

# 2012

## MAYOR AND COUNCIL MEETING

## JUNE 4, 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

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

Visitors: Andrew Kenneson, Les Russell, Samantha Tippet, Mike Bimbrey, Lawrence Quammen, Walter Cox Jr.

### 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 first two of the intersection changes have been implemented. Right turns are not allowed on red from Breedlove Drive onto McDaniel Street, and left turns are not allowed from Davis Street onto South Broad Street between the hours of 7:00 am and 7:00 pm.

Council Member Norman Garrett questioned the quantity of cars that stop at the Edwards Street and North Madison intersection. He stated he has never seen three or more cars stopped at the intersection at one time.

Mr. Propes answered the purpose is to stop the speeding on that stretch of road and help with the line-of-sight issue. There have been a lot of complaints from the citizens who live in that area.

#### 3. Central Services Update

Mr. Chris Bailey stated the Marketing Newsletter and Water Conservation & Efficiency Newsletter went out in May. The free water conservation kits are available for the customers from the cashiers or customer service. He explained they had the final meeting for the interior design layout of the Police Department Plaza Building. The equipment for the drive-thru area has been installed, and all 4 lanes are now working. He stated the Community Garden will be open in couple of weeks, which will be starting as an educational tool.

### II. COMMITTEE INFORMATION

#### 1. Finance

##### a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She stated all the departments and funds are within reason of the budget for this time of year. Utility billing will go live with the new software on July 15. The system will be down for about three days during the conversion. She explained they will be visiting the City of Douglasville later this month to see how they have implemented all of their software. The equipment repairs have been completed in the drive-thru, and staff is very pleased with the functionality. She will present the 2018 Popular Annual Financial Report next month.

**b. FY2018 Audited Financial Statements (CAFR)**

Mr. Adam Fraley, with Mauldin & Jenkins, presented highlights from the FY2018 Audit. He discussed the Annual Audit Agenda, stating the audit went smoothly. Mr. Fraley explained that they rendered an unmodified audit report, meaning a clean opinion of the audit for the year ending December 31, 2018. He stated that Ms. Thompson and the finance staff were very transparent and gave them everything they needed to clear the audit in a sufficient manner. He explained there were some audit adjustments made to the General Ledger and the Audit Report. There was one finding and one recommendation. The finding was related to a timing issue with accrued payroll. The system created an automatically generated adjusting entry, which was accrued in an improper period. The recommendation was in reference to I.T. cyber security. He recommended the City have a Risk Assessment and install a monitoring component of the risk associated with it. Mr. Fraley also commended the City of Monroe for preparing and reporting the Comprehensive Annual Financial Report at such a high standard.

*No Action.*

**c. City Hall Drive-Thru Exterior Rehabilitation**

Mr. Chris Bailey requested approval for the exterior rehabilitation of the drive-thru area, which includes flashing, pressure washing, caulking, painting, and the replacement of any damaged material as was done to the other three sides of the building in 2017. This will complete the drive-thru repairs from the equipment being replaced. He explained the CIP amount approved in 2017 was \$225,000.00. The remaining budget available is \$142,296.00. He stated the bidding process was handled by the Garland / DBS Group, with Tera-Systems having the lowest bid amount of \$20,480.00.

The committee recommends approval of Tera-Systems for the exterior rehabilitation of the drive-thru for the amount of \$20,480.00 to Council.

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

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

Mr. Chris Bailey presented the monthly Airport Report. The fuel sales dropped slightly, due to reporting days. The price of fuel has been dropped to \$4.29 per gallon. He stated the East Apron project has an additional punch list which includes some erosion control and riprap needs to be added to one of the drain areas. The additional items will cost approximately \$35,000.00. The remainder of the funds will be used on the West Apron project, which needs soil testing prior to excavation and removal to the Oak Grove Landfill. The Big Jump Event was held on May 18 and raised approximately \$140,000.00. He explained the money goes towards the fundraising efforts for the Extra Special People summer camp program.

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

Mr. Danny Smith presented the monthly Solid Waste Report. The Friday schedule will be extended again this month; the Transfer Station will stay open until 5:00 pm for the month of June. The drainage project to redirect the surface water started on May 17. He explained they are still looking for a contractor to repair and resurface the concrete tipping floor.

