

# 1984

## MAYOR AND COUNCIL MEETING

## MARCH 5, 2019

## 6:00 P.M.

The Mayor and Council met for a called meeting.

Those Present:	John Howard	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Myoshia Crawford	Council Member
	Ross Bradley	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk
	Paul Rosenthal	City Attorney
	Jesse Couch	City Attorney

Staff Present: Danny Smith, Jeremiah Still, R.V. Watts, Bill Owens, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Darrell Stone, Patrick Kelley, Sadie Krawczyk, Chris Bailey, Beverly Harrison

Visitors: Andrew Kenneson, Sharon Swanepoel, Les Russell, George Baker III, Sydney Dorawa

### I. CALL TO ORDER – JOHN HOWARD

#### 1. Roll Call

Mayor Howard noted that all Council Members were present. There was a quorum.

#### 2. City Administrator Update

City Administrator Logan Propes stated the contractors will hopefully be finishing up with the West Spring Street Project in the next 90 days. The North Broad LCI Project is moving along, even with all of the bad weather. The limited no left turn from McDaniel Street to South Broad Street is in place and seems to be working well. He explained they are studying some low-cost, impactful ways to improve the traffic situation, but it may take some experimenting. The Georgia Department of Transportation has given a project number to the east bound on-ramp off of West Spring Street behind Home Depot. He explained PI #0016783 is a joint project between the City, County, and State. He stated the project will alleviate some of the impact from traffic at Highway 138 and West Spring Street. Mr. Propes stated the total project is estimated to be \$1.8 million and the State has agreed to fund \$1.3 million. GDOT will be starting enhancements and improvements to the intersection at Highway 138 and Spring Street in the next couple of months.

#### 3. Central Services Update

Mr. Chris Bailey discussed the potential installation of a crosswalk at South Broad Street and Court Street, which will make crossing safer for pedestrians and vehicles. The new system is being coordinated with the Georgia Department of Transportation for compliance and permitting. He stated the trees downtown are being trimmed, the replacement planter boxes have been ordered, and the irrigation system will be reworked as the old boxes are replaced. The grounds crew picked up almost 2,400 pounds of trash in February. He explained the Safety and Emergency Response Plan is being worked on and will be consolidated with all operations in the City. The master document will enable the City to be eligible for grants at the State and Federal level. Pre-bids have been done by Garland / DBS for all of the CIP items that will be getting started in the next couple of months. Mr. Bailey stated they are working on the Americans with Disabilities Act (ADA) Compliance Plan for the City. He introduced Sydney Dorawa the intern hired from the UGA School of Public & International Affairs. She will be doing some research, working on energy sources, and policy review comparisons.

Council and staff discussed signage for littering and fining.

**II. COMMITTEE INFORMATION****1. Finance****a. Monthly Finance Report**

Ms. Beth Thompson presented the monthly Finance Report. Mauldin & Jenkins have completed their field work for the external audit, without any major issues. The system-generated purchase orders and requisitions have been implemented with the new software. She explained this will help the department heads be more accountable with their budgets. The employee self-service portal has also been implemented. Employees will access their paycheck stubs, W-2's, and important information through the portal. The conversion for the utility billing software has been pushed back to mid-July, due to some issues being encountered during the testing process.

**b. Customer Service / Drive-Thru Renovation**

Mr. Chris Bailey explained the Sizemore Group will not be needed for the design and architecture work on the drive-thru project. The work can be done in-house, because there is not much that can be taken apart structurally. He stated the operating system includes three overhead system lanes with two-way video monitoring, the internal unit for receiving, all new speakers, and audio. He explained the bid of \$41,352.84 from Diebold Nixdorf for three customer lanes includes all labor, installation, and the repair of any ceiling and wall damages during installation.

The committee recommends approval of the new Diebold Nixdorf drive-thru tubing system for a total cost of \$41,352.84 to Council.

