

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, Chris Bailey, Sadie Krawczyk, Patrick Kelley, Beverly Harrison

Visitors: Sharon Swanepoel, Andrew Kenneson, Les Russell, Gail Huie Smith, Wanda Hickman, Angela Yarman, Daniel Yarman, Debra Smith

I. CALL TO ORDER – JOHN HOWARD

1. Roll Call

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

Move Item 4 under Committee Information – Utilities to Item 1 under Committee Information. To approve the agenda as amended.

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

2. City Administrator Update

City Administrator Logan Propes stated the traffic calming items for East Church Street and Davis Street are out for bid, and will be brought back to Council next month for approval. The Loganville Water Line Contracts have been executed, and there will be a preconstruction meeting soon. He stated the Planning Retreat will be on February 19 at 3:00 pm at City Hall.

Mr. Propes explained the Utilities Committee Items need to be moved up, because Mr. Thompson needs to take care of some family arrangements.

3. Central Services Update

Mr. Chris Bailey stated the contract for the Police Department / Municipal Court Building was executed earlier today, and the preconstruction meeting will be held next week. Arthur Enloe from the University of Georgia was hired to fill the Internship Position. Two vehicles were purchased for Central Services, and the Badge Pass Security System was purchased for the Water Plant Offices. Mr. Bailey explained the MIT Government Lab Study of Municipal Websites awarded the City of Monroe an A for having a transparent website.

II. COMMITTEE INFORMATION

1. Utilities

a. Monthly Electric & Telecom Report

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He reviewed the projects from the last year: John's Supermarket, One Street Mill on South Broad, Silver Queen, Grace Church, Stone Creek Phase II, moving houses for Mr. Holder, Recycling Center at Oxford, Amici on Church Street, Downtown WiFi, Town Green, North Madison, South Madison, and Highland Avenue.

b. WiFi

Mr. Brian Thompson explained the City's internal WiFi system is lacking in capacity and security. He discussed the community WiFi project and the Ruckus system, which will be expandable. Ruckus supplies WiFi for all of the State University campus systems. Telecom customers will have free access, and others will be able to get access for a cost. Mr. Thompson

MAYOR AND COUNCIL MEETING FEBRUARY 4, 2020 6:00 P.M.

stated the cost to replace the internal WiFi and install the new community WiFi downtown will be \$88,094.76 through the Georgia Department of Administrative Services State Contract. He explained the cost includes 20 units, which will supply WiFi downtown and at the town green. The software to authenticate the customers will be approximately \$18,000 and will be brought back to Council for approval next month.

The committee recommends approval of the network equipment purchase through Georgia DOAS for the amount of \$88,094.76 to Council.

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

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

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. Gas is being installed in Phase I of Stone Creek, and they have requested gas for Phase II. The 2018 CDBG Project materials have been delivered. The crews finished the water extension on Wall Road and will start the pressure testing and chlorination tomorrow. The McDaniel Street drainage project will be starting when Wall Road is finished.

2. Finance

a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She stated the Financial Reports are unaudited and only a snap shot of the end of the year. There have been several year-end accruals done since the reports. The Audited Financial Reports will be brought to Council in the coming months. She stated that revenues exceeded expenses for all funds in 2019. Mauldin & Jenkins will be here Monday to begin their field work for the audit. ECG has started the Electric Cost of Service Study, and they will present it to Council when they get finished. Ms. Thompson stated two trucks were purchased for the meter readers and both were under budget.

b. Renewal – Property & Casualty Insurance

Mr. Bob Saville explained the renewal details for property and casualty insurance for 2020. The total premium is \$397,406, which is \$21,994 more than last year. The increase is primarily due to expanding the Cyber Liability coverage. The Automobile Liability premium increased due to the addition of eight new vehicles. Property went down due to the Food Lion building being removed, because it will be covered under the builder's risk. He stated the Airport liability has been consistent for about ten years, but things have started changing over the last couple of years. The Airport deductible has increased from \$1,500 to \$2,500, but it has a three-year rate guarantee. The Law Enforcement Liability deductible increased from \$10,000 to \$25,000, and the Public Officials Liability deductible increased from \$10,000 to \$15,000. Mr. Saville stated his recommendation is to stay with State National for everything, except the ID Fraud & Cyber Liability which will be through Travelers.

The committee recommends renewal of the property and casualty insurance coverage as presented to Council.

