



Council Meeting

AGENDA

Tuesday, August 13, 2019

6:00 PM

City Hall

I. CALL TO ORDER

1. Invocation
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
 - a. July 2, 2019 Council Minutes
 - b. July 16, 2019 Council Minutes
 - c. July 23, 2019 Historic Preservation Commission Minutes
 - d. May 9, 2019 Downtown Development Authority Minutes
 - e. June 20, 2019 Downtown Development Authority Minutes
 - f. July 11, 2019 Downtown Development Authority Minutes
 - g. July 11, 2019 Downtown Development Authority Planning Retreat Minutes
 - h. May 9, 2019 Conventions and Visitors Bureau Minutes
 - i. June 20, 2019 Conventions and Visitors Bureau Minutes
 - j. July 11, 2019 Conventions and Visitors Bureau Minutes
 - k. Airport Consulting and Engineering Services - Approval of Goodwyn, Mills, and Cawood for the next four years. (Recommended for Council approval by Airport Committee August 6, 2019)

- [l.](#) Emergency Purchase - Engine for Loader at Transfer Station - Approval of replacement by Flint Equipment for \$39,326.23. (Recommended for Council approval by Public Works Committee August 6, 2019)
- [m.](#) On-Call Engineering - Keck & Wood - Approval of agreement for transportation and parks related projects. (Recommended for Council approval by Public Works Committee August 6, 2019)
- [n.](#) Emergency Restoration Plan - Plan to be presented to full Council for adoption. (Recommended for Council approval by Utilities Committee August 6, 2019)
- [o.](#) Purchase - Spring Street Relocation Poles - To purchase from Anixter for \$77,969.00. (Recommended for Council approval by Utilities Committee August 6, 2019)
- [p.](#) 2020 CDBG Grant Writing and Administration Services - Approval of agreement with Allen Smith Consulting. (Recommended for Council approval by Utilities Committee August 6, 2019)
- [q.](#) 2020 CDBG Engineering Services - Approval of agreement with Carter & Sloope. (Recommended for Council approval by Utilities Committee August 6, 2019)
- [r.](#) Approval - Out of State Travel - To allow Rodney Middlebrooks and Jessica DeBenedictis to attend the Biological Processes Seminar in Chicago, Illinois on August 22, 2019, at no cost to the City. (Recommended for Council approval by Utilities Committee August 6, 2019)
- [s.](#) Approval - Out of State Training - To allow David Novak and Joshua Esslinger to attend the Water on the Fire Conference in Pensacola, Florida, August 27-29, 2019, for a total of \$1,364.57. (Recommended for Council approval by Public Safety Committee August 6, 2019)
- [t.](#) Parks Master Plan - To adopt the City of Monroe Parks Master Plan. (Recommended for Council approval by Parks Committee August 6, 2019)

II. PUBLIC PRESENTATIONS

- 1. Monroe Museum
- 2. County Safety and Public Awareness Survey - City of Social Circle

III. PUBLIC FORUM

- 1. **Public Comments**
- 2. **Public Hearing**
 - [a.](#) 2019 Millage Rate

IV. NEW BUSINESS

- [1.](#) HPC Demolition Appeal - 213 Boulevard
- [2.](#) HPC Relocation Appeal - 404 South Broad Street
- [3.](#) Application - Micro-Brewery and Micro-Distillery - The Southern Brewing Company
- [4.](#) Emergency Restoration Plan
- [5.](#) Approval - 2019 Millage Rate

- [6.](#) Resolution - Airport Name Change

V. ADJOURN

The Mayor and Council met for their regular 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, Sadie Krawczyk, Chris Bailey, Beverly Harrison

Visitors: Andrew Kenneson, Sharon Swanepoel, Samantha Tippet, Marianne Daughety, Roger Rowell, Gareth Fenley, Penny Keener, David Keener, Lee Rowell, Chris Collin, Gene Wills, Kathy Wills, Mike Loren, Lindsey Hickman, Wanda Hickman, Shanna Tory, Rachel Byrd, Walter R. Cox Jr., George Baker III, Scott Brown, Russell Brown, Marilyn Byer, Kent Dawdy, Janice Dawdy, Rick Maxian, John Argo, Royce Bradley, Jennifer Losurdo,

I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Pastor Tommy Fountain with 1025 Church gave the invocation.

2. Roll Call

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

3. Approval of Agenda

To approve the agenda as presented.

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

4. Approval of Consent Agenda

- a. June 4, 2019 Council Minutes
- b. June 11, 2019 Council Minutes
- c. June 18, 2019 Planning Commission Minutes
- d. June 25, 2019 Historic Preservation Commission Minutes
- e. May 9, 2019 Downtown Development Authority Minutes
- f. May 9, 2019 Conventions and Visitors Bureau Minutes

To approve the consent agenda as presented.

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

II. PUBLIC FORUM**1. Public Comments**

Ms. Gareth Fenley, of 1695 Brushcreek Drive, discussed racial injustice. She is a newcomer to Monroe, but has lived in the South for 30 years. She is a real estate investor. She is disturbed by the racial injustice within the community and finds it intolerable. She is not talking about individual bigotry or hate, but systematic segregation and suppression of African Americans in favor of whites. Ms. Fenley stated it can be seen in housing, education, and churches. There are two separate American Legions and two separate Masonic Halls; the poor African American facilities and the better-off white facilities. It can be seen in the Confederate history, which is honored and enshrined in this town. Monroe has a heritage of white supremacists having made their home here. There are three Confederate Flags greeting visitors at each of the main entrances into Monroe; they were only taken down two weeks ago. She stated the international press is covering Monroe because of the unsolved lynching 73-years ago, and Monroe has been back in the national news due to police brutality in a black community on July 15. Ms. Fenley stated there are certain demands that she has presented to Mr. Propes and Chief Watts, and she trusts that they will be taken care of.

Mr. Gene Wills, of 125 Homestead Way, Covington, Georgia spoke in support of Ms. Fenley. He discussed the tasing and beating that took place at Monroe Estates. He is concerned that the black community gets looked at in a certain way. He discussed slavery, segregation, lack of education for the elders, and the Moores-Ford lynching. Mr. Wills stated Monroe has a legacy which it needs to change, and they need to work with the people in those communities to help them. He stated Monroe is 42% black, and that is not represented in the Police Department, Fire Department, or City Council. Certain people want to hold on to power forever and not share it, but things need to be equaled out. The black community needs to be recognized, it needs to be recognized that we put them where they are, and come up with some remedies. He stated the community needs to reconcile the past.

2. Public Hearing**a. Variance – 350 Davis Street**

Mr. Darrell Stone stated it is a buffer variance request for 75-foot impervious area.

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

Ms. Sadie Krawczyk explained they are requesting the buffer to be reduced to 50-feet; the driveway will go through the additional 25-foot portion.

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

No Action.

b. Rezone – 0 Charlotte Rowell Boulevard

Mr. Darrell Stone stated the request is to rezone the property from B3 to PCD.

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

Mr. John Argo, with MAB American Management, stated they are the developers for the Monroe Pavilion. They are requesting a rezone from B3 to PCD. The project has been vetted by City staff over a considerably long period of time. He stated the project was approved unanimously by the Planning Commission, with some conditions of approval imposed. The conditions have been negotiated and accepted. He explained they will defer their presentation until later in the meeting during New Business.

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

No Action.

III. DEPARTMENT REPORTS

1. City Administrator Update

City Administrator Logan Propes stated the remediation of the Greenspace has been finished. He explained all of the results and paperwork will be returned to the Georgia Environmental Protection Division, and the project can be closed out when they send the certification.

Council Member Norman Garrett questioned fluid coming out of the ground. He was told there didn't need to be any digging happening period, because there is trash all over the property. He also questioned fertilizer and chemicals being in the ground, and whether dirt will be brought in.

Mr. Propes explained the old oil is what had to be remediated and dug out of the ground for disposal, which is why full-site testing had to be done. There are also some concrete pieces from old buildings that have been torn down. He stated the entire property has been studied and had soil testing; the State flagged the areas that had to be remediated. There will be some dirt brought in to level the property out.

2. Central Services Update

Mr. Chris Bailey stated the newsletter for City facilities went out on May 31, and the August newsletter will highlight the achievements of the Monroe-Walton County Airport. He explained the plans for the Police Station and Municipal Court building are available in his office for review. He discussed the facilities management projects, which remain under budget for the year.

3. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She stated revenues and expenditures should be at 41% as of May, and all of the funds and departments are at or below that number. The utility billing conversion will go live the week of July 15. The system software will be down for about five days during the conversion, but the customers will not notice a difference.

4. Monthly Airport Report

Mr. Chris Bailey presented the monthly Airport Report. Fuel sales were almost 2,500 gallons, with a \$6,000.00 profit. The East Apron Project will close-out on July 11, and the completed project will be \$45,000.00 under the budgeted amount. He explained the project provides an additional 92,000 square feet of usable space in the way of tie-down spaces, taxi-lane, and open fueling area. The West Apron Taxiway is about two and a half weeks away from completion. There are four interviews and presentations scheduled from Engineer Consultants, and those results will be brought to Council in August.

5. 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 July. The drainage project to redirect the surface water is ongoing. He stated they are still looking for a contractor to repair and resurface the concrete tipping floor. The new automated side loader will be arriving soon. The collection route schedule may need to be adjusted in order to get the truck incorporated into the schedule for curbside collections. He explained that residents will be notified in advance of any changes, and the changes will be kept to a minimum.

6. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He stated they are continuing to maintain the right-of-ways and get things cleaned up with the new side-boom mower. The crews have been doing some deep patching of potholes and utility cuts. They will begin the patching on Alcovy Street on Monday, which is part of the 2019 LMIG. He explained there could be some traffic delays in that area throughout the week.

7. Monthly Electric & Telecom Report

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He discussed his yearly meeting with MEAG, resources available to the City, market power sales, and future resource projections. He explained the direction of a power line had to be changed on the Mill Project, due to unknown underground infrastructure. The Electric crews went to Mansfield twice and Elberton once to help restore power, due to damage from a tornado. He stated there have been over five hundred locates done per month for the past six months, which shows growth in the City. Mr. Thompson stated staff has space to move forward with the IPv6, which are the addresses used when accessing the internet. He explained Universal Service Fund is a tax that gets placed on a phone call when calling from one State to another State. He discussed the increase in interstate traffic, the structure of the phone system, and allocating the costs to the customers that actually use the service.

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

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. He stated the pressure downgrade on Highway 11 South has been completed, and they will re-evaluate the leak to determine the best replacement options. The Alcovy Street Sewer Rehab is complete, with only one section having to be replaced. He explained the rehab of the curbing and ditch on Blaine Street will be done next week, and they will get started on McDaniel Street.

9. Monthly Fire Report

Fire Chief Bill Owens presented the monthly Fire Report. He stated the fire hydrant testing throughout the City is done, and they are flushing and doing maintenance on the remainder. The new engine has been delivered. Deployment of the engine is expected within the next couple of months. He explained Mr. Brian Oberschlake donated seven yards of concrete for the training center, which is greatly appreciated.

10. Monthly Police Report

Police Chief R.V. Watts presented the monthly Police Report. He explained the Part 1 Crimes are down 47% from this time last year; they are the more serious and violent crimes. The department participated in eleven community events. He thanked Liberty First Bank and Piedmont Walton Hospital for sponsoring First Responder appreciation lunches for the Police and Fire Departments. Active Shooter Training will be held at Georgia Walton Academy the last two Thursdays in July. Chief Watts discussed the unfortunate event that happened on June 15 at Monroe Estates. He explained they are doing an internal investigation within the department, and the GBI is conducting a criminal investigation. He stated both of the officers resigned, while under investigation. This information has been submitted to the Police Officers Training Council. The officers must go before them to see if they are able to keep their Law Enforcement Certifications in Georgia.

11. Monthly Code Report

Mr. Darrell Stone presented the monthly Code Report. He stated there were no major projects permitted this month. Silver Queen will tentatively be completed in October. The Main Street Apartment Complex on Broad Street had some bad dirt issues with one of the retention basins. Murphy USA opened for business this past weekend.

12. Monthly Economic Development Report

Ms. Sadie Krawczyk presented the monthly Economic Development Report. The July 4 Fireworks will be at the Athens Tech Field. The 3rd Annual Housing Expo will be held at the Community Center Building on Saturday, July 6. She stated the expo is a joint effort between the City of Monroe, Walton Barrow Board of Realtors, Hope Monroe, and a number of other vendors. The event helps to educate community members on how to become homeowners and the resources available to them. The DDA Annual Planning Retreat is scheduled for July 11.

13. Monthly Parks Report

City Administrator Logan Propes stated the Downtown Green update has already been discussed. He explained Mr. Darrell Stone has been putting the finishing touches on the overall

Master Plan for each of the parks and getting cost estimates. They have also been meeting with various officials about Grant Programs to get things moving forward.

IV. NEW BUSINESS

1. Application – Beer & Wine On-Premise Consumption – Pizza Hut

To approve the application.

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

2. Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – LR Burger

To approve the application.

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

3. Resolution – Early Sunday Sales of Alcoholic Beverages for On-Premises Consumption Question for Election

City Administrator Logan Propes discussed the call for a referendum for early Sunday alcohol sales, which basically changes the time from 12:30 pm to 11:00 am on Sundays. He explained approval of the resolution will allow the question to be added to the election ballot in November.

To approve the resolution as presented.

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

4. FY2018 PAFR

Ms. Beth Thompson presented highlights from the Popular Annual Financial Report for the year ending December 31, 2018. She explained the PAFR is a condensed summarized version of the Comprehensive Annual Financial Report on the audited financials of 2018. It contains easy to read up-to-date highlights of what happened in the City the last year.

No Action.

5. Verizon Pole Attachment Agreement

Mr. Brian Thompson discussed the pole attachment agreement for future fiber construction that was requested by Verizon Wireless. He explained Electric Cities of Georgia helped to create the master pole attachment agreement, which can be passed with carriers throughout the State of Georgia.