**b. Monthly Streets & Transportation Report**

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated the side-boom mower is helping to get the right-of-ways cleaned up. The crews have started saw cutting for deep patching on Alcovy Street. The permanent seeding for the Spring Street Sidewalk project is complete. The drainage project at the Transfer Station is about fifty percent done.

**c. On-Stage Walton / Playhouse Roof Replacement and Exterior Rehabilitation**

Mr. Chris Bailey requested to make a change to the previously approved Capital Improvement Project Budget. There are roof and exterior repairs budgeted for the office building at Public Works and the old City Hall building. The Art Guild has exterior cleaning, painting, pressure

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washing, and sealing budgeted, but the leaking has already been fixed. Due to funding, he would like to push the Art Guild until later in the year and move the On-Stage Walton Playhouse up the list. He explained the playhouse is having extensive issues due to the roof leaking. The quote from Tera-Systems for \$27,894.00 includes removal of the old roof, decking repairs, shingles, flashing, fascia repair, cleaning, painting, and gutters being added as needed to prevent damage.

The committee recommends to Council approval of Tera-Systems for the roof replacement and exterior rehabilitation of the On-Stage Walton / Playhouse for the amount of \$27,894.00.

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

### 4. Utilities

#### a. Monthly Electric & Telecom Report

Mr. Mike McGuire presented the monthly Electric & Telecom Report. They are continuing to work with the developer of the apartments on South Broad Street. Mr. Thompson is currently meeting with the contractors concerning the reconductor project on Spring Street. The lighting installation on North Broad Street will be complete in a couple of weeks, from Marable Street to Perry Street. The first fiber customer has been turned on in the Stone Creek Subdivision. He explained the engineering firms will have the feasibility studies submitted by the end of June.

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

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He stated he has an emergency purchase. The gas system leak survey was recently completed, and a leak was found on Highway 11 South towards Social Circle. He explained the line was used to feed Social Circle, but was capped when it was no longer needed. There is a section of approximately 45 feet that has split open at the seam, which means 3.8 miles of high pressure steel must be replaced. He stated as a quick fix they can use the low pressure side, but it will only be temporary. This will buy some time to plan on the rehab, which will be an additional \$40,000 to \$50,000. The low bid came from Southern Pipeline for the amount of \$19,995.00.

Add Item – Item 4.c. Emergency Purchase under Committee Information.

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

#### c. Emergency Purchase

The committee recommends to Council approval of the gas line repair bid from Southern Pipeline for the amount of \$19,995.00.

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

### 5. Public Safety

#### a. Monthly Fire Report

Fire Chief Bill Owens presented the monthly Fire Report. He stated the hydrant testing, flow testing, and maintenance are still underway throughout the City. There were 13 public relation events. The Recruit Class had live fire training last Saturday, and they will be completing the training next week.

Council Member Norman Garrett thanked Fire Chief Owens for their help on Sunday with the Guns Down Water Up Event. All of the kids really enjoyed it. He thanked the Sheriff's Department for providing backup. He expressed his disappointment with Council for not helping to make the event successful for the young kids in Monroe. Mr. Garrett discussed the difficulties of trying to have a successful community event. He also thanked Logan Propes for all of the efforts in getting the event kicked off. He expressed his upset over the entire situation.

Council Members questioned the event, stating they were unaware of the event. They did not received an invitation or phone call concerning a water gun event. They also discussed Coker Field being closed for more than a year, due to safety concerns.

City Administrator Logan Propes stated they looked at the aspect of using Coker Park and tried to get it ready. The Streets and Transportation crews mowed the field and filled some potholes. The Water crew couldn't get the water lines clear, due to the brittle lines needing to be chlorinated. Securing ingress and egress to the park was also a problem. He explained everything was done to ensure the event went on at Felker Park.

**b. Monthly Police Report**

Police Chief R.V. Watts presented the monthly Police Report. The call volume has gone up, due primarily to the summer months. They participated in seven community events. He stated there were three large trash bags full of expired prescription drugs collected at the DEA Drug Take Back event on April 27. This kept almost 38 pounds of prescription pills off of the streets. He discussed the issues of tractor trailers on Church Street; they have added a huge sign directing the tractor trailer traffic away from the downtown corridor. Tomorrow he will be meeting with Georgia Motor Carrier Compliance, who enforce the laws for tractor trailers. He also discussed the stats since the joint operations unit started.

