

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

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, Amy Dire, Terri Giles, Kathleen Lewis, Sam Treadwell, Janet Townsend, Stephen Giles, Sharon Fetzer, Ashley Housley

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 Planning Retreat will be held at the Livery Stable on January 17 at 9:00 am, where the zoning map and future planning will be discussed. An Intergovernmental Agreement with the Urban Redevelopment Agency regarding financing for the Police Department and Municipal Court will be added to the agenda next week. He explained that the City closed on the Cotton Gin property prior to 2018 ending, and the money has been reimbursed to the City. Mr. Propes stated the Spring Street Sidewalk Project has been slow, but is currently under budget. Drainage inlets will be added with the extra savings. City crews will be installing the street trees and lights down the sidewalk over the next few weeks. The North Broad Streetscape Project is moving along, and will hopefully finish towards the end of this year. There have been a lot of utility impediments along Highway 11.

3. Central Services Update

Mr. Chris Bailey explained the numbers are on track for December, with purchasing down. As of January 2 Luke Roberts went from part-time to full-time in the IT Department. The pressure washing at City Hall was completed today. He stated the two guys on the grounds crew picked up almost 3,000 pounds of trash over a 13 day period in December. Mr. Bailey discussed the policy and guidelines change in the Capital Improvement Program for 2019. The CIP Projects were approved in the budgetary process. The projects are not required to be reapproved by Council when the initial purchase takes place. He explained the projects will all continue to be vetted by the Procurement Policy. The revenues and schedule for the projects will be verified by Ms. Thompson, Mr. Propes, and Mr. Bailey. Details for the purchases and projects will be provided to Council in respective monthly reports. It will help speed projects up and eliminate the 30 to 45 day lag time, since the purchases have already been discussed with the budget and preapproved in the CIP.

Council Member Larry Bradley questioned whether everything approved in the CIP Budget could be purchased without coming back before Council regardless of the amount. He questioned what happens when the amount budgeted is not used entirely within the calendar year that it was approved. He also questioned what happens should the revenues and expenses not be as much as they were anticipated to be for the year.

Mr. Bailey stated the items would not come before Council for approval again. He explained that every budget cycle must be approved, and any money left in the budget would come before Council for approval prior to being used the next year. Projects which require additional money

or other funding would also be brought before Council for approval in the new budget cycle. He stated everything must be approved per the Procurement Policy. All requests require approval by the Finance Director and final approval by the City Administrator. The Finance Director will compare the expenses versus the revenues, prior to approving any requests.

City Administrator Logan Propes explained the CIP Projects are listed at the end of the financials each month, which will verify cash amounts and spending.

Council Member Norman Garrett questioned whether the limit of \$10,000 would still apply.

Mr. Bailey explained it would depend on whether the purchase was for a preapproved project. Items included within the Budget and CIP Presentations had quotes attached already. This detailed information for the overall concept of what would be purchased was included for preapproval. He stated all policies will still be followed, because they are required by State Law for Procurement.

Mr. Propes requested the Department Heads to make contact with the Committee Chairs and make them aware of any upcoming projects. He explained the changes are for expediency, special pricing can be lost due to timing.

Mr. Bailey stated it would be the same concept as requesting a budget amendment. Additional funds must be requested and approved prior to proceeding with a project if the costs are more than anticipated.

Council and staff discussed Department Heads keeping Council Members informed about upcoming projects and updates during the Committee Reports.

II. COMMITTEE INFORMATION

1. Finance

a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report and the CIP Budget for Utilities. She explained the property tax collections are at 93% as of December 31, compared to about 80% prior to being turned over to Walton County. Financials and payroll have been fully implemented with the new software system and utility billing system is slated to go live on February 11. She stated Mauldin & Jenkins will be here for two weeks starting on February 11 to begin the field work for the audit.

b. Customer Service & Drive-Thru Renovations

Mr. Chris Bailey explained the CIP budgeted project started in 2018, but did not get completed prior to yearend. He stated there will be an entire rework and rehabilitation of the drive-thru and customer service area. There are four drive-thru lanes, but only two of them work. The system and equipment are outdated and unavailable parts make repairs impossible. He discussed issues with lane spacing, speakers, microphones, lighting, security, and not being ADA compliant. Mr. Bailey explained there is \$225,000.00 allocated for additional offices, improvements, and this renovation project. He recommends using the Sizemore Group to design, build, bid, and act as the General Contractor for an amount not to exceed \$150,000.00. Sizemore would handle the project from start to finish. The new design will have three lanes and one will be ADA compliant with a ramp to the drop box.

Council and staff discussed the bidding and approval process when using a subcontractor for a project. They also discussed bid amounts, project pricing, and construction costs.

Council Member Larry Bradley questioned the reason for requesting the total project amount not to exceed \$150,000.00 opposed to approving the design of the project.

Mr. Bailey answered that it comes down to timing. The drive-thru is at a mission critical point and could go out completely at any time. He explained it would take several months for three or four designs to be drawn up, then brought to Council for approval before requesting bids. Due to the bid laws, the 30-day time frame for accepting bids would add a couple months, plus the time until the next Council Meeting to present the bids. He stated this process would add about three months, and construction prices are based on how busy companies are at the time. The project can be done more quickly by using the design build process. The same process has been used for the Police Department, Wastewater Treatment Plant, and CDBG Grant projects. Mr. Bailey explained all of these things combined is the reason for requesting the amount not to exceed

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\$150,000.00. The project would be revisited and the scope of the project would be scaled down should the price encroach upon that amount.