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

c. Approval – Out of State Travel

Ms. Beth Thompson requested approval for herself and two Finance Department employees to attend the Tyler Technologies-Tyler Connect Conference in Orlando, Florida from April 26 – 30, 2020. Tyler Software is the new software used City-wide for Financials and Utility Billing. They are offering one free registration with two paid attendees, due to it being the first conference for the City. She explained there are enough class options for three employees to be able to cover all aspects: Utility Billing, Payroll, Financials, Accounts Payable, and General Ledger. The \$7,600.00 cost includes registration, hotel, travel, and per diem for the three attendees.

The committee recommends to allow Beth Thompson and two employees to attend the Tyler Technologies-Tyler Connect Conference in Orlando, Florida from April 26 – 30, 2020 at a cost of \$7,600.00 to Council.

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

d. Travel Policy Update

Mr. Chris Bailey discussed various out-of-state training requests and changing the Travel Policy to allow out-of-state travel to be approved during the budgetary process. The travel would be authorized during the fiscal year as normal travel and would not require any further approval. He explained Council approval would still be required for any travel that was not already approved within the budget.

Mayor, Council, and staff further discussed travel parameters.

The committee recommends to Council approval of the Travel Policy update as written and presented.

*Motion by Malcom, seconded by Little.
Voting no Garrett.
Passed 3-1.*

3. Airport**a. Monthly Airport Report**

Mr. Chris Bailey presented the monthly Airport Report. He stated the Georgia Department of Transportation Contract for the Runway Rehabilitation Design Project has been fully executed. The land lease for the hangar build is currently in the agreement process.

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

Mr. Danny Smith presented the monthly Solid Waste Report. He stated the Transfer Station is exempt from the five-year review process, as a Permit-by-Rule operating facility. The City will have to maintain the facility according to EPD guidelines in order to stay in compliance. He stated the drainage project is complete. There is a project meeting scheduled with the contractor concerning the tipping floor, and the welding will be done next month. The extended hours at the Transfer Station generated a surplus of \$41,221.27 for 2019.

b. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He explained the crews have been assisting Central Services with some cleanup inside the parks. They have been doing utility cut repairs and right-of-way maintenance. The leaf truck is still going, but the season is coming to an end. The crews also finished taking the lights down in Childers Park.

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

Fire Chief Bill Owens presented the monthly Fire Report. The Recruit Class is going through their testing process and will start their first class on February 18. He explained a group went to the State Capitol for Firefighter Recognition Day. The City had the lowest year on record for fire loss and saves in 2019.

b. Monthly Police Report

Police Chief R.V. Watts presented the monthly Police Report. He stated the officers have been very proactive with area checks for subdivisions and downtown businesses. The Part 1 Crimes were down 11% and Part 2 Crimes were up, due to the work of the Joint Operations Unit. The department participated in a couple of community events. The Shop with a Cop Program allowed them to sponsor 11 children for Christmas. He stated the Department has three new officers at the Police Academy.

c. Approval – Out of State Travel for Police

Police Chief R.V. Watts requested approval to send Officer Jacob Palmer to the Alabama Canine Law Enforcement Officer Training Center for his annual K-9 recertification. The training will be from February 23 – 28, 2020 in Northport, Alabama. The lodging and recertification will be \$545.00 and the per diem will be \$315.00, for a total cost of \$840.00.

The committee recommends to allow Officer Jacob Palmer to attend the Alabama Canine Law Enforcement Officer Training Center in Northport, Alabama, February 23 – 28, 2020, for a total cost of \$840.00 to Council.

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

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

Mr. Patrick Kelley presented the monthly Code Report. He stated there were two new business license applications and zero businesses closed.

b. Surplus of Real Property – Parcels M0110093 & M0110094

City Administrator Logan Propes discussed surplus some of the City's extra real property, Parcels M0110093 and M0110094. He stated the parcels are located off of what is formerly known as McKinley Street, but are accessible from Roberts Street and lie at the cul-de-sac. Parcel M0110093 consists of 0.32 acres and M0110094 is 0.39 acres. He explained the City has no future uses for the properties; this would start the process to declare the properties as surplus.

Council Member Lee Malcom questioned the open market process.

Mr. Propes explained if it is a Georgia Department of Transportation Project the neighboring property owners get first right of refusal. Then, it would go through the sealed bid process.