**c. Purchase – Bunker Gear**

Fire Chief Bill Owens requested to purchase seven sets of firefighting gear for the Recruitment Class, for a total cost of \$15,890.00 from Bennett Fire Products. He explained the gear is for the Recruitment Class. This will leave a remainder of a about \$2,000.00 in the budget for the year.

The committee recommends to purchase seven sets of firefighter gear from Bennett Fire Products for a total cost of \$15,890.00 to Council.

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

**d. Purchase – Fire Pumper**

Fire Chief Bill Owens requested to purchase a 2008 Pierce Velocity Pumper Truck from the City of John's Creek for \$50,000.00. He discussed the desperate need for a new fire apparatus. The unit will replace a 25-year old pumper truck that has reached its operational end-of-life. He explained the truck is 11 years old. It is a high quality, used pumper, which has been well maintained. This unit will not be primary but will replace the unreliable backup unit. This will buy some time before the City has to purchase a brand new engine.

City Administrator Logan Propes explained the cost will come from the residual 2013 SPLOST Funds for Public Safety allocation, which still has \$53,500.00 remaining.

The committee recommends to Council to purchase the used 2008 Pierce Velocity Pumper truck from the City of John's Creek for \$50,000.00.

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

**6. Planning & Code**

**a. Monthly Code Report**

Mr. Patrick Kelley presented the monthly Code Report. He stated Silver Queen is still going strong. The Main Street Apartment Complex will eventually be done with their erosion control. Murphy USA is almost complete. South on Broad has their temporary certificate of occupancy and are now open.

**7. Economic Development**

**a. Monthly Economic Development Report**

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She gave a recap of the first Children's Book Festival. She thanked Council for their help and participation in hosting Georgia Municipal Association's Heart & Soul Workshop on May 23. She explained Monroe will be featured in the Rapid Fire Sessions at the GMA Conference. They will discuss the alleyway improvements that the City has made. The 3<sup>rd</sup> Annual Housing Expo will be held at the Community Center Building on July 6. She stated the expo is a joint effort between the City of Monroe, Hope Monroe, and the Walton Barrow Board of Realtors. The new parking signs have been installed. The Monroe Blooms Flower Festival will be held on June 15 in

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conjunction with the Farmers Market. Mr. Krawczyk introduced the new summer intern, Samantha Tippett.

### 8. Parks

#### a. Monthly Parks Report

The Parks Committee does not have anything to report this month.

### III. ITEMS OF DISCUSSION

1. **Public Hearing Variance – 1415 East Church Street**
2. **Public Hearing Variance – 2130 West Spring Street**
3. **Public Hearing Conditional Use – 1031 Charlotte Rowell Boulevard**
4. **Application – Beer & Wine On-Premise Consumption – The Cotton Café**
5. **Application – Beer & Wine Package Sales – Murphy Oil USA**
6. **Service Delivery Strategy Authorization and Resolution**
7. **Discussion – On-Call Engineering**

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

### IV. ITEMS REQUIRING ACTION

#### 1. Downtown Green Remediation

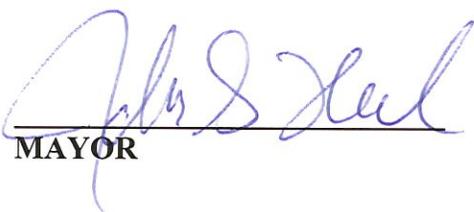
City Administrator Logan Propes discussed the remediation process for the Downtown Green property, which has been going on for a little over a year. The amount of the proposal is \$87,650.00 from Envirorisk Consultants, Inc. (ERS) for remediation of the property. He explained approval has been given to remediate the two small areas of underground soil which was found to be slightly over the contamination level approved by the Georgia Environmental Protection Division to receive Brownfield status. Envirorisk will coordinate the site excavation and the certified landfill disposal, while City crews bring in backfill dirt and manage the integrity of the utilities. Mr. Propes explained the bulk of the cost is to landfill the dirt and rent equipment. The remediation will begin on Monday, June 10, and the cost will come from the 2019 SPLOST proceeds.

To approve Envirorisk Consultants for the soil remediation of the Downtown Green Property for the amount of \$87,650.00.

*Motion by R. Bradley, seconded by Dickinson.  
Voting no Garrett.  
Passed 7-1.*

### V. ADJOURN

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

  
MAYOR

  
CITY CLERK