City Administrator Logan Propes stated the project can be broken apart if Council wants, but there is a real possibility there may not be an operable drive-thru for a couple of months.

The committee recommends to Council to renovate, with the amount not to exceed \$150,000.00.

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

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

Mr. Chris Bailey presented the monthly Airport Report. He stated the fuel sales were down dramatically with the construction and rain. He discussed the types of revenue sources generated at the Airport. The East Apron Rehabilitation and Expansion Project is in the final stages, and will be done within the next couple of weeks. Upon completion of the East Apron, the West Apron Taxiway Project will get started. Mr. Bailey stated on February 13 the Georgia Department of Transportation will be at the Airport for an inspection. He explained the City will be applying for funding from GDOT for the LPV approach in 2019.

3. Public Works**a. Monthly Solid Waste Report**

Mr. Danny Smith presented the monthly Solid Waste Report. He explained the Street & Transportation Department will be redirecting the surface water drainage into the water treatment system prior to the EPD Review in 2020. The welding project was postponed due to the heavy volume at the Transfer Station during the holidays. Collections are back on schedule, except for limb and yard debris pick up, which should be caught up by the end of the week. He stated Christmas trees will be collected and requested the customers to remove stands and plastic from the trees. Mr. Smith stated the dumpsters in the Downtown District will be upgraded.

b. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated the street crews are doing concrete repairs on the sidewalks and curbs. They will continue the sidewalks on Highland Avenue and Williams Street when the water line replacement is complete. He explained the right-of-way crews are currently in maintenance mode for the winter, and the leaf trucks are running every day.

4. Utilities**a. Monthly Electric & Telecom Report**

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He stated the Spring Street Project trees have been delivered. They will be installing the lights, but are having to work around some Comcast fiber. He stated Windstream will have their equipment removed from the poles located on North Broad Street by Friday. The poles can then be removed, which will facilitate the drainage system installation. He is continuing to work on the situation with the pole that is located in front of Silver Queen. Mr. Thompson explained the telecommunication and electric services construction in the Stone Creek subdivision is going well. They are working on the utility distribution design changes to accommodate the town home development at the corner of 2nd Street and Broad Street. Mr. Thompson explained the first phase of the new CMTS install has been completed for all node groups, and the second CMTS has been delivered.

b. Monthly Water, Sewer, Gas, & Stormwater Report

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He stated the steel gas main replacement on Bryant Road has been completed, and Young Street will be completed by next week. The surveyors are working on the 2018 CDBG and Alcovy River Sewer Extension Projects. He explained the sheetrock has been delivered for the water treatment plant remodel, and the project should be completed by the end of February. The concrete in the alleyway from the Livery Stable to Spring Street has been completed. He stated the gas lanterns should be installed at the front of City Hall by next week.

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

Fire Chief Bill Owens presented the monthly Fire Report. He stated there has been a slight increase in fire calls. The Firefighter II Program has started throughout the department. He explained the recruit program is starting this month and will be open to the citizens.

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b. Monthly Police Report

Police Chief R.V. Watts presented the monthly Police Report. He stated November had the lowest number of calls for service for the year. The department assisted the FBI and GBI with an ongoing case in the City. Officers participated in ten community events. He discussed the Shop with a Hero Event. Chief Watts stated the event had the largest sponsorship ever, and it is a true blessing to participate and make a difference. They gave the Hurricanes a Police Escort outside the City.

Mayor, Council, and staff discussed the littering situation, along with possible solutions.

6. Planning & Code

a. Monthly Code Report

Mr. Patrick Kelley presented the monthly Code Report. He stated there are five new businesses and six residential home-based business that closed. Demolition has started on the redevelopment at the corner of South Broad and Spring Street, and they are almost ready for permits. He suggested reestablishing a relationship for trustees to start picking up trash again. Mr. Kelley explained the Final Plat for Phase I of the Stone Creek Subdivision will be on the agenda for approval next week; it will include the top 49-lots.

7. Economic Development

a. Monthly Economic Development Report

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She explained Major Humphreys held a crowdfunding campaign using the tool promoted by the City to the local businesses. The campaign was successful, and they met their goal. The Young Gamechangers introduction to Monroe will be Thursday, January 31 through Friday, February 1. The Annual Downtown Celebration will be a dessert celebration, which will be held at the Wayfarer Livery Stable on January 29. Ms. Krawczyk gave an update on the Downtown Development Revolving Loan Fund Projects. She explained the projects are low interest rate loans that are available as part of the Main Street Community. The renovation type project loans are through the Georgia Cities Foundation or the Department of Community Affairs. The current projects are: Your Pie, LR Burger, Walton Mill, 110 & 114 West Spring Street, John's Supermarket, and 320 South Madison Avenue. She also discussed the 2019 Event Calendar.

III. ITEMS OF DISCUSSION

1. **Rezone – 1600 East Church Street**
2. **1st Reading – Historic Preservation Commission Membership Ordinance Amendment**
3. **1st Reading – Performance and Maintenance Bonds Ordinance Amendment**
4. **Resolution – Open Records Officer**
5. **Approval – Election Qualifying Fees**

There was a general discussion on the above items, except Item 3. 1st Reading – Performance and Maintenance Bonds Ordinance Amendment was removed from the Agenda pending further work. There was no action taken.

IV. ITEMS REQUIRING ACTION

1. Election of Vice-Mayor

To elect Wayne Adcock as Vice-Mayor.

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

2. Appointment – Council Representative to DDA

To appoint Ross Bradley as Council Representative to DDA.

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

V. ADJOURN

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


MAYOR


CITY CLERK