To approve the Verizon Wireless Pole Attachment Agreement for future fiber construction, subject to review by the City Attorney.

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

6. Variance – 1415 East Church Street – WITHDRAWN 6/13/19

Mr. Darrell Stone stated the applicant requested his variance application to be withdrawn on June 13, 2019. The applicant is planning to go with the straight R1 Zoning, which will allow approximately 95 homes instead of 80 homes.

Withdrawn.

7. Variance – 350 Davis Street

Mr. Darrell Stone stated the applicant is requesting a variance of the stream buffer. The requested variance is to reduce the setback from 75 feet to 50 feet. He stated this is a long-standing approved PRD, which has been reconfigured in conformance of the approved zoning requirements. The buffer variance is a small intrusion that is the minimum that would allow for the development as it is currently configured. Additional impacts have already been accounted for concerning water management plans. He explained it is impervious and does not touch the 25-foot buffer that is required by the State. The Code Office recommends the request be approved.

To approve the variance.

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

8. Rezone – 0 Charlotte Rowell Boulevard

Mr. Darrell Stone presented the application of MAB American Management for rezone of this property from B3 to PCD. The Planning Commission recommended approval with some modifications. Mr. Stone discussed the negotiations between the Planning & Zoning Commission and MAB American Management. He discussed the site plan, edits, and recommended amendments. He explained the Planning & Zoning Commission wanted a roundabout, but the ultimate recommendation would not allow it. The applicant decided to put in raised intersections, which will be concrete with brick inlays instead. Mr. Stone explained they recommend the rezone be approved with the recommended amendments, which have been determined by the Planning & Zoning Commission, staff, and City Council. The recommended edits are as follows: require completed sidewalk network; apply ornamentation and fenestration standards for all street facing facades including those facing Highway 78; require alternatives to internally illuminated signs on building faces, but potentially allow on monument and directional signs; show cause for the necessity of internally illuminated signage or eliminate internally illuminated signs for anchors; require north south 70-foot right-of-way connecting the east west boulevard to the remainder of the Rowell tract to ensure remnant parcels have street frontage and interconnectivity; reduce out-lot impervious coverage; augment greenspace within the parking lots to sufficiently breakup the asphalt areas; reduce stucco façade coverage to a maximum range of 10 to 12%; include berming and screening along the Boulevard to mitigate the visual impact of the large parking areas; and make the south storm water management pond a water feature with aeration fountain and landscape and appoint this area as an amenity park.

Mr. John Argo, with MAB American Management, discussed the halo and indirectly lit signs. He identified what type of sign each of the tenants would use for their business. He reviewed the various proposed shops and their sizes. He also discussed the tentative timeline for the project.

Mr. Rick Maxian, with Max Design Group, discussed the national chain stores, their branding, and character. He stated the shops use internally lit signs. He has worked with the tenants and

their prototype to introduce more brick and stone into their signage, but they use their own branding and character.

Ms. Jennifer Losurdo, with Columbia Engineering, discussed changing the 70-foot right-of-way to a 55-foot right-of-way. The change will encourage the parkway to be along the front. She stated a 70-foot right-of-way would take away from the square footage of the building in Phase I. It would take away from the parking and the building in Phase II. Ms. Losurdo discussed the parking, connected sidewalks, planters, benches, and trash receptacles. She explained the internal landscaping requirement is 12%, and the landscaped area is 13% as shown currently.

Mr. Argo stated the overall project complies, with 40% of greenspace.

Mr. Stone, Mr. Argo, Ms. Losurdo, and Mr. Maxian further discussed the greenspace area, sidewalks, and the master detention pond. They discussed in detail the areas of brick, fiber cement, stucco façade, efface, and design elements.

Mr. Stone explained the south storm water management pond would be made into a water feature, with aeration fountain and landscape. The area will be appointed as an amenity park, with a walking trail and benches. He stated all of these items need to be finalized in the Pattern Book. There is an item that is not on the list and is paramount; the location of the traffic signals on the site plan must have a DOT letter of approval. The proposed road cut locations also need a letter of approval from the State.

Mr. Argo discussed the traffic signal locations, their coordination, responsibility, and moving forward with DOT. He explained they had Wilburn Engineering do a traffic analysis.

Council Member Ross Bradley questioned how many of the parcels will have internally lit signs. He questioned how vacant parcels and out-lots will be maintained.

Mr. Maxian answered 12 of the businesses will have internally lit signs.

Mr. Royce Bradley, the construction manager, explained they will comply with erosion control measures, which requires them to have grass on the out-lots. The management company will be responsible for keeping it mowed and cut as necessary. He stated the lots will be kept presentable, because their ultimate goal is for the out-parcels to be sold.

Council Member Lee Malcom questioned the reasoning behind the minimum use of efface.

Mr. Stone stated the efface mimics the look of the stucco. The intent of the CDO to have stucco is based on what is in town historically, but efface has not been approved.

City Administrator Logan Propes explained the CDO requirements are what the architectural standards of the town are based upon. He stated there have been some efface products around town that have not been well maintained.

Mr. Maxian explained the efface product itself has a rain barrier. The product was not installed correctly, if there is a moisture problem, it would be with the application process. He stated they will put stucco everywhere else and only put efface where the signage is located.

City Attorney Paul Rosenthal stated the issue is found in the Corridor Design Overlay Standards, and it goes towards the historic character and style of the town. He read the Zoning Ordinance

Corridor Design Overlay Standards Section 643A.2(1)(c)(vii) – Materials. Brick and wood siding are the most common traditional building materials in the City. Brick is the preferred exterior material. Materials having a wood siding appearance, such as hardboard and hardiplank, are compatible substitutions provided that the proposed reveal is similar to that of existing historic examples. Aluminum and vinyl siding are not permitted. This prohibition includes metal building types commonly known as “Butler Buildings”. Stucco, not including E.I.F.S., is acceptable in limited areas (e.g. parapets) or as full exterior surface for architectural styles and forms reflecting City’s historic architecture that traditionally utilized stucco (e.g. religious architecture, Art Modern, and Art Deco buildings). Mr. Rosenthal stated when the Code was passed, the decision was made to move away from predominately stucco retail fronts.

Council Member Larry Bradley questioned that staff recommended approval of the rezone with the adoption of the recommendations. He questioned what the recommendations for adoption are, because some of the specifics of the list vary. All of the recommendations are not possible according to the developer. He stated he is unsure what staff is actually recommending.

Mr. Stone stated approval would include recommending the amendments as listed, plus DOT approval of the light applications and curb cuts going into the roads.

Mayor, Council, Mr. Stone, Mr. Propes, Mr. Argo, and Mr. Rosenthal discussed the list of staff recommendations, which items vary, and how much they vary from the recommendation. They also discussed the negotiation process, the analysis from the perspective of staff, and the recommendations that were made by staff.

Mr. Propes explained there will be a Certificate of Appropriateness on the project, which will go back to Planning and Zoning for approval, as well as Council. He stated the details of the project must be looked at again, otherwise the project will not move forward.

Mr. Rosenthal reviewed the steps prior to the project getting started. The rezone could be approved subject to certain conditions that could be listed. The rezone would be subject to the Pattern Book that they submitted, which is their guideline for the project. The project would be subject to a Development Agreement, which is required by the Planned Commercial District Zoning Ordinance. The Development Agreement would be subject to approval by the Code office for a specific Landscape Plan, which is required by the CDO. The plan would then go back to the Planning and Zoning Commission for approval of a COA, in their function as the Corridor Design Overlay Commission. The plan would not come back to Council unless they did not approve it for some reason. The project would come back to Council for approval of the Final Plat of the Subdivision. Mr. Rosenthal stated the legal recommendation is if a rezone is approved that it be subject to Phase II and any out-lots should be required to come back before Council, because there are not any specific plans for the out-lots. He explained the concept and purpose of the Planned Development District is a rezone should have a full plan, so that you know what is being approved. The current plan has Phase II and the out-lots as white boxes, which could not be appropriately approved. The entire project can be Rezoned to PCD, but the out-lots would have to come back before Council for final approval of a single plan. He recommends if a motion for approval of the rezone is made, that it be subject to a Development Agreement and subject to their Plan Pattern Book.

Council Member Lee Malcom questioned the lighting recommendation to require alternatives to the internally illuminated signs on building faces, and show cause for the necessity of internally illuminated signage, or eliminate the internally illuminated signs.

Mr. Stone answered the cause they presented is the fact that the big-box vendors are not willing to bend on the issue.

Mayor, Council, Mr. Stone, Mr. Propes, Mr. Argo, and Ms. Losurdo further discussed the signage, detention pond area, benches, sidewalks, and walking trails.

To approve the rezone from B-3 to Planned Commercial District (PCD) with the previously recommended amendments from the Planning & Zoning Commission and current staff edits to include the following:

1. Require completed sidewalk network on both sides of the parkway to consist of 6' sidewalks with the North side being constructed and completed first with the south side to be completed later but to be bonded. Sidewalk network to include trees and plantings on each side and installed simultaneously during phase 1 construction.
2. Apply ornamentation and fenestration standards for all street-facing facades including those facing Hwy 78.
3. Internally illuminated signs will only be allowed on anchor tenant buildings in excess of 5,000 square feet and monuments signs as presented in pattern book. All other signage shall comply to CDO and other ordinance signage standards.
4. Require a north-south 55' right-of-way connecting to the east-west boulevard to the remainder of the Rowell Tracts to ensure the remnant parcels have street frontage and interconnectivity. The north-south right of way should leave room for a one-sided sidewalk to be constructed during phase 1.
5. Augment green space within the parking lots to sufficiently break-up the asphalt plantings by adding additional landscape islands to the plan that will be included in the subsequent Certificate of Appropriateness.
6. Include berming and landscaped screening along the boulevard to mitigate the visual impact of large parking areas.
7. Make the South storm water management pond a water feature with aeration fountain and landscape and appoint this area as an amenity/park space to potentially include a paved walking trail in a format agreed upon between staff and the applicant.
8. Require and submit approval from the Georgia Department of Transportation for the Hwy 11 intersections access points and traffic signal.

Also,

1. approving the pattern book dated May 6, 2019 as reference to the rezone and,
2. conditioned to approval of the subsequent development agreement to be approved by city staff and legal counsel, and the applicant/owner and,
3. subsequent submission of properly recorded plat and,
4. subsequent approval of the Certificate of Appropriateness from the Corridor Design Overlay Commission.

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

V. ADJOURN

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

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 |

Staff Present: Beth Thompson

Visitors: Sharon Swanepoel, Les Russell, David Clemons, George Baker III

I. CALL TO ORDER – JOHN HOWARD

1. Roll Call

Mayor Howard noted that Council Member Lee Malcom was absent. There was a quorum.

Council Member Lee Malcom arrived at 6:01 pm.

II. NEW BUSINESS

1. Discussion – 2019 Millage Rate & Tax Digest

City Administrator Logan Propes explained the meeting does not require any action. Staff just needs to get direction on how we want to go in order to proceed with the proper advertising should the millage rate potentially increase.

Finance Director Beth Thompson discussed the consolidation of the tax digest that was received recently. She explained the comparisons of the tax rates from the last few years and reviewed the tax digest from Walton County. She stated one of the biggest variances is a \$12 million decrease in commercial, which is primarily due to the hospital. Clearview Hospital changed to a non-profit status when they were bought by Piedmont Hospital. There is approximately a \$800,000 decrease in Motor Vehicle, due to the new title laws that are now under TAVT. The total digest \$422,072,217 is less than a one percent increase from last year. Ms. Thompson discussed the analysis of the revenue comparisons and gave six different example options. She explained that if any option other than the legal rollback rate is used the millage rate must be advertised as an increase. She stated with a 96% collection rate, the legal rollback rate would be a decrease of \$53,496 in revenue.

Mayor, Council, and staff discussed Options A through F in great detail. They discussed revenues, expenditures, budgets, bonds, and grants.

The consensus was to advertise Option D 7.802 mills since the amount can go lower, but not over.

No Action.

III. ADJOURN

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

MAYOR

CITY CLERK

Historic Preservation Commission
Meeting Minutes
July 23, 2019

Present: Mitch Alligood, Crista Carrell, Fay Brassie, Susan Brown

Absent: Marc Hammes

Staff: Debbie Adkinson, Code Department Assistant
Patrick Kelley, Director of Code & Development
Darrell Stone, Director of Planning & Development
Logan Propes, City Administrator

Visitors: Perry Nell Sorrells, Gail Huie Smith, Marty Wagner, Dave Wagner, Don Jackson, Carol Holbrook, Vicki Tuttle, Wes Sorrells, Rick Holder, Lawrence Quammen, Beverly M Jackson, Bill Casey, Connie Casey, Rich Baumann, Doug Geiger, Corrie Beth Noll, Jerry Cole, Steve Brown, Mary Bates, Chip Ferguson, Clayton Mathias, Catherine Buffaloe, Joe Bylaw, Jim Kwater, Ben Doster, Karen Chamberlain, Eddie Young, Dawn Young

Meeting called to order at 6:00 P.M.

Chairman Alligood entertained a motion for approval of the minutes from June 25, 2019. Carrell made a motion to approve. Brown seconded. Motion Carried. Minutes approved.

Carrell moved to change the order of the agenda to move the 4th item 410 Mill Street to 1st place on the agenda and leave the other three in the order that they are. Brassie made the motion to change. Brown seconded. Motion Carried.

The first item of business is an application for COA for petition # HP-000019-2019 at 410 Mill Street to make changes to the exterior by replacing windows, the front porch rails and the roof shingles. The applicant is Shauna Mathias the owner.

Clayton Mathias spoke to the request. He offered pictures of the current state of the house and some changes they would like to make. There are missing and rotted railings on the porch. They would like to do no railing if the porch height is less than 30". They would like to replace the roof due to leaking. The windows would be replaced to make all windows match with a one/one window.

