

**CITY OF MONROE COUNCIL MEETING
DECEMBER 10, 2024 – 6:00 P.M.**

~~DRAFT~~ MINUTES

The Mayor and Council met for their regular meeting.

Those Present:	John Howard	Mayor
	Lee Malcom	Vice-Mayor
	Tyler Gregory	Council Member
	Julie Sams	Council Member
	Adriane Brown	Council Member by phone
	Greg Thompson	Council Member
	David Dickinson	Council Member
	Myoshia Crawford	Council Member
	Logan Propes	City Administrator
	Laura Wilson	City Clerk
	Paul Rosenthal	City Attorney
	Russell Preston	City Attorney

Absent: Charles Boyce IV Council Member

Staff Present: Danny Smith, Jeremiah Still, Cpt. John Pilgrim, Andrew Dykes, Chris Croy, Mike McGuire, Rodney Middlebrooks, Brad Callender, Beth Thompson, Chris Bailey, Les Russell, Brian Wilson, Amylee Hammond, Kaitlin Stubbs

Visitors: Ashley Brown, John Gaddis, Jayne Sinclair, Lindsay Martin, Jill Wright, Ned Butler, Gabriel Morris, Craig Portwood

I. CALL TO ORDER – JOHN HOWARD

1. **Invocation**—Pastor Hugo Bryan-Porter of Lighthouse World Outreach Center gave the invocation.
2. **Roll Call**—Mayor Howard noted that all Council Members were present except for Charles Boyce. Adrian Thompson joined the meeting by phone. There was a quorum.
3. **Approval of the Agenda**—to approve the agenda as presented

**Motion by Malcom, Seconded by Sams
Approved unanimously**

4. **Approval of the Consent Agenda** Thompson, Crawford
 - a. November 7, 2024 Council Minutes
 - b. November 12, 2024 Council Minutes
 - c. November 12, 2024 Executive Session Minutes
 - d. October 15, 2024 Planning Commission Minutes
 - e. October 10, 2024 Downtown Development Authority Minutes
 - f. October 10, 2024 Conventions and Visitors Bureau Minutes

**Motion by Thompson, Seconded by Crawford
Approved unanimously**

II. PUBLIC FORUM

1. Public Presentations

- a. Georgia Reads Recognition - Ashley Brown teacher at Monroe Area High School; she spear headed reading program between the High and Elementary schools; read some quotes from students and teachers about what participating in the program means to them
- b. PlanFirst Designation Presentation - presentation by Daniel Gaddis from Department of Community Affairs (Planning Outreach Coordinator) - one of eight communities in the state to achieve the designation for 2025-2027; our application scored the highest among those submitted; Gattis went over financial incentives that the status brings to city and the process by which the city was selected; read quotes from the reviewers as to how well the city scored on the application; the award recognizes successful comprehensive plan implementation

2. **Public Comments**—Craig Portwood, Executive Director of ESP Athens in Watkinsville- a proclamation for the City of Monroe as a Thank You for the Big Jump Festival

III. BUSINESS ITEMS

1. City Administrator Update—Logan Propes – went over the accomplishments of 2024 including but not limited to opening the Town Green, completed 7 of 10 2020 utility bond projects, project with GDOT for new eastbound and westbound ramps, new sewer mains, crime reduction, new form based code; In 2025 the biggest project will be the opening of the truck bypass as well as the bond projects; only 21 new single-family residential permits issued in 2024 so growth is coming but we are managing it as well
2. Assistant City Administrator Update—Chris Bailey – the makeover of Hammock Park continues; the Monroe sign is not put up but it is down; will try to find a date in December to put the Monroe sign up but in might be January; will need to work around everyone's schedule; leaf pickup is in full swing; a bid in January for the Highland/Broad/Lumpkin TAP grant and one on McDaniel St; 2500 people for the bike parade; the Christmas Parade had about 18,70 - 25,000 people attend including kids-thank you to Central Services for all the help
3. Department Reports
 - a. Monthly Central Services Report—Chris Croy – November was a very busy month decorating for the holidays including the new tree which looks great; second year with new lights at Childers
 - b. Monthly Code Report—Brad Callender – approved Preliminary Plat on South Madison; that was only item for Planning Commission; Form Base Code second reading is tonight
 - c. Monthly Economic Development Report—Brian Wilson – RFP for the hotel is very close to be posted on the website by the end of next week; high growth in November in Facebook page, created a Linkin profile as well as; business deletions are higher in December and January due to renewal season
 - d. Monthly Finance Report—Beth Thompson – new time keeping system is paperless; working to get out the bugs; new Online Utility Exchange program to figure out deposits for new utility account
 - e. Monthly Fire Report—Chief Dykes – very busy month and will likely to continue in December; last week of training for the year; John Howard

