

MAYOR AND COUNCIL MEETING DECEMBER 4, 2018 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

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

Visitors: Andrew Kenneson, Les Russell, George Baker III, Whit Holder, Carl Hofstadter, Don Fry, George Sloan

Mayor Howard requested a moment of silence for George H. W. Bush.

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 noted it has been an amazingly busy year. All of the departments have done a great job on many different projects, which will prove very impactful in 2019. He gave an additional thanks to the Streets and Transportation Department and the Electric Department for the work at Childers Park. He explained the work was done in the eleventh hour and was seemingly impossible. They ran electricity to an area that had none, and put up some impressive light displays. It was a successful first time event. He also thanked Ms. Krawczyk and the volunteers that made it all come together.

3. Central Services Update

Mr. Chris Bailey stated that a list of the projects that were accomplished in 2018 are in the December newsletter located on the City’s website and on Facebook. He stated purchasing was down for the month of November. He recognized Gary Barnes and Danny Farmer for picking up about 2,500 pounds of trash in about 15 days from the cemeteries and parks.

II. COMMITTEE INFORMATION

1. Finance

a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She explained that the Utility CIP Funding has been updated by year to give more detail. The spreadsheet will be updated along with the projects. The Finance Department is in the middle of the software implementation, and the financials go live this week. She thanked the staff for all of their help. She explained that payroll will go live next week, and utility billing will go live in February. Ms. Thompson explained the 2019 Budget document has been finished.

b. GFOA Certificate of Achievement for Excellence in Financial Reporting

Ms. Beth Thompson stated that the Finance Department received the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the Comprehensive Annual Financial Report for the 2017 CAFR. She stated this is 16 years in a row of receiving the award.

Council Member Larry Bradley congratulated Ms. Thompson and the Finance Department for once again receiving the award.

2. Airport

a. Monthly Airport Report

Mr. Chris Bailey presented the monthly Airport Report. He stated the fuel sales were down for November, due to the rain and weather. The apron project, which was well ahead of schedule, is now only a little ahead of schedule. All of the existing asphalt has been milled, but the new asphalt will depend on the weather. He explained the Capital Improvement Projects for the Airport were submitted to DOT before the Federal and State funding request deadline of November 30. The City has requested \$1.7 million in projects for the 2019 – 2020 Fiscal Year; the City would be responsible for a match of approximately \$86,000. The projects would include the rehabilitation of the runways, an 18-B obstruction survey for LPV approach, and a required DBE update status.

3. Public Works

a. Monthly Solid Waste Report

Mr. Danny Smith presented the monthly Solid Waste Report. He gave an update on the review process from EPD. The New Guidance Document was released in October. The City is scheduled to be reviewed on November 1, 2020, with an early filing date of May 1, 2019. He explained the City is in wave number two, based on the age of the facility. Mr. Smith reviewed the Christmas and New Year's holiday collection schedules.

b. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated the right-of-way and street crews are doing some winter maintenance, and the leaf trucks are running every day. He reviewed the Pavement Condition Index (PCI) of the roadways.

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c. Approval – 2019 LMIG

Mr. Jeremiah Still presented the overlay and striping of 1.9 miles of Alcovy Street for the 2019 Local Maintenance and Improvement Grant (LMIG). He discussed the contract with the Georgia Department of Transportation and explained the total project is \$207,793.50. The grant requires a thirty percent local match from the City, which will be \$47,952.35 from SPLOST Funds.

The committee recommends to Council approval of the 2019 LMIG as presented.

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

4. Utilities

a. Monthly Electric & Telecom Report

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He stated Wendy's and Your Pie have permanent power connected, and both are using City telecommunication services. The decorations downtown have been completed. The CMTS upgrades started about a week ago. He explained the entire Telecom system will be shut down for upgrades for about two and a half hours tonight starting at 2:00 am. Everyone is also preparing for the Christmas Parade Thursday, which will be televised.