Chairman Alligood asked for any comments from the commission.

Brown asked if his clear panes were one/one?

Mathias: yes

Chairman Alligood asked the type of shingles they would use.

Mathias stated architectural.

Carrell asked about the porch railings he would use if the porch height was above 30" from normal grade.

Mathias produced pictures showing the type railings it would be.

Chairman Alligood asked for any discussion from the public. There was none.

Chairman Alligood entertained a motion.

Carrell made a motion to allow them to replace the windows as presented, and no railings on

porch if the porch meets code height requirements, and replacing roof with architectural shingles. Brown Seconded. Motion carried. COA granted.

The seconded item of business is an application for COA # HP-000012-2019 to relocate the house at 211 Boulevard to 257 Boulevard. The Applicant is Rick Holder. Mr. Holder is working with the First United Methodist Church to relocate this house to make room for expansion.

Chairman Alligood asked for someone to speak for the request.

Rick Holder spoke to the request. He is doing this to keep the house in the same district and working with the First United Methodist Church to make room for expansion. This relocation will be within the same historic district and will be moved to make room to relocate the Henson House to this lot. He sees this as being a positive addition to the community. If the Henson House is not moved, this property will become part of the church’s master plan. This house can be easily moved without damage.

Brown asked if this house would be on foundation or slab?

Holder stated it would be on a code compliant block foundation faced with brick.

Brown asked the distance it would be set back on the lot it is going to.

Holder stated it would match the other houses on the street. Possibly 25’ set back.

Brown is the moving company bonded.

Holder yes.

There was more discussion on the moving of the house and the security of the move.

Chairman Alligood asked for comments from the public. There was none.

Carrell made a motion to approve the house being moved with the stipulation that if the Henson House does not go on this lot, that there will be landscaping to make that transition from the neighborhood into whatever is done on the property. Brown Seconded. Motion carried. COA Granted.

The third item of business is an application for a COA for petition # HP-000014-2019 at 213 Boulevard. The applicant is Rick Holder applicant/agent for the First United Methodist Church. He is asking to demolish the house at 213 Boulevard to make room to move the Henson House to this lot combined with the lot for 211 Boulevard.

Rick Holder spoke to this request. He stated this house is not in good condition. The plumbing and electrical are not to code, no heating and air, there are structural issues with the house. It’s his opinion the cost estimate to bring this house up to code exceeds the retail value of the house. He requests permission to demolish the house so the Henson House could be moved on the two lots.

Brassie: Would you still want the house demolished if the Henson House isn’t moved.

Holder: Yes.

Chairman Alligood asked for comments from the public. There was none.

Chairman Alligood entertained a motion.

Carrell motioned to deny. Brown seconded. Motion carried. Denial of COA

The fourth item of business is an application for a COA at 404 South Broad Street # HP-000013-2019 to relocate the Henson House to the lots for 211 Boulevard and 213 Boulevard. The applicant is Rick Holder acting on behalf of the First United Methodist Church.

Rick Holder spoke to the request. He stated the house being moved to the other lots would give the house an opportunity to be saved. It would still be in the same Historic District. The moving company will be taking extra care in moving the house. The company is a very reputable company.

Chairman Alligood asked if the Commission had any questions.

Carrell asked if there had been any discussion of moving the house forward.
Holder: yes

There was much discussion about possibly moving the house forward on the property and not moving it to another location. There were many comments from the Church members and trustee’s for moving this house to the Boulevard lots to allow the church to use this property for expansion. The expectation of the church is that if the house is moved to Boulevard it will be bought and renovated to a beautiful use. There were no comments from the public against the moving to Boulevard. No agreement could be made.

Chairman Alligood entertained a motion.

Carrell made a motion to deny the moving of the house to Boulevard. Brassie Seconded. The vote was 2 yeas Brassie and Carrell and 2 nays Alligood and Brown.

Kelley stated the application would have to be referred to the City Council as an appeal for a final decision. The next City Council Meeting will be August 13, 2019.

Holder read the City Code of Ordinances for a decision to be made by the Historic Preservation Commission.

Sec. 54-129. - Deadline for approval or rejection of application.

(a)
The historic preservation commission shall approve or reject an application for a certificate of appropriateness within not more than 45 days after the filing thereof by the owner or occupant of an historic property, or of a structure, site, or work of art located within an historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission.

(b)
Failure of the historic preservation commission to act within such 45 days shall constitute approval, and no other evidence of approval shall be needed.

(Code 1988, § 8-4-49)

Kelley stated the Code Office will confer with Council on the split vote and its determination of application.

Old Business: None
New Business: None

Chairman Alligood entertained a motion to adjourn. Brown made a motion to adjourn. Carrell seconded.
Meeting Adjourned at 7:25 pm



Downtown Development Authority

MINUTES

Thursday, May 09, 2019

8:00 AM

City Hall

CALL TO ORDER

Meeting called to order at 8:01 am.

ROLL CALL

PRESENT

Chairman Lisa Anderson
Secretary Andrea Gray
Board Member Mike Gray
Board Member Whit Holder
Board Member Wesley Sisk
Board Member Charles Sanders
City Council Representative Ross Bradley

ABSENT

Vice Chair Meredith Malcom

CITY STAFF

Darrell Stone
Sadie Krawczyk
Leigh Ann Walker

APPROVAL OF PREVIOUS MEETING MINUTES

DDA April Minutes

Motion made by Secretary Gray, Seconded by Board Member Holder.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder,

Board Member Sisk, Board Member Sanders, City Council Representative Bradley

APPROVAL OF FINANCIAL STATEMENTS

DDA March Financials

Motion made by City Council Representative Bradley, Seconded by Board Member Gray. Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

PUBLIC FORUM

None

CITY UPDATE

TAP Grant Engineering approved by council for N. Broad St., E. Highland Ave., and Lumpkin St.; city plans to coat and seal and reline Lumpkin St. after SBC ties into the sewer line; working on getting privately owned parking lots made public; Athens Tech MOU entered into with city to upgrade the football field into city public park space; planters installed and planted. Chairman Anderson recognized Chris Bailey for his efforts with the planters and complimented his responsiveness and help.

COUNTY UPDATE

None

COMMUNITY WORK PLAN &REPORTS

Goal #1 - Parking

Signs have been picked up and public works is calling the locates for installation. We should see them installed by next month.

The board discussed the possibilities of hiring parking attendants to enforce the 2-hour parking limit downtown.

Goal #2 - Infill Development

RLFs have been approved for funding for John's Supermarket, 2nd Floor LLC; projects under construction are LR Burger, Silver Queen, Walton Mill apartments, Assisted living home on Mears St.; Veterans Walk is in the engineering phase at this time.

Goal #3 - New Entertainment Draws

The board discussed Dockdogs and whether or not the financial investment meets our goals for new entertainment draws.

The Children's Book Festival is this weekend. Good participation of authors for our first year hosting it.

PROGRAMS

Events

May 3rd concert was the biggest crowd we've ever had for a May concert; looking forward to upcoming weekend events.

Downtown Design

EPD letter received approving the environmental remediation plan for the town green; dirt replacement will happen this summer; preliminary cost estimate for town green development is \$1.5 million.

Ross Bradley offered to contact Danny Smith with solid waste department to follow up on replacement trash can order for downtown. He'll update board on status.

Farmers Market - Farm to Table review

Opening weekend for the market this Saturday. Farm to Table was a very successful fundraiser; around \$9,000 raised for the market.

FUNDING

SPONSORSHIP - \$34,350 collected as of 4/30/19; \$39,000 committed

FACADE GRANTS - none

None

COMMUNITY EVENT GRANTS

Storybook 5K and Fun Run (TeamUp Mentoring)

Approved for \$250 grant. Andrea Gray recused herself from this action.

Motion made by Board Member Holder, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

Voting Abstaining: Secretary Gray

NEW BUSINESS

None

ANNOUNCEMENTS:

GMA Heart & Soul Training, May 23rd.

Next meeting scheduled, June 13th, at 8:00 am at Monroe City Hall

Board moved the June meeting from the 13th to the 20th.

Motion made by City Council Representative Bradley, Seconded by Board Member Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley



Downtown Development Authority

MINUTES

Thursday, June 20, 2019

8:00 AM

City Hall

CALL TO ORDER

CALL TO ORDER

Meeting called to order at 8:02 am.

ROLL CALL

ROLL CALL

PRESENT

Chairman Lisa Anderson

Secretary Andrea Gray

Board Member Mike Gray

Board Member Whit Holder

Board Member Charles Sanders

City Council Representative Ross Bradley

City Staff:

Les Russell

Logan Propes

Darrell Stone

Leigh Ann Walker

Logan Propes

Samantha Tippett - Summer Intern

ABSENT

Vice Chair Meredith Malcom

Board Member Wesley Sisk

APPROVAL OF PREVIOUS MEETING MINUTES

APPROVAL OF PREVIOUS MEETING MINUTES

Motion made by Board Member Sanders, Seconded by Secretary Gray.
Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley

DDA May Minutes

APPROVAL OF FINANCIAL STATEMENTS

APPROVAL OF FINANCIAL STATEMENTS

Motion made by Board Member Holder, Seconded by Board Member Gray.
Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley

DDA April Financials

PUBLIC FORUM

CITY UPDATE

CITY UPDATE

Housing Expo scheduled for July 6th at Community Building. New trashcans for downtown should be arriving this week. GMA Conference has asked the City of Monroe to present a session on our alleyway improvements. MAB design book standards for the new commercial center off of HWY 138 was approved by Planning and Zoning this month. It will go before council in July.

COUNTY UPDATE

COUNTY UPDATE

Patrice Broughton said that she is working on getting signed agreements for the alleyway improvements alongside the USDA building.

COMMUNITY WORK PLAN &REPORTS

Goal #1 - Parking

Goal #1 - Parking - signs are up, good response from public; ready for next step in public education which needs to include adding menu tabs for parking on our website, creating a new parking map, social media campaign, and directional signs to each lot, possibly color coated.

Goal #2 - Infill Development

Goal #2 - Infill Development - Walton Mill development hit a delay with the second retention pond, but is back on track now; LR Burger on track; Silver Queen is underway and projecting a fall open date; Sanders Consign & Design is renovating their new space and planning to be open in July

Goal #3 - New Entertainment Draws

Goal #3 - New Entertainment Draws - Flower Festival was a huge success; Book Festival committee has committed to doing it next May; a key volunteer has been recruited to help with planning and promotion of Dockdogs event

PROGRAMS**Events**

Events - Side Hustle reschedule is pending final date approval; July 4th fireworks only are being coordinated by city; Ross Bradley proposed a 5K race series to collaboratively plan and market all the various races that take place in Monroe. Need to form a race planning committee.

Downtown Design

Downtown Design - Grace Monroe is rehabbing the parking lot near Nowell Recreation Center over the summer; Childers stream piping and dam are being designed and discussed with Corps of Engineers; concrete turtle has been ordered to install for downtown scavenger hunt; backside of VC potential design project for summer, staff will work on design and budgeting for it; Land Whisperer plans to carve a planter into a stump in Childers along with some other carved art pieces made from cut trees on site.

Farmers Market

Farmers Market - no update

FUNDING**SPONSORSHIP**

SPONSORSHIP - still coming in; have met initial minimum fundraising goal

FACADE GRANTS

FACADE GRANTS - none

COMMUNITY EVENT GRANTS

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

NEW BUSINESS

none

ANNOUNCEMENTS:

Next meeting scheduled, July 11th, at 8:00 am at Monroe City Hall

ANNOUNCEMENTS:

Next meeting scheduled, July 11th, at 8:00 am at Monroe City Hall - This meeting will be our all day planning retreat as well, to be held at City Hall.

GDA Conference Registration

ADJOURN**ADJOURN**

Motion made by City Council Representative Bradley, Seconded by Board Member Holder.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley



Downtown Development Authority

MINUTES

Thursday, July 11, 2019

8:00 AM

City Hall

CALL TO ORDER

CALL TO ORDER

Meeting called to order at 8:01 am.

ROLL CALL

ROLL CALL

PRESENT

Chairman Lisa Anderson

Secretary Andrea Gray

Board Member Mike Gray

Board Member Wesley Sisk

Board Member Charles Sanders

City Council Representative Ross Bradley

ABSENT

Vice Chair Meredith Malcom

Board Member Whit Holder

CITY STAFF

Sadie Krawczyk

Leigh Ann Walker

Sam Tippet

Darrell Stone

Les Russell

APPROVAL OF PREVIOUS MEETING MINUTES

June DDA Minutes

June DDA Minutes approved - Motion made by Secretary Gray, Seconded by Board Member Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

APPROVAL OF FINANCIAL STATEMENTS

May DDA Financials

May DDA Financials approved - Motion made by Board Member Sanders, Seconded by Board Member Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

PUBLIC FORUM

PUBLIC FORUM - none

CITY UPDATE

CITY UPDATE

MAB development design book approved by city council; DOT project on W. Spring underway; TAP engineering underway for N. Broad/Highland streetscape

COMMUNITY WORK PLAN &REPORTS

Parking

Carri Martinez is working on the new parking map for us.

Infill Development

No update.

New Entertainment Draws

Contractors' Coop is wanting to do a fall family festival/home expo event and may become a presenting partner for Dockdogs in the Spring.

PROGRAMS

Events

Events - Aug. 2nd concert coming up; rain out date for June concert will be Aug. 16th; MATM on 7/26; Hurricane Blowout on 8/22; GWA downtown 5K on 9/29.

Downtown Design

Downtown Design - meeting with the Corps of Engineers for Childers will be 7/19.