*Motion by Malcom, seconded by Little.  
Passed Unanimously.*

**2. Airport****a. Monthly Airport Report**

Mr. Chris Bailey presented the monthly Airport Report. He explained they had the final inspection of the East Apron Project, and due to excessive rain, a curb and gutter has to be added at the parking area. The project will still finish about \$84,000 under the original \$1.2 million amount. The Georgia Department of Transportation has proposed taking that extra funding and requesting additional funds to help cover the West Apron Project. He presented the Georgia Statewide Aviation System Plan Report, which was last done in 2002. He stated the Airport is situated on 170 acres and is a Level II – Business Airport of Local Impact. He discussed improvements such as runway length, Automated Weather Observing System (AWOS), and RNAV (GPS) published approach. Mr. Bailey presented the objectives for remaining a Level II Airport, Land Use and Zoning Efforts, Runway Protection Zones Control Efforts, and Through-the-Fence Operators Efforts. He discussed the details of the four non-compliance items: Runway Width, Airfield Signage, General Aviation Terminal Administration, and General Aviation Auto Parking. He explained approximately \$1.16 million would get the Airport in 95% compliance with GDOT for a Level II Airport. He also presented the projects which have been completed over the last five years. The Extra Special People Big Jump Fundraiser Event will be held on May 11 from 10:00 am to 6:00 pm at the Airport.

Mayor, Council, and staff discussed Runway 3, the Airport Layout Plan, and the planned Capital Improvement Projects.

Mayor Howard requested the Airport Commission Meeting to be held onsite next Wednesday.

**b. Roof Repair & Gutter Replacement – Flight Train Monroe Hangar**

Mr. Chris Bailey presented the request for repair of the roof and replacement of the gutter system at the Flight Train Monroe hangar by Garland / DBS for \$16,920.00. He explained the hangar is leased by Rodney Etheridge, and the City of Monroe is responsible for all repairs on buildings leased at the airport.

City Administrator Logan Propes explained the money will come from SPLOST Transportation Funds.

The committee recommends to Council approval of the roof repair and gutter replacement for the amount of \$16,920.00.

*Motion by R. Bradley, seconded by Dickinson.  
Passed Unanimously.*

### **3. Public Works**

#### **a. Monthly Solid Waste Report**

Mr. Danny Smith presented the monthly Solid Waste Report. He discussed the tipping fees, diversion rates, and tonnage. There are some Transfer Station projects still pending. The welding and the sprinkler system have been completed.

#### **b. Monthly Streets & Transportation Report**

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated the crews are doing road repairs, asphalt patching, and cleaning stormwater grates. The leaf trucks continue to run every day, but should be shutting down within the next month. The crews are working on the sidewalks on Williams Street and will pick back up on Highland Avenue when that project is complete. He discussed the ADA Plan, which includes the sidewalks. He explained it gets updated annually through the State of Georgia.

#### **c. Approval – Tires for John Deere Loader**

Mr. Danny Smith requested approval to replace the solid tires on the John Deere loader at the Transfer Station, which is a budgeted item. He explained SETCO is a sole source provider and the cost is \$30,317.00. Tires were last purchased in 2017 for the loader.

The committee recommends approval of the purchase of the four solid tires from SETCO for \$30,317.00 to Council.

*Motion by Adcock, seconded by Little.  
Passed Unanimously.*

#### **d. Great American Cleanup Week, April 22 - 27, 2019**

Mr. Danny Smith explained the week of April 22 to be Great American Cleanup Week, which will allow the citizens of Monroe to bring any of their trash, scrap metal, tires (limit 10), and any recyclable items to the transfer station free of charge. He proposed extending the program for the whole month of April to promote city-wide cleanup. They are prepared to set dumpsters up at designated areas, but ask that no scrap tires or paint be put inside the containers.

The committee recommends to Council approval to participate in the Great American Cleanup.

*Motion by Little, seconded by Adcock.  
Passed Unanimously.*

Council Member Larry Bradley suggested advertising heavily and extra publicity.