City Administrator Logan Propes stated City Hall will be closing at 4:00 pm on Thursday to allow traffic to clear out and provide more parking for the parade.

b. Purchase – 5 Viper-ST Automated Switches

Mr. Brian Thompson discussed system automation. He explained the switches will be placed on circuits leaving Station 2, which will limit outages in the downtown core. He requested to purchase the switches from Power Connections, the sole source provider, for \$90,705.00.

The committee recommends approval to purchase five Viper-ST automated switches from Power Connections for a total amount of \$90,705.00 to Council.

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

c. Approval – Out of State Travel

Mr. Brian Thompson presented the request for Justin Milligan, Mike McGuire, and himself to travel to Chester, South Carolina in January 2019, for the cost of \$485.00. He explained they received an invitation to visit TruVista's Corporate Offices to discuss the operation, access, and explore the Minerva TV Product and System.

The committee recommends to Council to allow out-of-state travel for Brian Thompson, Justin Milligan, and Mike McGuire to TruVista's Corporate Offices in Chester, South Carolina in January 2019 at a cost of \$485.00 as presented.

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

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

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He stated four gas lanterns have been installed near the flagpole. The electricians finished the water treatment plant remodel, and the plumbing will be finished this week. The concrete was poured last week for the alleyway from the Livery Stable to Spring Street. He explained the fire pit and marshmallow cooker was on Court Street for the first time last Thursday night. It will be used for the public awareness of natural gas, and will be out the next two Thursday nights.

e. Wastewater Treatment Plant Rehabilitation Engineering Services

City Administrator Logan Propes reminded Council a few years ago the City engaged Hofstadter and Associates to begin the Wastewater Treatment Plant overhaul. An entire new plant was discussed originally, which would be in the \$30 to \$50 million range. He explained that Mr. Hofstadter is going to present a more reasonable approach for the project.

Mr. Carl Hofstadter, with Hofstadter & Associates, stated the overhaul has been in discussion for about five years. He discussed the timeline that will be followed. He stated the design will be done and submitted to EPD in six months, and they are supposed to review it within 30 days. It will take approximately 12 months or less to build, and the plant should be functioning within 18 months. He explained the existing building will be taken down, a sludge belt press will be installed, the digests will be converted, grit removal will be put in, and new automatic bar screens will be installed. The total cost is estimated at \$7,651,800, which will be put out for bid. He explained all of the components being installed will service the proposed upgrade of five million gallons a day. The items are projected to last for 20 to 30 years, and are the most cost effective options.

Council Member Larry Bradley questioned the estimated amount varying and request for the amount not to exceed \$7,651,800.

Mr. Hofstadter explained they are estimating the amount that the contractors will bid. The only variable is the economy. He stated if the bids are substantially over the estimated amount, modifications will be made in order to get the amount lower.

Mr. Propes stated they are being cautious and applying for \$8 million from GEFA.

Mr. Rodney Middlebrooks stated he recommends this option. He visited other plants and has thoroughly investigated what is wanted.

The committee recommends to Council to approve Hofstadter & Associates for engineering and construction services for a total project amount not to exceed \$7,651,800, contingent upon approval of GEFA Funding and being ready to construct within six months of Council approval.

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

5. Public Safety

a. Monthly Fire Report

Interim Fire Chief Bill Owens presented the monthly Fire Report. He stated there has been an increase in residential structure fires, which is predictable in the winter months and holiday season. He reminded everyone to keep fire safety in mind. All of the live fire drills have been completed successfully. There is one more night training exercise scheduled for December 13.

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He explained the Georgia Firefighter Standards of Training did an audit two weeks ago. The City passed with great reviews, and they were thrilled with all the paperwork being in order. He thanked Lieutenant Mike Towe for all his hard work in the training department.

b. Monthly Police Report

Interim Police Chief R.V. Watts presented the monthly Police Report. He stated the month of December had the lowest number of calls for service. He explained that October was a challenging month. There were three major events, which were handled swiftly and professionally. The department participated in 16 different community events. He explained property crimes go up at this time of year. They participated in a video with Paul Mullins on steps to help prevent this crime. He invited everyone to the annual Christmas Parade Thursday.

c. Intergovernmental Agreement for Animal Control Cases

City Administrator Logan Propes explained the Intergovernmental Agreement with Walton County for the Magistrate Court to hear all Animal Control cases instead of the Municipal Court. He explained there are very few cases that come to the Municipal Court concerning Animal Control. This will essentially streamline the process, since Walton County is the City's provider of Animal Control Services. Mr. Propes stated any fine amounts that are collected will go to Walton County as compensation for services rendered.