Farmers Market

Farmers Market - no update

FUNDING

SPONSORSHIP

SPONSORSHIP

FACADE GRANTS

YP Monroe Facade Grant Application

YP Monroe Facade Grant Application approved (Ross Bradley recused himself)

Motion made by Board Member Sisk, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Sisk, Board Member Sanders

Voting Abstaining: City Council Representative Bradley

LR Burger Facade Grant Application

LR Burger Facade Grant Application approved

Motion made by Board Member Gray, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

COMMUNITY EVENT GRANTS

COMMUNITY EVENT GRANTS - NONE

NEW BUSINESS

NEW BUSINESS

none

ANNOUNCEMENTS:

Next meeting scheduled, August 8, at 8:00 am at Monroe City Hall

ADJOURN

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Sanders.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Sisk,

Board Member Sanders, City Council Representative Bradley



Downtown Development Authority - Planning Retreat

MINUTES

Thursday, July 11, 2019

10:00 AM

City Hall

CALL TO ORDER

Meeting was called to order at 10:00 am.

PRESENT

Chairman Lisa Anderson

Vice Chair Meredith Malcom

Secretary Andrea Gray

Board Member Mike Gray

Board Member Whit Holder

Board Member Wesley Sisk

Board Member Charles Sanders

City Council Representative Ross Bradley

CITY STAFF

Sadie Krawczyk

Leigh Ann Walker

Sam Tippet

Darrell Stone

Logan Propes

NEW BUSINESS

NEW BUSINESS

The 2018-2019 Community Work Plan was reviewed and discussed. No action was taken.

ADJOURN



Convention and Visitors Bureau

MINUTES

Thursday, May 09, 2019

9:00 AM

City Hall

Meeting called to order at 9:00 am

PRESENT

Chairman Lisa Anderson

Secretary Andrea Gray

Board member Mike Gray

Board Member Whit Holder

Board Member Charles Sanders

Board Member Wesley Sisk

City Council Representative Ross Bradley

ABSENT

Vice Chairman Meredith Malcom

CITY STAFF

Darrell Stone

Sadie Krawczyk

Leigh Ann Walker

CVB Minutes April 2019

Motion made by Board Member Sanders, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Holder, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

CVB March Financials

Motion made by Board member Gray, Seconded by Board Member Holder.
Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Holder,
Board Member Sanders, Board Member Sisk, City Council Representative Bradley

None

None

Collective Advertising Campaign Custom Quote

Funding approved for three months services at the cost of \$6900.00.

Motion made by Board Member Holder, Seconded by Secretary Gray.
Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Holder,
Board Member Sanders, Board Member Sisk, City Council Representative Bradley

Board also agreed not to share photo content during this initial contract period.

Board elected to move the June meeting from the 13th to the 20th.

Motion made by City Council Representative Bradley, Seconded by Board member Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Holder,
Board Member Sanders, Board Member Sisk, City Council Representative Bradley

Motion made by Board member Gray, Seconded by Board Member Sisk.
Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Holder,
Board Member Sanders, Board Member Sisk, City Council Representative Bradley



Convention and Visitors Bureau

MINUTES

Thursday, June 20, 2019

9:00 AM

City Hall

Meeting called to order at 9:37 am.

PRESENT

Chairman Lisa Anderson
Board member Mike Gray
Board Member Whit Holder
Board Member Charles Sanders
City Council Representative Ross Bradley
City Staff:
Logan Propes
Les Russell
Darrell Stone
Leigh Ann Walker
Sadie Krawczyk

ABSENT

Vice Chairman Meredith Malcom
Secretary Andrea Gray
Board Member Wesley Sisk

Motion made by Board member Gray, Seconded by City Council Representative Bradley.
Voting Yea: Chairman Anderson, Board member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley

CVB May Minutes

Motion made by City Council Representative Bradley, Seconded by Board Member Sanders.
Voting Yea: Chairman Anderson, Board member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley

CVB April Financials

None

None

Business owner meeting planned for July 9th to discuss participation in supporting the collective and to promote a social media class on July 24th at 8:30 am.

None

Motion made by Board Member Sanders, Seconded by Board member Gray.
Voting Yea: Chairman Anderson, Board member Gray, Board Member Holder, Board Member Sanders, City Council Representative Bradley



Convention and Visitors Bureau

MINUTES

Thursday, July 11, 2019

9:00 AM

City Hall

CALL TO ORDER

Meeting called to order at 9:00 am

ROLL CALL

PRESENT

Chairman Lisa Anderson

Secretary Andrea Gray

Board member Mike Gray

Board Member Charles Sanders

Board Member Wesley Sisk

City Council Representative Ross Bradley

ABSENT

Vice Chairman Meredith Malcom

Board Member Whit Holder

CITY STAFF

Sadie Krawczyk

Leigh Ann Walker

Sam Tippet

Darrell Stone

Les Russell

APPROVAL OF EXCUSED ABSENCES

APPROVAL OF MINUTES FROM PREVIOUS MEETING

June CVB Minutes

Approved - Motion made by City Council Representative Bradley, Seconded by Board Member Sisk.

Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

APPROVAL OF CURRENT FINANCIAL STATEMENTS

May CVB Financials

Approved - Motion made by Board member Gray, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Sanders, Board Member Sisk, City Council Representative Bradley

Chairman's Report

None

Director's Report

- MAB development site

Antiques Capital website and maps being updated

OLD BUSINESS

Collective update and discussion of continuing the contract; still planning on updating the commercials in the fall.

NEW BUSINESS

None.

ANNOUNCEMENTS

Next meeting will be August 8th, 2019 at Monroe City Hall

Monroe has been chosen to host the Historic Trust's summer expedition in 2020.

ADJOURN

Motion made by Board member Gray, Seconded by City Council Representative Bradley.

Voting Yea: Chairman Anderson, Secretary Gray, Board member Gray, Board Member Sanders,

Board Member Sisk, City Council Representative Bradley



To: Airport Committee, City Council
From: Chris Bailey, Director of Central Services
Department: Airport
Date: 07/30/2019
Subject: Airport Consulting and Engineering Services

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Record: Goodwyn, Mills, & Cawood (GMC)

Description:

The City of Monroe recently completed its selection process for an airport consulting and engineering services firm to assist with projects at the Monroe-Walton County Airport for FY2020-2024. The firms were evaluated based on their experience with projects similar to those in the CIP, key personnel qualifications, personnel availability, company experience, and their general approach to the Request for Qualifications (RFQ). The firms were rated and then invited to attend an interview and give a presentation; they were asked to address items related specifically to the current CIP, terminal building, LPV approach, t-hangars and storage solutions, recommendations for the CIP, economic impact of the airport, and funding solutions for all of the above. After evaluating the qualification submittals and presentations, GMC was selected for recommendation.

Background:

The GDOT requires the City to advertise for Statements of Qualifications for airport consulting and engineering services firms every five (5) years. Four (4) firms (Pond, Holt, GMC, and W. K. Dickson) responded to the City's advertisement as issued on May 13th, 2019.

Attachment(s):

Advertisement Package – 3 pages
 Scoring Sheets – 3 pages
 GMC Presentation Elements – 34 pages



**REQUEST FOR QUALIFICATIONS
AIRPORT CONSULTING AND ENGINEERING SERVICES**

May 13, 2019

The City of Monroe is seeking a qualified aviation consulting and engineering firm to provide professional planning, administration and engineering services for the Monroe-Walton County Airport. These services are to be provided in connection with the capital improvement plan (CIP) for the Monroe-Walton County Airport.

This Request for Qualifications (RFQ) will result in a multi-year agreement with a consultant for a period of five (5) years. The selected consultant will then negotiate and enter into sub-agreements for services, based on the scope of work, with the City of Monroe on a project/assignment basis during the term of the five (5) year period.

The selection process of a consultant is being done in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E, and applicable Georgia statutes and laws. Responding firms must possess a current prequalification distinction by the Georgia Department of Transportation (GDOT) in Class 1.08 Airport Master Planning and Class 2.09 Airport Engineering.

The City of Monroe reserves the right to withdraw this RFQ, or reject any and all submittals in response to this RFQ for any reason at time during the bid process due to unforeseen or any change in circumstances. This RFQ plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFQ.

Scope of Services

The scope of services to be potentially included, but not limited to, in the multi-year agreement are as follows:

- Prepare project funding applications and Capital Improvement Plan (CIP) documents.
- Perform design, bidding and negotiation, construction administration and resident inspection services for any airport projects as requested by the City of Monroe.
- Prepare and update property line map, Airport Layout Plan (ALP), Disadvantaged Business Enterprise (DBE) plans, and Environmental Assessments (EA) as necessary.
- Potential projects include rehabilitation or overlay of runways, DBE update, obstruction surveys and LPV approach study, terminal building design and construction, hangers, and fueling tanks.
- Perform other airport related functions as prescribed and directed by the City of Monroe.

Information Requirements

The required information for submission should include, but is not limited to, is as follows:

- Company Description – a general description of the submitting company to include years in business, years in aviation consulting and engineering, size and location(s) of offices responsible for any assigned projects for the Monroe-Walton County Airport.

- Organizational Chart – include a clear illustration as to the key personnel representing the company as it relates to the potential acquisition of services at the Monroe-Walton County Airport.
- Key Personnel Qualifications – include the resumes and/or qualifications of key personnel and their subsequent experience with aviation projects.
- Experience – include the relevant experience of the company in the past ten (10) years at general aviation airports similar in nature to the Monroe-Walton County Airport.
- References – provide the client name, contact name, contact information and the scope of work provided to the client of at least four (4) current airport clients of the submitting company located within Georgia or adjacent states.
- Regulatory Familiarity – demonstrate familiarity with the FAA Atlanta District Office and the GDOT Aviation Programs.
- Availability – provide a brief summary of the submitting company’s current workload and expected ability to provide both efficient services and meet scheduled deadlines at the Monroe-Walton County Airport.
- Sub-Contractor Description - a general description of any sub-consultant companies the submitting company generally uses to include years in business, years in aviation related construction, size and location(s) of offices responsible for any assigned projects for the Monroe-Walton County Airport.

Evaluation Criteria

The criteria used in the selection of the top three (3) companies are as follows:

- Company Qualifications and Experience
- Key Personnel Qualifications and Experience
- Relevant Project Experience
- References
- Familiarity with FAA and GDOT Aviation Programs
- Overall Responsiveness and Approach to the RFQ

Submission Instructions

The guidelines for submission of the RFQ package should be as follows:

- The RFQ package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked “Airport Consulting and Engineering Services”.
- The RFQ may be submitted in person or mailed to the following address:

City of Monroe
 Attn: Chris Bailey
 215 North Broad Street, 2nd Floor
 Monroe, GA 30655

- All packages should contain three (3) copies of the submitted Statement of Qualifications, which should be printed on 8.5” x 11” single-sided paper.

All submitted RFQ’s should follow instructions and be complete in scope as requested by the City of Monroe. These RFQ’s are to be submitted in person or by mail no later than June 13, 2019 at 2:00 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

Please make sure upon downloading a copy of the RFQ that you email the Purchasing Agent at purchase@monroega.gov with your company's name and information in order to be included on any additional addenda or items of information that may be distributed during the course of the RFQ. Please submit any questions regarding this RFQ to Chad Gravette, Purchasing Agent via email at purchase@monroega.gov.

This is a Request for Qualifications only, pricing is not required at this time and should not be included with the RFQ submission.

Qualifications will be reviewed and evaluated by a selection committee based on the criteria listed herein. At the discretion of the selection committee, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your bid submission and welcome any questions you may have during the process.

Chad Gravette
Purchasing Agent
City of Monroe
P.O. Box 1249
Monroe, GA 30655
(770) 266-5415

| | POND | WKD | HOLT | GMC |
|---|-------------|-------------|-------------|-------------|
| Company Qualifications/Experience | 26.0 | 28.0 | 24.0 | 27.0 |
| Key Personnel Qualifications/Experience | 25.0 | 26.0 | 23.0 | 26.0 |
| Relevant Project Experience | 23.0 | 28.0 | 22.0 | 27.0 |
| References | 28.0 | 29.0 | 29.0 | 28.0 |
| Familiarity with FAA/GDOT Aviation Programs | 24.0 | 29.0 | 25.0 | 28.0 |
| Overall Responsiveness/Approach to RFQ | 20.0 | 29.0 | 24.0 | 26.0 |
| TOTAL | 48.7 | 56.3 | 49.0 | 54.0 |

RFQ Submission Guidelines:

- The RFQ package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked "Airport Consulting and Engineering Services".
- The RFQ may be submitted in person or mailed to the following address:

City of Monroe
 Attn: Chris Bailey
 215 North Broad Street, 2nd Floor
 Monroe, GA 30655

- All packages should contain three (3) copies of the submitted Statement of Qualifications, which should be printed on 8.5" x 11" single-sided paper.

| | |
|-----------------------------|------|
| Pond Company | POND |
| W.K. Dickson & Company | WKD |
| Holt Consulting Company | HOLT |
| Goodwyn, Mills, Cawood Inc. | GMC |
| | |
| | |
| | |

Evaluators: Chad Gravette, Chris Bailey, Sydney Dorawa, Les Russell

| | POND | WKD | HOLT | GMC |
|-----------------------------|-------------|-------------|-------------|-------------|
| Terminal Building | 27.0 | 29.0 | 23.0 | 28.0 |
| LPV Approach | 20.0 | 28.0 | 24.0 | 28.0 |
| T-Hangars & Alternatives | 25.0 | 24.0 | 21.0 | 29.0 |
| Capital Improvement Program | 19.0 | 25.0 | 24.5 | 25.5 |
| Economic Development | 21.0 | 28.0 | 22.5 | 28.5 |
| Additional Key Points | 22.0 | 28.0 | 20.0 | 27.5 |
| TOTAL | 44.7 | 54.0 | 45.0 | 55.5 |

Presentation Points

Plan and process for constructing a new terminal building, including...