asked about ambulances for a new station which the City does not run; will be kept in mind for station design

- f. Monthly Police Report—Captain Pilgrim – read monthly crime statistics
- g. Monthly Solid Waste Report—Danny Smith – collected 58 mattresses and billed out 50 in October; read the Christmas holiday schedule which will be tight; transfer station will be closed December 25th and 26th but open the rest of the week; Lee Malcom please add the protocol for mattresses on the social media
- h. Monthly Streets & Transportation Report—Jeremiah Still – does not have the 2025 LMIG numbers yet; it is slower than the past couple months which allows us to take a proactive approach to stormwater to clear drains; leaf truck is running 40-60 hours a week
- i. Monthly Telecom Report – Mike McGuire – hit the 60/40 threshold; will be sending out a letter to the apartment complexes to convert from cable to fiber (those along Ridge Rd/Plaza Trace which is more than 10% of those remaining); CIP project for the core switch equipment to allow for more access to customers; got a new switch that went live today, most of a core infrastructure network is over 10 years old
- j. Monthly Water, Sewer, Gas & Electric Report – Rodney Middlebrooks – started gas install at River Pointe, preconstruction meeting for new water tank is December 19th; 24 inch raw waterline getting all the road crossings done but pipes won't arrive until March; electrical crew is doing pole change outs

IV. NEW BUSINESS

1. Public Hearings

- a. FY 2025 Proposed Annual Budget – Ms. Beth Thompson presents the fiscal year 2025 Capital & Operating Proposed Budget of \$84,378,021 which is an increase of 9% over the current FY2024 budget. Of the major funds, the General Fund portion is \$19,314,606, the Combined Utilities portion is \$50,441,447, and the Solid Waste Fund is \$9,006,164.

Mayor Howard opened the meeting for public comment on the 2025 budget. There were no public comments and he declared that portion of the meeting closed.

No action

2. New Business

- a. Memorandum of Understanding – DCA PlanFirst Program
Mr. Logan Propes presents the Memorandum of Agreement between the Georgia Department of Community Affairs and the City of Monroe for demonstrating an established pattern of successfully implementing our local comprehensive plan; need the MOA to get the benefits of the PlanFirst program

To approve MOA

**Motion by Thompson, Seconded by Malcom
Passed unanimously**

- b. Appointments (3) – Downtown Development Authority & Conventions & Visitors Bureau Authority & Urban Redevelopment Agency
Mr. Chris Bailey recommends, with the full support of Sandy Daniels (DDA & Main Street Manager) reappointment of Meredith Malcom,

Brittany Palazzo, and Chris Collin to each serve a three year term that will expire on December 31, 2027 on the DDA, CVB, and URA boards;
To approve appointments for M. Malcom, B. Palazzo, and C. Collin

**Motion by Malcom, Seconded by Sams
Passed unanimously**

c. Essential Personnel Software as a Service

Mr. Les Russell recommends approval of software known as Essential Personnel for 2025 in the amount of \$33,810.00; all of tracking training is done manually; helps with succession planning; the software is similar to what the Police uses but more robust

To approve purchase

**Motion by Dickinson, Seconded by Gregory
Passed unanimously**

d. Georgia First Responder PTSD Program – HB 451

Mr. Les Russell recommends approval of insurance from GMA-GIRMA at the cost of \$11,920 for first responders as required by Georgia House Bill 451 which goes into effect January 1, 2025 and ensures that first responders who suffer from Post-Traumatic Stress Disorder have access to appropriate care; goes further than previous coverage