City Attorney Paul Rosenthal stated it would have to go through the entire legal process in accordance with Georgia Law. There are multiple paths that could be taken. He is assuming the property is remnant dirt that has an estimated fair market value of less than \$30,000 and is unbuildable. If so, there is a quicker and easier path that can be taken. All of the neighboring land owners would be contacted giving them the opportunity to purchase the land for fair market value, but it would come back to Council before any selling action occurs. He stated this gives the ability to get started; Georgia Law will be followed in surplus the real property. The property could go on the open market via auction or it could be listed with a real estate agent. Mr. Rosenthal stated the less than \$30,000 would be the most likely path, where a contract could be directed with the neighboring property owners.

The committee recommends to Council to surplus Parcels M0110093 and M0110094.

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

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

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She discussed the Downtown Sponsor Reception and Awards Night and the award winners. The DDA has completed and submitted the Georgia Outdoor Stewardship Program Grant, the Historic Survey Grant, and the National Fish and Wildlife Grant. The Chocolate Walk and Arbor Day Celebration are both coming up. She stated the Monroe Minority Business Association is hosting the First Annual Black History Gala and will recognize ten historic members from the African American Community.

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

Mr. Chris Bailey presented the monthly Parks Report. He explained Chris Schmidt has coordinated with the Streets Department to get some work done in the Parks. They filled potholes, trenched the parking area, removed the dumpster, added trash cans, cleared brush, and did an overall cleanup in Mathews Park. The frisbee golf organization members have discussed partnering with the City on some cleanup events. He explained the design components have been discussed for Pilot Park. The different components will be brought back to Council in April before requesting bids. Hopefully, the complete rehabilitation can be finished by the summer months. The sod and grass will be replaced in the dog park area in Childers Park.

b. Childers Park Project Request

Mr. Chris Bailey stated the lake buildout in Childers Park will be the first Parks Project. He explained the budgeted allocation for the project is \$100,000. The request is for an overall cost of \$90,000 for the project. This would include the grading, dam construction, installation of the pipe, bridge replacement, and aeration fountain. He explained City staff will provide some of the labor, and the remainder of the labor and the materials would be bid out.

City Administrator Logan Propes explained the permit from the US Army Corp of Engineers requires the project be done this year. Otherwise, the permit will lapse. He stated the lake will also help mitigate and keep the erosion at bay.

The committee recommends approval to proceed with the Childers Park Project for an amount not to exceed \$90,000.00 to Council.

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

III. ITEMS OF DISCUSSION

- 1. **Public Hearing Rezone – 329 Barrett Street**
- 2. **Public Hearing Conditional Use – 1110 South Madison Avenue**
- 3. **Public Hearing Rezone – 341 North Broad Street**
- 4. **Public Hearing Variance – 341 North Broad Street**
- 5. **Public Hearing – Comprehensive Plan Update**
- 6. **Approval – Major Subdivision – 945 Holly Hill Road**
- 7. **Approval – Major Subdivision – 321 Milledge Avenue**
- 8. **Resolution – Comprehensive Plan Update**
- 9. **Resolution – Service Delivery Strategy Amendment**
- 10. **Resolution – 2020 CDBG Application**
- 11. **Resolution – Opposing HB 302 and SB 172**
- 12. **Resolution – Supporting SB 309**
- 13. **Resolution – 2019 Budget Amendment**
- 14. **Approval – GEMA/HS Statewide Mutual Aid and Assistance Agreement**
- 15. **Appointments (3) – Tree Board**
- 16. **Schedule of Fees – Fire Marshal’s Office**

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

IV. ITEMS REQUIRING ACTION

- 1. **1st Reading – GMEBS Restated Defined Benefit Retirement Plan Ordinance**
City Attorney Paul Rosenthal presented the first reading of the ordinance.

- 2. **Resolution – Support of Grant Match Applications for 2020 Historic Preservation Fund CLG Survey & Planning Grant**

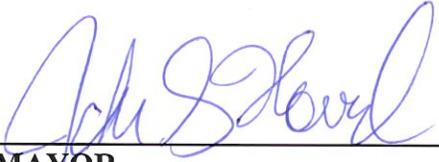
Ms. Sadie Krawczyk explained the resolution is part of the grant application, which is through the Historic Preservation Division. The grant will be used to update the City’s Historical Resources Survey, which is required in maintaining a Certified Local Government Status.

To adopt the resolution.

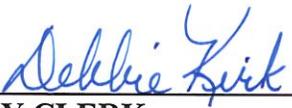
*Motion by R. Bradley, seconded by Malcom.
Passed Unanimously.*

V. ADJOURN

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



MAYOR



CITY CLERK