- Funding sources and combinations
- Location and why
- General design concept to include suggested operations within facility

Localizer Performance with Vertical Guidance (LPV) Approach acquisition

- Acquisition of this designation
- Funding sources

Building T-Hangars and additional storage

- Funding sources and combinations
- Location and why
- Creative alternative storage facilities and examples of such

Capital Improvement Program (CIP)

- Adjustments and/or recommendations

Economic Development

- Methods of airport growth and economic impact
- Additional business/industry growth

Any other important objectives that you feel your company could help Monroe achieve!

| | | | |
|-----------------------------|------|--------|------|
| Pond Company | POND | 18-Jul | 0900 |
| W.K. Dickson & Company | WKD | 9-Jul | 1000 |
| Holt Consulting Company | HOLT | 9-Jul | 1400 |
| Goodwyn, Mills, Cawood Inc. | GMC | 12-Jul | 1100 |

Evaluators: Chad Gravette, Chris Bailey, Sydney Dorawa, Les Russell

| | POND | WKD | HOLT | GMC |
|----------------------------------|-------------|------------|-------------|------------|
| Qualification Evaluation Average | 48.7 | 56.3 | 49.0 | 54.0 |
| Presentation Evaluation Average | 44.7 | 54.0 | 45.0 | 55.5 |
| TOTAL | 46.3 | 54.9 | 46.6 | 54.9 |

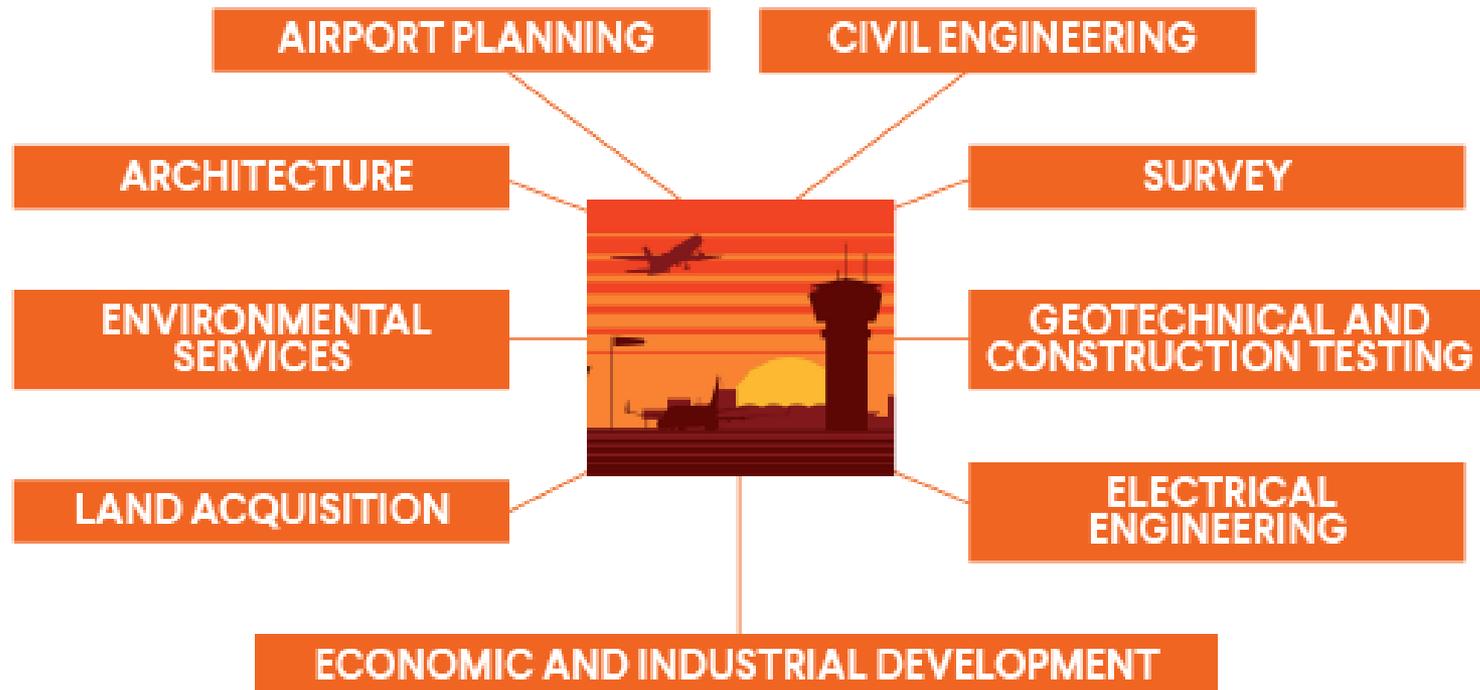
| | |
|-----------------------------|------|
| Pond Company | POND |
| W.K. Dickson & Company | WKD |
| Holt Consulting Company | HOLT |
| Goodwyn, Mills, Cawood Inc. | GMC |
| | |
| | |
| | |

Evaluators: Chad Gravette, Chris Bailey, Sydney Dorawa, Les Russell

AIRPORT CONSULTING AND ENGINEERING SERVICES



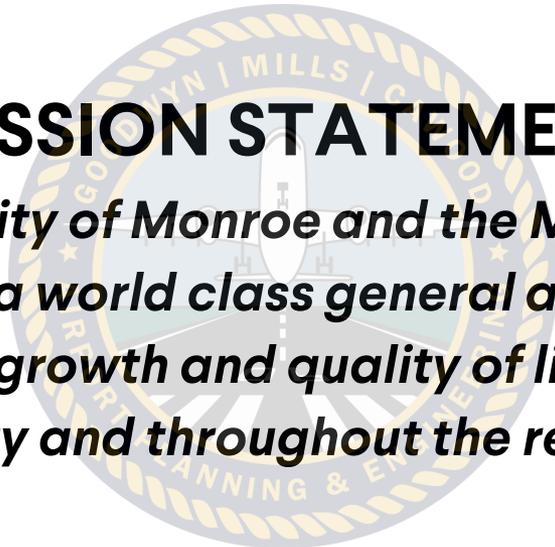
GMC is one of the largest multi-discipline A/E firms in the Southeast.





MISSION STATEMENT

“To partner with the City of Monroe and the Monroe-Walton County Airport to provide a world class general aviation airport that enhances economic growth and quality of life in Monroe, Walton County and throughout the region.”





MIDDLE GEORGIA REGIONAL AIRPORT AND
MACON DOWNTOWN AIRPORT - Macon, Georgia

MID-GEORGIA AIR STRATEGIC PLAN for
MACON-BIBB REGIONAL COMMISSION

STATESBORO-BULLOCH COUNTY
AIRPORT Statesboro, Georgia



DANIEL FIELD
Augusta, Georgia

COVINGTON MUNICIPAL AIRPORT
Covington, Georgia



GMC is experienced in all forms of airport development and can assist D73 with ALL upcoming planned needs including:

- FAA/GDOT Project Justifications
- General Aviation Hangar/Terminal Facilities
- Pavement Rehab/Strengthening
- Approach & Obstruction Clearances
- Land Acquisition
- Environmental Assessments



NEW TERMINAL DESIGN & BUILD

- GMC has a State design contract for 2000, 3000 and 4000 square feet (sf) General Aviation terminals
- University, Corporate, Regional Airport terminals

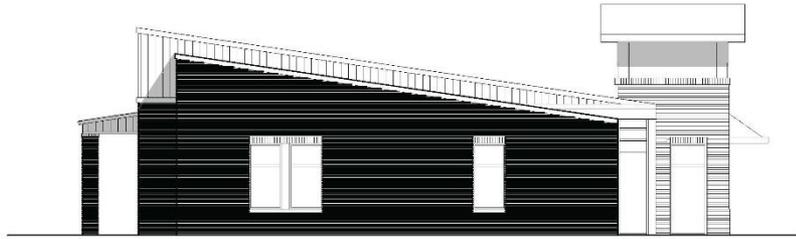


NEW TERMINAL DESIGN & BUILD

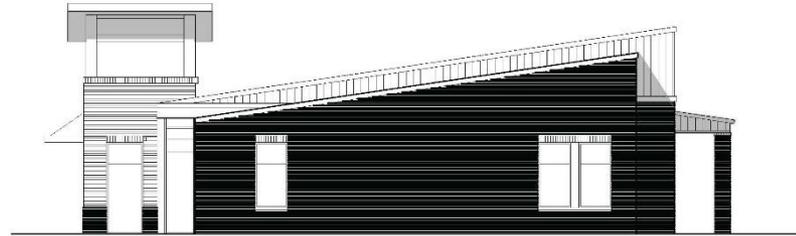


- 4000 square foot General Aviation terminal
- Estimated \$650k-\$850k
- Funding sources include AIP, GDOT, State Transportation Investment Act, etc.

NEW TERMINAL DESIGN & BUILD



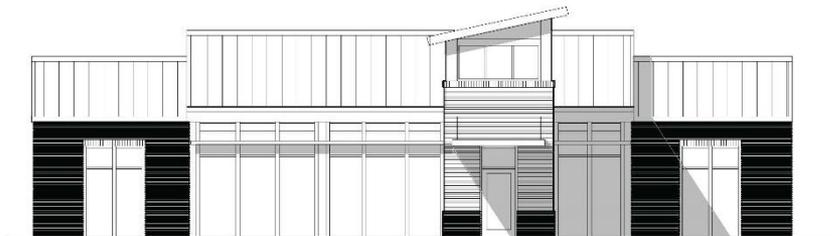
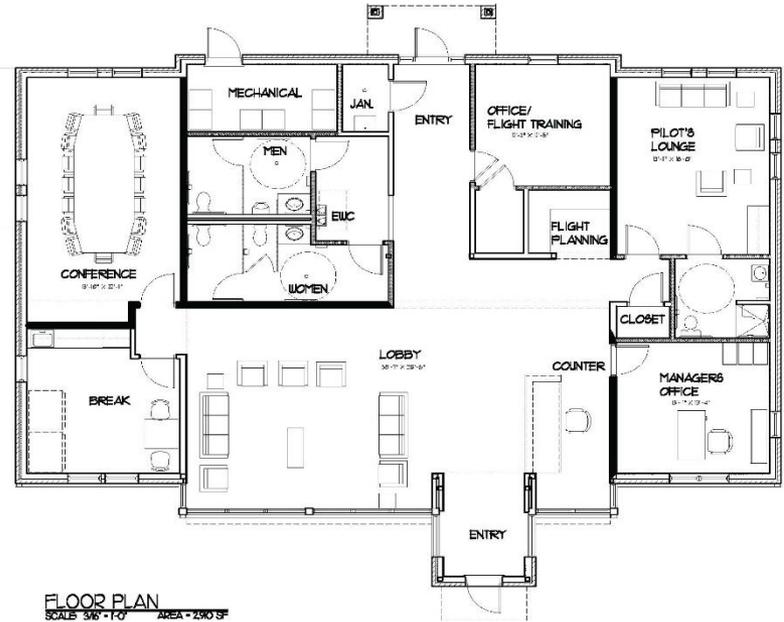
LEFT SIDE ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT SIDE ELEVATION
SCALE: 3/16" = 1'-0"

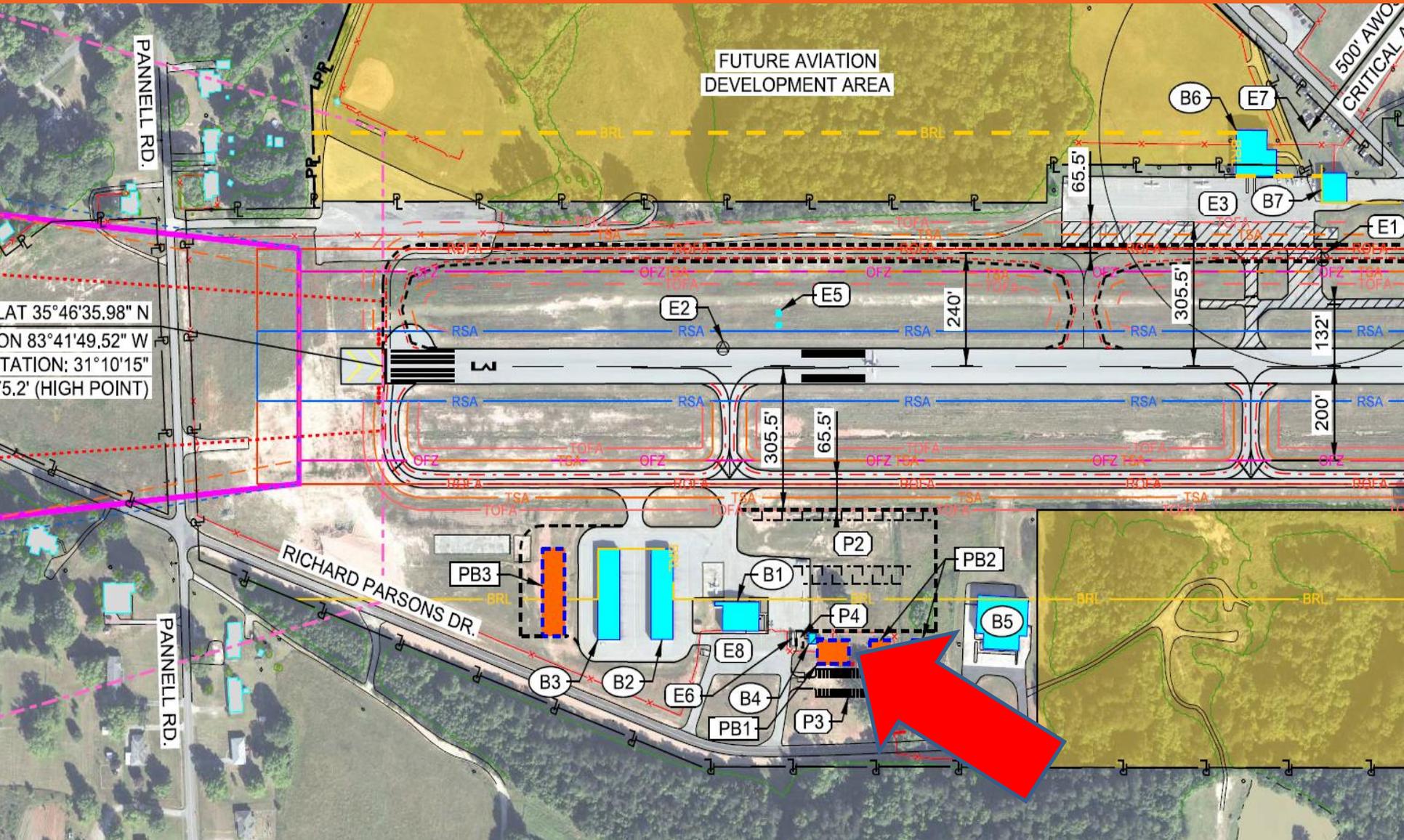


PUBLIC ACCESS ELEVATION
SCALE: 3/16" = 1'-0"