### **4. Utilities**

#### **a. Monthly Electric & Telecom Report**

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He explained MEAG will be replacing the power lines from Breedlove Drive to Highland Avenue. Plaza Drive will be closed to one-way traffic while the new concrete poles are being installed. He stated the meter testing equipment has been ordered. It will also provide a printed receipt of the testing results, and the testing will be more efficient for both commercial and residential. He stated the materials have been delivered for 2<sup>nd</sup> Street Project, which should be finished in couple of weeks. They had their training for the new automated switches last week. He discussed the two House Bills from Representative Jeff Jones from Brunswick. Mr. Thompson explained if the bills are passed they will impact Georgia's electric rates. House Bills 93 and 94 concern coal ash dewatering and coal ash being moved to landfills. He stated that multiple bills have been introduced to allow EMC's into broadband, which impacts the value of land.

**b. Purchase – Microduct**

Mr. Brian Thompson explained the purchase is in conjunction with the new waterline project going to Loganville. Fiber counts are very limited along this route between Monroe and Loganville. He discussed three-way duct, seven-way duct, and the right-of-way space options along Highway 78. The lowest bid amount of \$38,250.00 came from Walker & Associates for the microduct. He explained installing the microduct in the new waterline ditch while it is open will save over \$300,000.00.

The committee recommends purchasing the microduct from Walker & Associates for \$38,250.00 to Council.

*Motion by Adcock, seconded by L. Bradley.  
Passed Unanimously.*

**c. Approval – Additional Fiber Packages**

Mr. Brian Thompson discussed the additional fiber packages for the Adtran and Ubiquiti platforms. The additional internet packages are being provided in order to meet the needs of the customers. He discussed data upload speeds, data download speeds, residential customers, and commercial customers. He explained customers will have a one-time chance to keep their CATV based speeds delivered over fiber.

Council and staff discussed fiber package speeds and pricing.

The committee recommends to Council approval of the additional fiber packages as presented.

*Motion by L. Bradley, seconded by Adcock.  
Passed Unanimously.*

**d. Monthly Water, Sewer, Gas, & Stormwater Report**

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He stated the gas main replacement on Ash Street should be finished in the next couple of weeks. It is a CIP Project, and Southern Pipeline had the low bid of \$93,478.00. He explained there were two emergency pump purchases for the Sewer Plant. The water main extension for the assisted living facility along Radford Street has been completed. He stated Britt Floor Covering had the lowest bid amount of \$20,108.30 for the flooring, and Office Pro's had the lowest bid of \$21,000.00 for the furniture at the Water Treatment Plant. Installation of the flooring will start tomorrow, and the furniture will be delivered next Tuesday. Mr. Middlebrooks discussed the Hach Turbidity water meter replacements, which have been discontinued. The new meters will be Swan units for \$83,705.00, the lowest bid amount.

The committee recommends approval of the two emergency pump purchases to Council.

*Motion by Little, seconded by L. Bradley.  
Passed Unanimously.*

**e. Approval – Bankers Grove Regulator Station Removal**

Mr. Rodney Middlebrooks explained the request for 880 feet of two-inch plastic gas line to be installed along Banker's Grove Boulevard. The regulator station is located in the ditch with a little fence around it. The recent Public Service Commission inspection determined the regulator station has no valve to operate during an emergency. He explained it is more cost efficient to remove the station and tie into the line on Michael Etchison Road. This will also remove the eyesore and eliminate the drainage issues caused from being located in the ditch. The low bid amount of \$22,320.00 came from Harrison & Harrison.

The committee recommends for Harrison & Harrison to remove the regulator station for the amount of \$22,320.00 to Council.

*Motion by Adcock, seconded by Little.  
Passed Unanimously.*

**5. Public Safety****a. Monthly Fire Report**

Fire Chief Bill Owens presented the monthly Fire Report. He stated the Firefighter II Testing was completed on February 16, and the new Recruit Class began on February 26. There was a fire on West Marable Street on February 19 that started in the late evening. He explained the smoke alarm which helped save the residents was given and installed by the Fire Department over two years ago. He stated it is an example of how the program is starting to make a difference in the City.