To approve

**Motion by Dickinson, Seconded by Sams
Passed unanimously**

e. Republic Services Disposal Agreement

Mr. Chris Bailey presents a request to renew the City's contract with Republic Services; a rate adjustment of \$49.28/per ton effective January 1, 2025 from Republic Services; the proposed 4.75% increase is tied to the Solid Waste Index which is incorporated into the contract

To approve contact renewal

**Motion by Malcom, Seconded by Gregory
Passed unanimously**

f. Right of Way Dedication – 200 Aycock Avenue

Mr. Brad Callender recommends approval to accept ± 0.26 acres of right-of-way dedication along the Western edge of Aycock Avenue as part of "The Jax" development; the dedication is required due to improvements made at the entrance as well as constructing a deceleration lane at the Aycock Avenue entrance to the site.

To approve ROW acceptance

**Motion by Gregory, Seconded by Dickinson
Passed unanimously**

g. Approval – 2025 Budget Resolution

Ms. Beth Thompson recommends approval of the fiscal year 2025 Capital & Operating Proposed Budget of \$84,378,021 which is an increase of 9% over the current FY2024 budget. Of the major funds, the General Fund

portion is \$19,314,606, the Combined Utilities portion is \$50,441,447, and the Solid Waste Fund is \$9,006,164. No questions from Council

To approve

**Motion by Thompson, Seconded by Malcom
Passed unanimously**

h. Resolution – 2024 / 2025 CDBG Application

Ms. Beth Thompson recommends approval of the Small Cities Community Development Block Grant FY2024/2025 Resolution; needed so we can move forward with the application process

To approve

**Motion by Gregory, Seconded by Crawford
Passed unanimously**

i. 2nd Reading – Zoning Ordinance Amendment and Adoption

Mr. Brad Callender recommends approval of the Amendment and Adoption of the Zoning Ordinance, which would repeal and replaced the Zoning Ordinance adopted June 10, 2014; Planning Commission voted unanimously to recommend approval of the proposed Ordinance as presented

To approve as presented

**Motion by Gregory, Seconded by Dickinson
Passed unanimously**

j. 2nd Reading – Taxation Ordinance Amendment

Mr. Logan Propes presents updates to Chapter 90 of the Code of Ordinance dealing with Occupational taxes; the only change from the first reading is the overall cap was reduced from 75k to 40k

To approve as presented

**Motion by Malcom, Seconded by Gregory
Passed unanimously**

k. Council Meeting Schedule –

Mr. Logan Propes presents the 2025 meeting schedule for City Council which includes one meeting per month for regular council meetings; committee meetings for the first Tuesday of the month

To approve

**Motion by Sams, Seconded by Crawford
Passed unanimously**

V. DISTRICT ITEMS

1. District Items

Council Member Lee Malcom – Thank you to everyone for helping with the Christmas Parade and looking forward to a great 2025

Council Member Myoshia Crawford – Thank you to everyone

Council Member Julie Sams – Thank you to everyone

Council Member Adriane Brown – Thank you to everyone especially Public Works

Council Member Tyler Gregory – Recognize the loss of life of his neighbor and thank you to Monroe PD for their quick actions; the Christmas Parade was wonderful and the new tree looks wonderful

Council Member Greg Thompson – Thank you to all the City employees who work out in the cold weather

Council Member David Dickinson – Thank you to everyone and the Plan First Designation shows that

- 2. Mayoral Update – Jasper Greer recognizing his 30 years of service in Public Works; Wreaths across America at the Hill Haven Memory Gardens; Merry Christmas to everyone