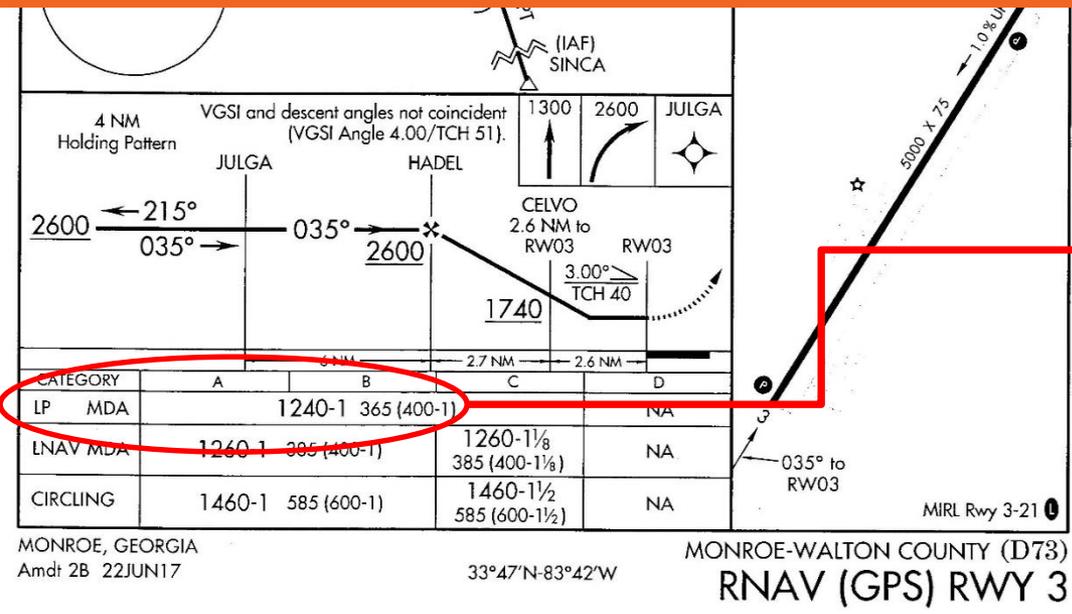


RUNWAY ACCESS ELEVATION
SCALE: 3/16" = 1'-0"

NEW TERMINAL DESIGN & BUILD



LPV APPROACH



From LV (400-1)
 to
LPV (200-1)

- 18B AGIS Obstruction Survey
- Analyze Approach Surfaces per FAA 8260.50
- Verify with FAA Flight Procedures
- FAA conducts flight checks
- Publish new procedure



T- HANGARS & STORAGE



Cost effective options to “standard” T-Hangar designs include sun shelters and fabric tensioned shelters.



T- HANGARS & STORAGE

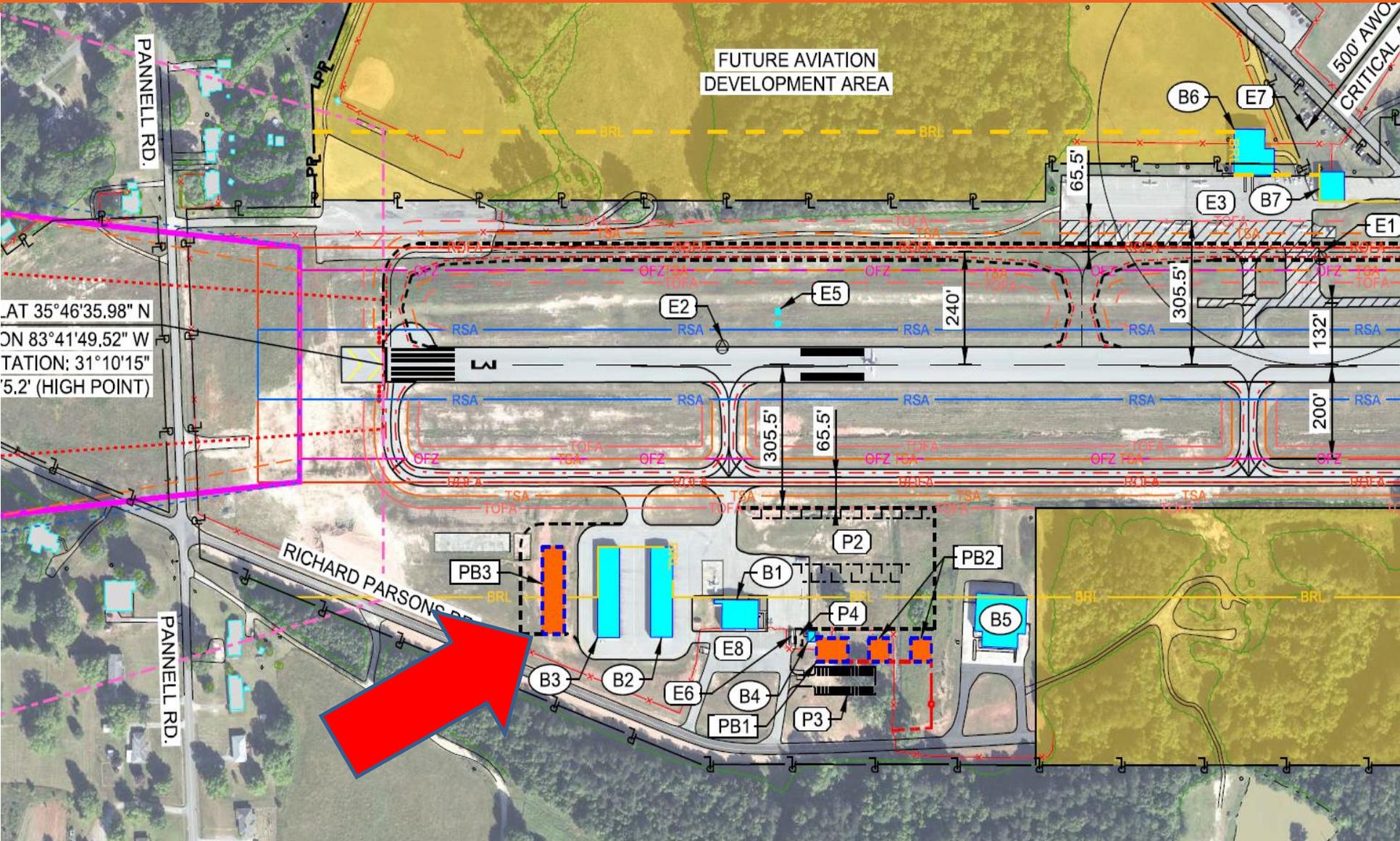


Fabric tensioned buildings have gained wide-acceptance for lower cost & durability

Users include U.S. military, NASA, MROs, small & large



T-HANGARS & STORAGE



CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN
Monroe-Walton County Airport

| YEAR | DESCRIPTION | Total | Federal | State | Local |
|-------------------------------|--|---------------------|---------------------|-------------------|-------------------|
| 2020 | Rehabilitate (Overlay) Runway 3/21 | \$ 1,624,000 | \$ 1,461,600 | \$ 81,200 | \$ 81,200 |
| | 18-B Obstruction Survey for LPV Approach | \$ 100,000 | \$ 90,000 | \$ 5,000 | \$ 5,000 |
| | DBE Update (FY 2021-FY 2023) | \$ 7,500 | \$ 6,750 | \$ 375 | \$ 375 |
| | Total | \$ 1,724,000 | \$ 1,551,600 | \$ 86,200 | \$ 86,200 |
| 2021 | West Apron and Taxiway Removal | \$ 118,600 | \$ 106,740 | \$ 5,930 | \$ 5,930 |
| | Total | \$ 118,600 | \$ 106,740 | \$ 5,930 | \$ 5,930 |
| 2022 | Construct Terminal Building | \$ 850,000 | \$ 765,000 | \$ 42,500 | \$ 42,500 |
| | Total | \$ 850,000 | \$ 765,000 | \$ 42,500 | \$ 42,500 |
| 2023 | Jet A Fuel Tank | \$ 300,000 | \$ 270,000 | \$ 15,000 | \$ 15,000 |
| | Total | \$ 300,000 | \$ 270,000 | \$ 15,000 | \$ 15,000 |
| 2024 | Hangar Construction | \$ 550,000 | \$ 495,000 | \$ 27,500 | \$ 27,500 |
| | Total | \$ 550,000 | \$ 495,000 | \$ 27,500 | \$ 27,500 |
| TOTAL PLANNED PROJECTS | | \$ 3,542,600 | \$ 3,188,340 | \$ 177,130 | \$ 177,130 |

Georgia Statewide Aviation System Plan



D73 GA growth
2016-35 .54%



TABLE 3-17: PROJECTIONS OF BASED AIRCRAFT AND GENERAL AVIATION OPERATIONS

| Airport | City | FAA ID | Based Aircraft | | | | | General Aviation Operations | | | | |
|---|---------------|--------|----------------|------|------|------|--------------|-----------------------------|--------|--------|--------|--------------|
| | | | 2016 | 2020 | 2025 | 2035 | CAGR 2016-35 | 2016 | 2020 | 2025 | 2035 | CAGR 2016-35 |
| Monroe-Walton County Airport | Monroe | D73 | 37 | 38 | 39 | 41 | 0.54% | 10,000 | 10,200 | 10,500 | 11,100 | 0.54% |
| Dr. C.P. Savage, Sr. Airport | Montezuma | 53A | 9 | 9 | 9 | 10 | 0.54% | 500 | 500 | 500 | 600 | 0.54% |
| Moultrie Municipal Airport | Moultrie | MGR | 31 | 32 | 33 | 34 | 0.54% | 10,839 | 11,100 | 11,400 | 12,000 | 0.54% |
| Spence Airport | Moultrie | MUL | 3 | 3 | 3 | 3 | 0.54% | 1,100 | 1,100 | 1,200 | 1,200 | 0.54% |
| Brantley County Airport | Nahunta | 4J1 | 0 | 0 | 0 | 0 | 0.00% | 350 | 400 | 400 | 400 | 0.54% |
| Berrien County Airport | Nashville | 4J2 | 9 | 9 | 9 | 10 | 0.54% | 3,500 | 3,600 | 3,700 | 3,900 | 0.54% |
| Perry-Houston County Airport | Perry | PXE | 90 | 92 | 94 | 100 | 0.54% | 19,500 | 19,900 | 20,400 | 21,600 | 0.54% |
| Harris County Airport | Pine Mountain | PIM | 22 | 22 | 23 | 24 | 0.54% | 7,097 | 7,200 | 7,400 | 7,900 | 0.54% |
| Quitman Brooks County Airport | Quitman | 4J5 | 21 | 21 | 22 | 23 | 0.54% | 2,500 | 2,600 | 2,600 | 2,800 | 0.54% |
| Swinton Smith Field At Reidsville Municipal Airport | Reidsville | RVJ | 11 | 11 | 12 | 12 | 0.54% | 3,969 | 4,100 | 4,200 | 4,400 | 0.54% |
| Richard B. Russell Regional Airport - J.H. Towers Field | Rome | RMG | 78 | 80 | 82 | 86 | 0.54% | 36,538 | 37,300 | 38,300 | 40,500 | 0.54% |
| St Marys Airport | St Marys | 4J6 | 15 | 15 | 16 | 17 | 0.54% | 4,261 | 4,400 | 4,500 | 4,700 | 0.54% |
| Kaolin Field Airport | Sandersville | OKZ | 17 | 17 | 18 | 19 | 0.54% | 5,183 | 5,300 | 5,400 | 5,700 | 0.54% |



- Industrial recruitment, site selection, and development is a hypercompetitive environment, especially regarding aeronautical/non-aeronautical development at airports
- As many opportunities have an accelerated schedule, prospective companies often decline to consider sites that aren't prepared for development
- Development incentives are a necessity to stand out from the crowd.
- Any development incentive or advanced site certification/qualification preparation, especially given the regulatory nature of airports, can yield dividends with industrial development opportunities
- Advanced preparation can take varying forms, including but not limited to programs such as Foreign Trade Zones (FTZ) and the **Georgia Ready for Accelerated Development Program (GRAD)** program.

- From GMC's *Mid-Georgia Air Strategic Study, 2019*

Airport economic development considerations include:

- Targeted recruitment based on synergies between the companies that comprise the market and local industrial resources and strengths
- Local Industrial Authority, Chamber of Commerce and local industry/business involvement, identify key players, advocacy, best practices, trends & opportunities

Trend Example: The Unmanned Aerial Systems (UAS) [a.k.a drones] industry has substantially expanded over the last decade due to technological advancements and both consumer and commercial application. Despite this near exponential growth, advancements in technology, application, and more consistent regulation mean the industry is poised for phenomenal growth and business opportunities. A welcoming business environment and partnership for UAS operations through the establishment of a test site, drone port, or vertiport could be established at the airport.