**b. Monthly Police Report**

Police Chief R.V. Watts presented the monthly Police Report. He stated the Part 1 Crimes were down 32%. He explained there were a couple of incidents at the high school in reference to social media posts. Children think when they post on various apps the posts will only be there for a few minutes and then disappear. Other children make screen shots of the posts that get spread around and get perceived as threats. The Police Department is partnering with Monroe Area High School to develop videos concerning social media post issues, cyber bullying, sexting, and the repercussions. He explained there was a multi-agency canine search at the school, which was a true surprise search. The staff didn't even know that it was going to happen. There was only one student that was held accountable for having possession of drugs. He stated the department has added Harris Malcom as an additional Chaplin and Officer Steven Pierce has been added to replace Officer Green. Coffee with a Cop will be at 8:00 am on March 16 at Coffee Camper, and 8:00 am on March 23 at Cotton Café. There are two Lieutenants at Monroe Area High School tonight for Straight Talk, an event for students and parents.

**c. Approval – Out of State Travel for Fire**

Fire Chief Bill Owens requested approval to send Lieutenant Mike Towe to the Fire Department Instructors Conference in Indianapolis, Indiana, April 11 - 14, 2019. He explained that Lt. Towe is also a volunteer with Oconee, and they will be absorbing some of the costs. He will be traveling with the employees from Oconee, so there will not be any travel costs for the City. The only cost for the City will be \$371.95 for class registration and \$165.00 for meals.

The committee recommends to Council to send Lieutenant Mike Towe to the Fire Department Instructors Conference in Indianapolis, Indiana, April 11 - 14, 2019.

*Motion by R. Bradley, seconded by Malcom.  
Passed Unanimously.*

**d. Architectural & Engineering Services – Police Station / Municipal Court**

Mr. Chris Bailey discussed the new Police Department and Municipal Court Complex design and build. The Sizemore Group was selected from the RFQ process in April of 2018. There have been multiple discussions and meetings held concerning the process for the design, construction, bidding, and administration of the actual construction. The proposal from the Sizemore Group for Architectural & Engineering Services is for the amount of \$122,100.00. He explained this will be their final cost for all administration.

Council Member Larry Bradley questioned whether the request of \$122,100.00 for the Sizemore Group is part of the already approved \$3 million budget and not an additional expense.

Mr. Bailey clarified that this amount is part of the total \$3 million dollar budget which Council has already approved.

The committee recommends approval of the contract with Sizemore Group for the amount of \$122,100.00 to Council.

*Motion by R. Bradley, seconded by Malcom.  
Passed Unanimously.*

**e. Roof & Exterior Wall Restoration – Police Station / Municipal Court**

Mr. Chris Bailey explained the entire exterior of the building will be restored by the Garland / DBS Group for the amount of \$727,172.00. The renovation includes the restoration and replacement of the main roof, metal front roof, and exterior wall. He explained there is usually one vendor chosen to do an entire project, but due to the varying amounts each item will be done by the lowest bidder. The work will be done in conjunction with the design phase by the Sizemore Group. He stated the interior construction will begin at the conclusion of the exterior restoration of the building.

Council Member Larry Bradley stated the request is for Garland to be the general contractor and emphasized again that the \$727,172.00 is part of the \$3 million project budget that has already been approved.

Council and staff discussed the time frame of the project.

The committee recommends to Council approval to contract with the Garland / DBS Group for the roofing and exterior wall restoration of the police station for the amount of \$727,172.00.

*Motion by Malcom, seconded by R. Bradley.  
Passed Unanimously.*

**6. Planning & Code****a. Monthly Code Report**

Mr. Patrick Kelley presented the monthly Code Report. He stated there are approximately 25 houses under construction within the City; residential development has really picked up. The assisted living center Graceful Manor, which will be about 16 units, is currently under construction. LR Burger and South on Broad have both gotten started. Murphy Oil, the gas station in front of Walmart, will be completely rebuilt into a convenience store.

