped.
- E. Item(s) can be picked up locally if the item(s) are paid in full. Pickup times will be scheduled by appointment from 8:00am to 6:00pm Monday thru Saturday.
- F. Item(s) sold can be stored up to 10-days; any buyer needing additional storage time would rely on the city managers approval.
- G. Any item not sold will be relisted in a group.

#### **TASK: PAYMENT TERMS**

- A. The City of Guyton would accept these forms of payment: Bank Wire, Approved Cashier's Check, Credit or Debit Card, and PayPal. If the city does not have a PayPal account, NFSO will assist the City in obtaining a PayPal account.
- B. Any and all payments for sold goods would be paid directly to the City of Guyton.
- C. Some items will be shipped in an effort to increase sales as long as the shipping cost are paid by Buyer.
- D. Any Sellers Premium charged by: GovDeals, EBay, and/or PayPal will be paid to GovDeals, EBay, and/or PayPal from the actual selling price.
- E. Any Sales Tax is due as required by law.

#### **TASK: PROJECT MANAGING TERMS**

- A. Having to re-inventory all equipment, prepare each item for sale, grouping together items as needed to encourage their sale, listing items in an auction, provide a staffed phone line to answer buyers' questions; schedule all deliveries; and actually deliver the sold items, these tasks will be very exhausting and manpower consuming. For this reason, NFSO would be paid a startup fee of: \$6,000 to also cover issues like; getting Fire Engines running, detailing Fire Engines, cleaning equipment as needed, rolling hose, stacking hose, storing equipment, testing radios and pagers, demonstrating apparatus, etc....
- B. In addition, a selling fee of 4% of any and all items sold, traded, or bartered, would be paid out of the selling price, traded value, or bartered value. This fee covers the fact that some items may need to be relisted for a second or third time if a buyer does not follow through with their purchase and/or there is no

bidding on an item. Some items may end up needing to be grouped together to encourage a sale. If this situation occurs this fee is to cover our expenses and to encourage selling of the item(s).

- C. The goal of listing items through a National auction platform is to provide a fair way to sell each item. This markets each item on a neutral platform, a third-party platform, which offers fair and equitable opportunities to all interested buyers. Only items which their direct sale is approved by the City Council will not be listed for auction. Their selling values or prices will be included in the total sales package.

## **II. COMPENSATION**

The National Fire Services Office would assist with the above services for a Startup fee of: \$ 6,000 to cover initial issues like; getting the Fire Engines drivable again, detailing Fire Engines, cleaning equipment as needed, rolling hose, stacking hose, storing equipment, testing radios and pagers, demonstrating apparatus, etc.... This fee is due at startup.

In addition, a selling fee of 4% of any and all items sold, traded, or bartered, would be paid out of the selling price, traded value, or bartered value. This fee covers the fact that some items may need to be relisted for a second or third time if a buyer does not follow through with their purchase and/or there is no bidding on an item. Some items may end up needing to be grouped together to encourage a sale. If this situation occurs this fee is to cover our expenses and to encourage selling of the item(s).

The contract fee would be paid at startup; the 4% fee would be due as the sales or transactions are completed.

## **III. DURATION**

The starting contract date would be May 12<sup>th</sup>, 2020 to September 12<sup>th</sup>, 2020; or until the Surplus items are sold or disposed of; whichever occurs first.

## **IV. STATUS OF THE CONTRACTOR**

This contract calls for the performance of the services of the Contractor as an independent agent and as such will not be considered an employee of "City of Guyton". No direct supervision of the contractor's work is contemplated by "City of Guyton". Due to the fact that the Contractor is an independent agent and the information provided by or through the National Fire Services Office or its employees is confidential and proprietary in nature shall not be distributed to any other City, County, Agent, Community, or interested party without the expressed written permission from the "Contractor". It is agreed and understood that NFSO and/or Harold "Skip" Starling is not an auctioneer and is acting as a project manager for the City of Guyton.

**V. SERVICES FOR OTHERS**

This contract is not exclusive, and Contractor retains the right to perform services for others during the term of this agreement.

**VI. MODIFICATIONS**

This contract may be modified by mutual consent of both parties, provided that any and all modifications are in writing and signed by both parties.

**VII. TERMINATION**

Each party has the right to terminate this Agreement if the other party breaches by being in default of any obligation hereunder, or otherwise performs the Services in an unsatisfactory manner. In the event of termination under this subparagraph, the non-breaching party must first give the non-performing party ten (10) days written notice to cure said breach setting forth in detail the manner in which this Agreement has been breached. If said breach is not cured within said ten (10) day period or reasonable steps to effect said cure are not commenced and diligently pursued, the non-breaching party may terminate this Agreement.

IN WITNESS WHERE OF the City of Guyton acting by and through their duly authorized officer, having caused this instrument to be executed by Mayor Russ Deen to set his name on this document. Both executions shall be in duplicate and each of which shall be considered an original.

*Harold Starling* May 7<sup>th</sup>, 2020

\_\_\_\_\_  
Harold Starling  
National Fire Services Office - Director

\_\_\_\_\_  
Russ Deen  
Mayor