“Goodwyn, Mills and Cawood, Inc. (GMC) understands how critical airport development is to a region’s economic growth. When the City of Dothan was competing for CommercialJet’s MRO business and 400 good paying jobs, GMC went the extra mile. Commercial Jet contacted GMC to do a facility inspection of seven (7) major maintenance hangars. GMC did the inspection in less than a week. Al Allenback, head of their Airport Planning and Engineering Department, hand-carried the report directly to CommercialJet’s CEO in Miami and briefed their executive team. This presentation not only included the detailed inspection results but added the very reason why locating at the Dothan Regional Airport would benefit CommercialJet.

I believe CommercialJet was on the fence at this point in the site selection process and **I am convinced** GMC’s personal and proactive involvement helped seal the deal.”



Mike Schmitz, Mayor, City of Dothan

RUNWAY 3/21 OVERLAY



- Runway overlay at Statesboro-Bulloch County
- Runway overlay project Daniel Field, Augusta
- Runway extension at MCN



JET “A” FUEL TANK



GMC was awarded a \$2 million first-year, renewable up to \$10 million, IDIQ contract for architecture and engineering services. Included reinstatement of four 20,000-gallon fuel tanks that were removed from service eight (8) years prior. Scope included new electrical services being brought in to service the system, new painting and refurbishment, general repairs and commissioning.



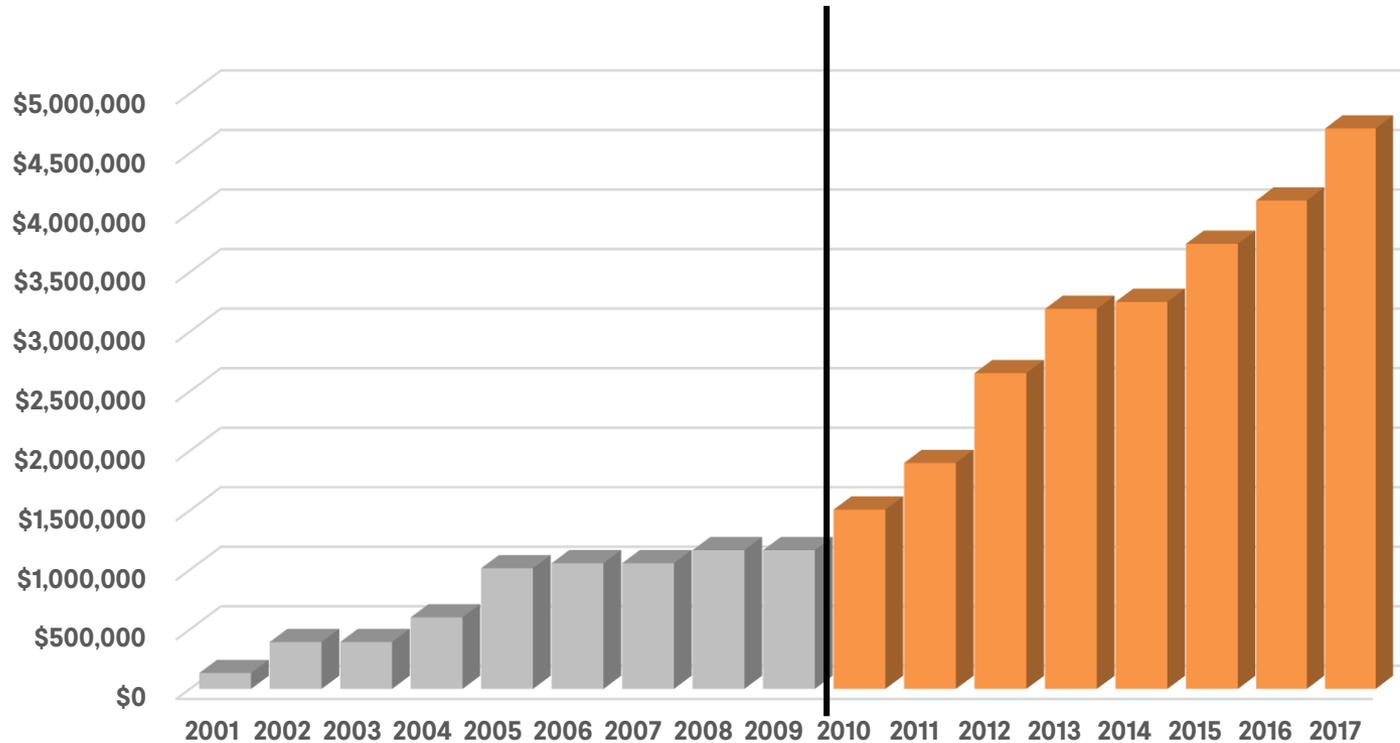
“GMC has proven to be incredibly responsive to our needs. For example, the day we selected them, I handed the Project Manager a letter from the State outlining environmental concerns at the airport. Within hours, GMC’s Environmental Engineering Department had contacted me to review the scope and discuss possible alternatives to address the State’s concerns. Recently, we needed an initial environmental assessment be conducted to support an industrial prospect’s site selection team’s request. Within a few hours, we had a proposal from GMC that met the requirement. I have seldom encountered this kind of rapid response. We are extremely pleased to have Goodwyn, Mills and Cawood performing our airport engineering and planning work.”

Mr. Jed Blackwell, Executive Director

GMC works closely with ***Taffy Pippin Consulting, LLC***. They have prepared well over two hundred (200) DBE Plans/Updates for airports throughout Alabama, Mississippi, Georgia, Kentucky, Louisiana, South Carolina, Pennsylvania, Florida and Texas.



GMC Contract begins with Airport



FAA Accumulated Funding, 2001 to 2017

\$1,165,013 in 8 years (\$145,627 per year) before GMC

\$3,541,675 in 8 years (\$442,709 average per year) with GMC

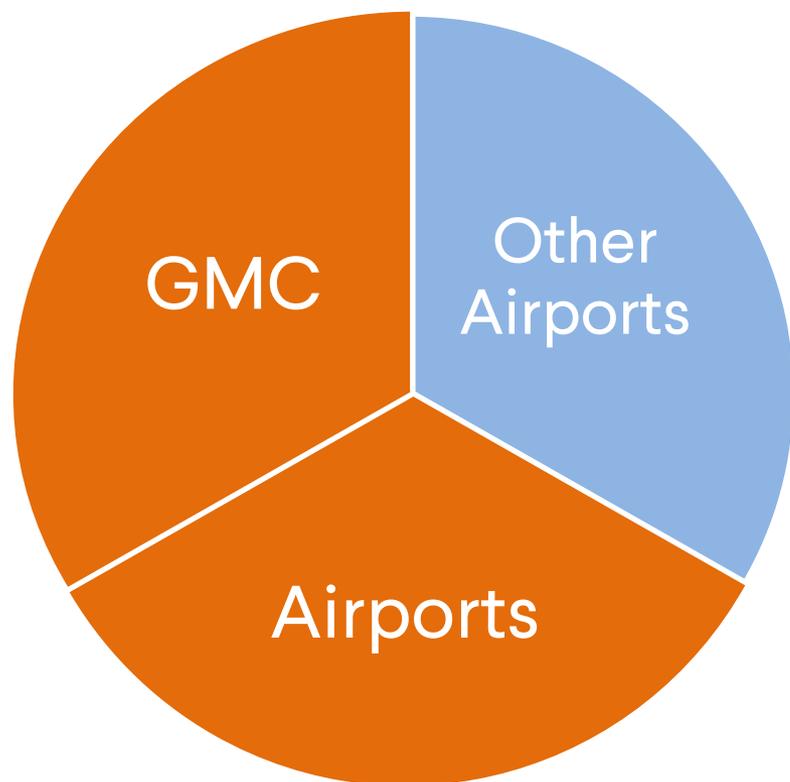
304% increase under GMC

Recent FAA \$1B Supplemental Funding Round Results

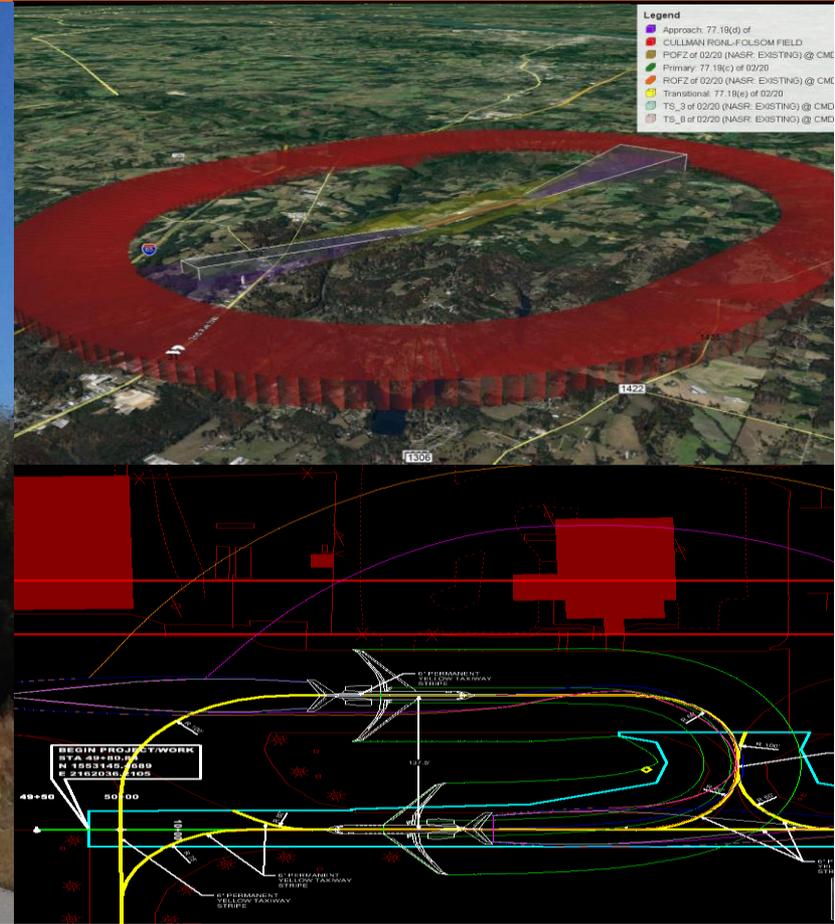
Five (5) state airports awarded \$20m

Two (2) GMC airports awarded over \$12m

GMC airports received almost 2/3 of total award



- Worked closely with airport sponsors
- Iron-clad project justifications
- Trips to visit CODELs in DC
- GMC's wide range of disciplines opens doors to alternate funding sources like USDA, state economic development grants, TIA, SPLOST and other sources



Sense eBee[®] Drone

Latest Software



Aviation STEM Day

*“GMC, our new consulting firm, has been fantastic. They’ve worked without delay from day one and have met every deadline set by the state and the City of Augusta on a major runway rehab project. The GMC team is not only doing an excellent job, they are a pleasure to work with. **They are great listeners and always responsive to our needs. We are very pleased.**”*

*Steve Gay, Manager,
Augusta Aviation at Daniel Field*



WHY GMC?

- Highly experienced and motivated airport team
- Multi-disciplinary approach (airport engineering, planning, survey, electrical engineering, civil engineering, environmental engineering, architecture, geotechnical engineering and construction administration)
- Strong working relationship with FAA and GDOT
- Proven ability to meet schedules and deadlines
- Responsive -- Atlanta office an hour away
- Leaders in funding assistance
- We find “elegant solutions” to airport projects!



The GMC airport group has earned a 100% airport client reselection rate!



GMC

Troy Municipal Overcomes Environmental & Cost Issues With Alternative Instrument Landing System Antenna

BY MICHELLE NELSON



FACTS & FIGURES

Project: End-Fire Glide Slope Antenna Installation for Instrument Landing System

Location: Troy (ALI) Municipal Airport at N. Kenneth Campbell Field

Site: Runway 7-25

Involved Parties: City of Troy, U.S. Army, FAA, AIDOT, Associates Barrow, Goodway, Mills and Caswood, Watts Antenna Company

Construction Cost: \$875,000 (including build-out of a retaining wall, relocation of old glide slope shelter & construction of access roads)

Overall Cost: Nearly \$1.1 million

Funding: FAA – 90%; Alabama Dept. of Transportation Aeronautics Bureau – 5%; City of Troy – 5%

To continue supporting high levels of general aviation and military activity, Troy Municipal Airport at N. Kenneth Campbell Field (TO) completed a battery of requisite steps to begin the expansion of its primary runway. Permits and land were acquired, the site was prepped and new pavement was installed.

And then the project got complicated.

When the Alabama airport began finalizing the last few details for its plans to lengthen Runway 7-25, officials came to the unsettling realization that the relocation of the glide slope instrument landing system (ILS) had been overlooked.

Needless to say, the project came to a halt. Not only did the airport lack the necessary land, but the specific area needed for a critical portion of the glide slope was also a wetlands habitat fraught with environmentally sensitive elements.

"We didn't have any dirt there; we just had a 50-foot void," explains Airport Manager Trent Crawford. "We didn't have the necessary land there needed to reflect the image-type ILS signals from the antenna."

Completing the ILS with a traditional image-type glide slope would have required environmental mitigation, property acquisition and major construction—not to mention significant time and cost. So TO went back to the drawing board. In October 2012, the airport hired Goodway, Mills and Caswood and challenged the architectural and engineering firm to find a cost-effective solution to its glaring airfield problem.

The firm's Airport Planning and Engineering Department immediately researched FAA regulations on image glide slope systems as well as specifications for a lesser-known alternative, an end-fire glide slope.

"Most airports would never even consider, or have ever heard of, those types, because they have the ground and they just put up a normal image antenna," explains Project Manager Michelle Conway. "Since we didn't have that option here, we had to look at the outside-the-box type of antenna, which is the end-fire."



MICHELLE CONWAY

Dark Horse Solution

"I had never heard of (an end-fire glide slope antenna) and I had never worked on one," Conway acknowledges, noting that all previous U.S. installations were federal projects conducted internally by the FAA. "When we got the call from Troy that it was going to cost \$2 million to fill in the dirt and have an image glide slope in this location, they wanted to know if there was anything else that could be done."