**7. Economic Development****a. Monthly Economic Development Report**

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She stated Monroe was mentioned for the Crowdfunding Campaign in the Annual Report from ECG. They are also using the same crowdfunding partner, as Monroe, to present at the ECG Economic Development Summit. The City of Monroe has been selected by GMA as the Heart & Soul Workshop location. She explained the Young Gamechangers will be returning at the end of the month. They will be doing a site visit to Stanton Springs on March 20 with the Walton County Development Authority. She stated Walton County's Economic Development Summit will be on March 21 and 22. The new [www.monroedowntown.com](http://www.monroedowntown.com) website is now live. She explained there is warehouse space available downtown, but there are not any retail spaces available. They will soon be looking for infill buildings and new spaces to grow. The DDA and CVB Board meetings are next week. The next downtown event will be the 14<sup>th</sup> Annual Car Show. The cars will be placed along Broad Street this year, which will be closed. She stated the Walton Proud Bus Tour, sponsored by the Walton County Chamber of Commerce, will be on March 27.

**8. Parks****a. Monthly Parks Report**

City Administrator Logan Propes gave an update on the progress of the Downtown Green. The space has been under environmental review to get into the Brownfield Program. The City and the Cotton Gin owners have received pre-limitation liability letters. He explained a Prospective Purchaser Corrective Action Plan has been established and filed with the State of Georgia, the Environmental Protection Division, and the Department of Natural Resources. They will review the prepared plan for any changes, additions, or deletions prior to it being returned to the City. Some small pocket remediation of soils may be needed before receiving the full LOL letters. He explained the exact time line for the review is unknown, but he has been told this will not impact the use of the property for public events.

Council and staff discussed the prep-work costs to date, the anticipated future costs, the total amount which will be invested, the Master Plan, and the project time frame.

### III. ITEMS OF DISCUSSION

1. **Public Hearing Variance – Double Springs Church Road**
2. **Public Hearing Rezone – 941 Monroe Jersey Road**
3. **Public Hearing Variance – 941 Monroe Jersey Road**
4. **Application – Micro-Brewery – Major Humphrey’s Brewing Company**
5. **Application – Beer & Wine Package Sales – Marathon Food Mart**
6. **2<sup>nd</sup> Reading – Performance and Maintenance Bonds Ordinance Amendment**
7. **1<sup>st</sup> Reading – Speed Zone Ordinance Amendment**
8. **Resolution – Georgia Cities Week, April 21 - 27, 2019**
9. **Resolution – 2018 Budget Amendment**

There was a general discussion on the above items. There was no action taken.

### IV. ITEMS REQUIRING ACTION

1. **1<sup>st</sup> Reading – Ordinance to Amend Official Zoning Map**

City Attorney Paul Rosenthal presented the first reading of the ordinance.

2. **1<sup>st</sup> Reading – Zoning Ordinance Text Amendment – Incorporation of the Zoning Map**

City Attorney Paul Rosenthal presented the first reading of the ordinance.

3. **Resolution – Authorizing Technology Add-On Fee**

City Administrator Logan Propes explained that State Law allows up to \$25.00 in add-on fees for certain quasi-criminal fines imposed. He suggested a \$10.00 add-on fee instead. This shifts the funding source so the user pays, rather than the funds coming out of general fund tax dollars. The fees collected will be used exclusively to provide technology needs for the court and police department. He explained the funds could be used to purchase computer equipment and body worn camera equipment to help provide a more efficient court system and a better equipped police department. Mr. Propes explained Representative Williamson will be dropping this bill for the City after the resolution has been approved.

To approve the resolution as presented.

*Motion by R. Bradley, seconded by Malcom.  
Passed Unanimously.*

### V. ADJOURN

*Motion by R. Bradley, seconded by Crawford.  
Passed Unanimously.*

  
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MAYOR

  
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CITY CLERK