The committee recommends approval of the Intergovernmental Agreement with Walton County regarding the provision of Animal Control and Municipal Court Services to Council.

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

6. Planning & Code

a. Monthly Code Report

Mr. Patrick Kelley presented the monthly Code Report. He stated there are three businesses reported as closed, but they only reflect changes of ownership. The applicant with the contentious alcohol license withdrew their application; they are settling their differences with their landlord. He explained an ethnic minority from China and Southeast Asia requested an assembly permit and celebrated their New Year at the County Fairgrounds.

7. Economic Development

a. Monthly Economic Development Report

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She stated according to downtown retailers the Small Business Saturday and Black Friday sales topped 2017. The Lights in Childers Park Kid's Parade were amazing with about 200 people in attendance. She stated the Young Gamechangers participants are being notified and the official announcement will be in mid-December; their initial introduction to Monroe will be January 31 and February 1. She explained www.monroedowntown.com is being updated along with the City's website update. Ms. Krawczyk discussed upcoming events, and the Bicentennial Celebration on December 15.

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III. ITEMS OF DISCUSSION

- 1. Public Hearing Rezone – 215 Breedlove Drive**
- 2. Public Hearing Rezone – 1600 East Church Street**
- 3. COA Appeal – 600 South Broad Street**
- 4. Appointments (3) – Downtown Development Authority & Convention & Visitors Bureau Authority**
- 5. Intergovernmental Agreement for Indigent Defense Representation**
- 6. Resolution – Authorizing the Urban Redevelopment Agency**
- 7. Resolution – Adoption of Language Access Plan**
- 8. Adopt – 2019 Council Meeting Schedule**

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

IV. ITEMS REQUIRING ACTION

1. Public Hearing – 2019 Budget All Funds

City Administrator Logan Propes presented the summaries of the final budget for the 2019 fiscal year beginning January 1, 2019 and ending December 31, 2019. He stated the total 2019 General Fund Budget amount is \$11,807,632 as proposed, which represents only a 2.79 percent increase from 2018. This is with the full rollback rate of 7.277 mills. The total Combined Utilities Budget is \$39,868,121, which represents a 3.26 percent increase from 2018. The Enterprise Fund Budget of Solid Waste contains an increase of 4.28 percent. He explained the net result of the Utilities and Enterprise Budgets are more volume and customers. The total of all funds combined city-wide increased 3.61 percent with a total proposed budget of \$59,456,052. Mr. Propes stated the budget was very conservative regarding personnel; there is only one new full-time position added and one part-time position being converted into a full-time position. There will be a mid-year review in the Police Department and if funding allows, more officers will be added at that time.

Ms. Beth Thompson stated there are only a few slight differences from the proposed budget, which was presented at the retreat. She explained the changes were emailed to Council, but there was not much differential.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

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2. Public Hearing – Urban Redevelopment Plan Amendment

City Administrator Logan Propes presented the 2018 Plan Amendments of the 2008 Redevelopment Plan, which was the master plan document for many projects. The project list now needs to be expanded to cover more than the downtown core. The original plan needs to be updated to include large portions of the old Monroe Area High School parcel located off North Hammond Drive and Blaine Street, the old Blaine Street Elementary School campus off Blaine Street, the old National Bank of Walton County Bank Branch off of East Spring Street, the old Walton Plaza Shopping Center off Blaine Street, the old Piggly Wiggly Shopping Center off East Spring Street, and the old DFACS building off East Spring Street.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

V. ADJOURN

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

MAYOR

CITY CLERK