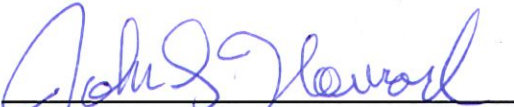
VI. ADJOURN TO EXECUTIVE SESSION

**Motion by Malcom, Seconded by Thompson
Passed unanimously**

Return to regular session at 8:10pm

VII. ADJOURN

**Motion by Sams, Seconded by Malcom
Passed unanimously**



John Howard, Mayor



Laura Wilson, City Clerk

MAYOR AND COUNCIL MEETING DECEMBER 10, 2024 - 6:00PM

The Mayor and City Council met for an Executive Session - ~~DRAFT~~

Those Present:	John Howard	Mayor
	Lee Malcom	Vice-Mayor
	Greg Thompson	Council Member
	Tyler Gregory	Council Member
	Myoshia Crawford	Council Member
	Julie Sams	Council Member
	Adriane Brown	Council Member by phone
	David Dickinson	Council Member
	Logan Propes	City Manager
	Paul Rosenthal	City Attorney

Absent:	Charles Boyce IV	Council Member
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Staff Present: None

I. Call to Order - John Howard

1. Roll Call

Mayor Howard noted that all Council Members were present, except for Council Member Charles Boyce IV. There was a quorum.

II. Legal Issue (s)

1. Legal Matter

Legal matters were discussed, including attorney-client discussions.

No action

2. Real Estate Issues (s)

a. Donation of land from MFT Investments LLC

Mr. Mayor, I make a motion that today we accept the donation of approximately ± 108.2 acres of land located here in the City of Monroe along 2nd Street, Barrett Street, Walker Drive, and Alcovy Street from MTF Land Investments LLC pursuant to a Land and Improvements Donation Agreement dated as of today. Specifically, the land being donated that we are accepting are the following tax map parcels:

1. Tax Map Parcel #M0080017 containing ± 1.034 acres, more or less
2. Tax Map Parcel #M0180031 containing ± 106.404 acres, more or less, less a Carve Out Parcel of ± 0.388 acres
3. Tax Map Parcel #M0180109 containing ± 0.596 acres, more or less
4. Tax Map Parcel #M0180112 containing ± 0.614 acres, more or less

My motion further authorizes the Mayor and the City Administrator to sign any and all documents necessary to effectuate this donation including the relevant tax documents presented by the Donor.

Motion by Dickinson, Seconded by Gregory
Passed unanimously

b. Purchase of land from TMFT Lot Investments LLC

Mr. Mayor, I make a motion that we purchase two parcels of land with an approximate combined ± 1.63 acres located here in the City of Monroe along West Washington Street from TMFT Lot Investments LLC for \$260,000 using funds from 2019 SPLOST for Parks & Recreation pursuant to standard terms & conditions. Specifically, the land being purchased are the following Tax Map Parcels:

1. Tax Map Parcel #M0160001 containing ± 0.51 acres, more or less
2. Tax Map Parcel #M0160003 containing ± 1.12 acres, more or less

My motion further authorizes the Mayor and the City Administrator to sign any and all documents

necessary to effectuate this purchase.

Motion by Malcom, Seconded by Thompson
Passed unanimously

3. Personnel Issue (s)

- a. Contract for Logan Propes, City Administrator

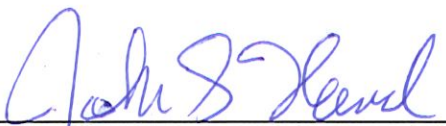
Mr. Mayor, I make a motion that we enter into a new employment agreement with Logan Propes to continue to serve as our City Administrator pursuant to Section 2.10 of our City Charter. This new employment agreement will be for a period of six (6) additional years of employment to begin on January 1, 2025 and continue through and until December 31, 2030, at a starting salary of \$208,000.00 per year plus all other normal and customary benefits currently received by the City Administrator. The City Attorney shall draft and approve the employment agreement consistent with this motion. My motion further authorizes the Mayor and City Clerk to sign said employment agreement on behalf of the City.

Motion by Dickinson, Seconded by Gregory
Passed 6-1 (Crawford opposed)

III. Adjourn to Regular Session

Meeting called back to order 8:10p.m.

Motion by Thompson, Seconded by Sams
Passed unanimously



John Howard, Mayor



Laura Wilson, City Clerk