AIRPORTIMPROVEMENT.COM

10 2015

Airport Improvement



FAA
Flight
Check
54 passes,
Two days
Glideslope
 $\frac{1}{4}$ Degree Off
Before
Calibration

Saved City of Troy
\$1.1m with
innovative
“End Fire ILS”
Vs. Standard ILS

YOUR GMC AIRPORT TEAM



PERFORMANCE

| PROJECT | ORIGINAL BUDGET | ACTUAL COST |
|--|-------------------|-----------------|
| Greensboro Runway Rehabilitation FDR | \$1,067,944 | \$1,065,000 |
| Cullman Regional Airport T-Hangars | \$598,870 | \$565,745 |
| Cullman Regional Airport Sky Dive | \$598,975 | \$582,338 |
| Troy Municipal Airport at N. Kenneth Campbell Field, ILS Glideslope Relocation | \$2,300,000 | \$1,100,000 |
| Craig Field Hangar Renovations | \$3,044,000 | \$2,976,759 |
| Evergreen Regional Airport Taxiway Extension | \$506,748 | \$406,113 |
| Regions Bank Corporate Hangar | \$2,610,707 | \$2,225,619 |
| South Alabama Regional Airport Security Fencing | \$327,604 | \$324,309 |
| Lanett Municipal Airfield Electrical | \$48,000 | \$48,000 |
| South Alabama Regional Airport Stabilization Project | \$402,113 | \$339,886 |
| Lanett Municipal Airport Apron Rehabilitation | \$82,105 | \$59,184 |
| Robbins Field Lighting and PAPIs | \$140,000 | \$137,950 |
| Floralia Airport Runway & Apron Rehabilitation | \$694,767 | \$661,505 |
| Monroe County Airport Apron Expansion | \$367,520 | \$348,358 |
| Greensboro Taxiway Rehabilitation | \$321,771 | \$295,277 |
| Greensboro Apron Rehabilitation | \$213,000 | \$122,000 |
| PROJECT | ORIGINAL SCHEDULE | ACTUAL SCHEDULE |
| Cullman Regional Airport Apron Rehabilitation | 60 days | 60 days |
| Cullman Regional Airport Drainage Rehabilitation | 60 days | 60 days |
| Cullman Regional Airport PAPI | 30 days | 30 days |
| Robbins Field Fencing | 30 days | 30 days |
| Robbins Field Lighting and PAPIs | 30 days | 30 days |
| Monroe County Airport Apron Expansion | 50 days | 30 days |
| Monroe County Airport Security Fencing | 180 days | 130 days |
| South Alabama Regional Airport Security Fencing | 180 days | 92 days |
| Floralia Airport Runway and Apron Rehabilitation | 180 days | 90 days |

REFERENCES

“GMC has proven to be incredibly responsive to our needs. For example, the day we selected them, I handed the Project Manager a letter outlining environmental concerns at the airport. Within hours, GMC’s Environmental Engineering Department had contacted me to review the scope and discuss possible alternatives to address ADEM’s concerns. Recently, we needed an initial environmental assessment be conducted to support an industrial prospect’s site selection team’s request. Within a few hours, we had a proposal from GMC that met the requirement. I have seldom encountered this kind of rapid response. We are extremely pleased to have Goodwyn, Mills and Cawood performing our airport engineering and planning work.”

-Mr. Jed Blackwell, Co-Executive Director, South Alabama Regional Airport

Monroe County has greatly benefited from GMC’s Aviation Department. I came into office 10 years ago with a wonderful asset of an airport that needed much attention. We have purchase all of our RPZs, new layout plan, new markings and new lights. Also, we bought 33 acres for future growth. We are now in the process of fencing the entire airport. GMC has been there every step of the way. Their planning, engineering and advice has been priceless. One of our best decisions was to obtain GMC for our airport!!!

-Judge Greg Norris, Probate Judge, President of the Monroe County Commission

“This proves once again that the City of Troy made a great decision in selecting Goodwyn, Mills and Cawood as our airport consultant. I am very pleased with the innovative research that allows us to complete our current airport project with less cost and a far better outcome than we were expecting. I now feel that we have someone looking out for the City interest in projects.”

-Former Mayor Jimmy Lunsford, City of Troy

“I have been very pleased with the airport engineering services provided by Goodwyn, Mills and Cawood for the South Carolina Technology & Aviation Center at Donaldson Field. They do it all—master planning, engineering, wildlife hazard assessment—and they do it right! They also help us with airport administration and we have passed our last two FAA Part 139 inspections in good shape. The GMC team is incredibly responsive and knowledgeable—highly recommend them!”

-Jody Bryson, President & CEO, South Carolina Technology & Aviation Center

RANKED #243 IN TOP 500
A/E DESIGN FIRMS IN THE
UNITED STATES
Engineering News - Record

RANKED #7 OF THE
TOP 50 DESIGN FIRMS,
SOUTHEASTERN UNITED
STATES

South Central Construction
Magazine

RANKED IN THE TOP
50 DESIGN FIRMS
NATIONALLY

Building Design and
Construction Magazine



To: City Council & Finance
From: Danny P. Smith, Director of Solid Waste
Department: Solid Waste - Disposal
Date: 07/18/2019
Subject: Emergency Purchase – Engine for Loader at Transfer Station

Budget Account/Project Name: 540-4530-542500
Funding Source: 2019 Budget: Capital Equipment

| | | |
|---------------------------|-------------|---|
| Budget Allocation: | \$0.00 | |
| Budget Available: | \$0.00 | |
| Requested Expense: | \$39,326.23 | Company of Purchase: Flint Equipment Co. |

Description:
 An emergency purchase request is being made to replace the engine on the John Deere Loader at the Transfer Station.

Solid Waste staff recommends to approve an emergency purchase request of \$39,326.23 for the complete engine replacement on the JD model 644K Loader. The work will be out sourced to Flint Equipment Co., the sole source provider for this unit.

Background:
 The repair became necessary after the JD and the Volvo backup loader both went down at the same time. The backup unit is down due to unsafe operating conditions. Currently a rental unit is being used to continue operations and prevent service interruptions at the Transfer Station.

It is the practice of the City of Monroe to continually provide for the upkeep and preservation of all vehicles and equipment.

Attachment(s): Quote Documentation – 2 pages
 1. Cover sheet
 2. Service Estimate



CONSTRUCTION & FORESTRY DIVISION

Albany, GA
Adairsville, GA
Andrews, SC
Atlanta, GA
Aynor, SC
Braselton, GA

Brunswick, GA
Columbus, GA
Cuthbert, GA
Dothan, AL
Grovetown, GA
Ladson, SC

Macon, GA
Savannah, GA
Simpsonville, SC
Troy, AL
Walterboro, SC
West Columbia, SC

CORPORATE OFFICE
1206 Blaylock Street
P.O. Box 3329
Albany, GA 31706-3329
229-888-1212
www.flintequipco.com



Ship To: SAME AS BELOW

Invoice To: CITY OF MONROE
PO BOX 1249
MONROE GA 30655

Table with invoice details: Branch (19 - C&F-BRASELTON), Date (07/11/2019), Time (11:26:03 (O)), Page (1), Account No (0227744), Phone No (7702676933), Est No (05 006394), Ship Via (S), Purchase Order (644K), Tax ID No (586000626), Salesperson (SDS)

ESTIMATE EXPIRY DATE: 10/07/2019

SERVICE ESTIMATE - NOT AN INVOICE

Stock #: 1500793 644K 4WD LOADER MS #: 1DW644KZHBE639096
Make: JD Model: 644K
Is to have the following work done

Complete Engine

Table with 5 columns: Part#, Description, Qty, Price, Amount. Lists engine parts like Diesel Engine R, FILTER ELEMENT, FUEL FILTER, etc.

MISCELLANEOUS CHARGES table with columns: Description, Price, Amount. Includes SHOP SUPPLIES, Parts (33476.23), Labor (5600.00), Miscellaneous (250.00), TOTAL (39326.23)

Authorization: _____

IMPORTANT WARRANTY NOTICE: Any warranties associated with the merchandise purchased hereunder are acknowledged to be from the manufacturer only and Flint Equipment Company has expressly disclaimed any warranty...

ACKNOWLEDGEMENTS: SERVICE CHARGE ON OVERDUE ACCOUNTS AT THE RATE OF 1.5% PER MONTH (18% PER ANNUM); RESTOCKING FEE 15%. THERE WILL BE NO REFUNDS ON SPECIAL ORDER PARTS AFTER 30 DAYS FROM INVOICE DATE...

Customer's Signature _____ Date _____



To: Public Works Committee
From: Logan Propes, City Administrator
Department: Administration
Date: 07/31/2019
Subject: On-Call Engineering – Keck & Wood

Budget Account/Project Name:

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Purchase: Keck & Wood

Description:

Approval is sought to enter into an agreement for on-call engineering services for transportation and parks related projects with Keck & Wood Engineering.

Background:

After years of working with Keck & Wood on many major and minor transportation projects, staff believes that efficiencies in the process can be gained though entering into an on-call engineering services agreement as outlined in the attached memo. Essentially, an hourly rate will be established along with parameters of project spending limits and project types (Transportation, parks, stormwater, etc.)

At this point staff would recommend only initially engaging with the engineers for Transportation Services until other items like Parks Services need to be added at the discretion of Administration.

Hourly rates have been discounted across the board below general services rates for the agreement as presented.

Attachment(s):

Keck & Wood On-Call Agreement

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between City of Monroe (“Owner”) and Keck & Wood, Inc. (“Engineer”).

Owner’s Project, of which Engineer’s services under this Agreement are a part, is generally identified as follows: On-Call Engineering Services (“Project”).

Engineer’s services under this Agreement are generally identified as follows: Indefinite delivery of engineering, planning, studies, surveying, project administration, bidding assistance, construction administration assistance and other miscellaneous services relating to transportation, parks and other miscellaneous projects as assigned by the City of Monroe (“Services”).

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above (“Additional Services”).
- B. Engineer shall complete its Services within a reasonable period of time, or within a specific time specified in individual assignments.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer’s Services is impaired, or Engineer’s Services are delayed or suspended, then the time for completion of Engineer’s Services, and the rates and amounts of Engineer’s compensation, shall be adjusted equitably.
- D. This Agreement shall automatically terminate on December 31, 2019 and on each succeeding December 31. It will automatically renew on January 1, 2020, and each succeeding January 1 unless terminated in accordance with its terms.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer’s invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

- A. Owner shall pay Engineer for Services as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Appendix 1 shall apply from the date of this agreement until December 31, 2019. After December 31, 2019, the Standard Hourly Rates for the Engineer shall be adjusted annually on January 1 to reflect equitable changes in compensation due to inflation. The adjustment shall be less than or equal to the change in the Consumer Price Index published by the U.S. Department of Labor for the period.
3. For services and reimbursable expenses of Sub-consultants employed by the Engineer, the amount billed to the Engineer therefore times a factor of 1.10.

2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.i.

- c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
- d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 4. such limited license to Owner shall not create any rights in third parties.

- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 *Attachments*: Appendix 1, Engineer's Standard Hourly Rates

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: City of Monroe

Engineer: Keck & Wood, Inc.

By: _____
Print name: Logan Propes
Title: City Administrator
Date Signed: _____

By: _____
Print name: Samuel J. Serio III
Title: Vice President
Date Signed: _____

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

City of Monroe
City Hall
215 N. Broad Street
Monroe, Georgia 30655

Keck & Wood, Inc.
3090 Premiere Parkway
Suite 200
Duluth, Georgia 30097

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated _____.

Engineer's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 2.01, 2.02, and 2.03, and are subject to annual review and adjustment.

B. Schedule of Hourly Rates:

| | |
|-----------------------------|-------|
| Principal | \$209 |
| Senior Engineer 2 | \$195 |
| Senior Engineer 1 | \$171 |
| Staff Engineer 4 | \$157 |
| Staff Engineer 3 | \$138 |
| Landscape Architect | \$138 |
| Staff Engineer 2 | \$124 |
| Staff Engineer 1 | \$109 |
| Design Technician | \$95 |
| GIS Technician | \$81 |
| Registered Land Surveyor | \$128 |
| Senior Survey Party Chief | \$86 |
| Survey Technician 2 | \$86 |
| Survey Technician 1 | \$57 |
| 2 Man / Robot / GPS | \$124 |
| 1 Man / Robot / GPS | \$90 |
| 2 Man Survey Crew | \$124 |
| 2 Man Mapping Crew | \$105 |
| 1 Man Mapping Crew | \$52 |
| IT Specialist | \$124 |
| Office Administrator | \$95 |
| Clerical / Administrative 2 | \$76 |
| Clerical / Administrative 1 | \$67 |

Appendix 1, Standard Hourly Rates Schedule.

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
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To: City Council
From: Brian Thompson
Department: Electric
Date: 08/6/2019
Subject: Emergency Restoration Plan

Budget Account/Project Name: N/A

Funding Source: N/A

| | | |
|---------------------------|--------|---------------------------------|
| Budget Allocation: | \$0.00 | |
| Budget Available: | \$0.00 | |
| Requested Expense: | \$0.00 | Company of Purchase: N/A |

Description:

Plan to guide restoration of electric service after a major outage event.

Background:

Staff has worked with Albany, Thomasville, Crisp County, and Cartersville to develop a plan that will facilitate a safe and quick recovery of the electric system after a major event that causes wide area outages. Staff recommends passage.

Attachment(s):

Restoration Plan – 16 Pages



E

Electric Department
Emergency
Restoration Plan

Adopted
August
2019

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PROCESS TO IMPLEMENT EMERGENCY RESTORATION PLAN

- After or during a major disaster causing wide spread electrical system damage and loss of power within the City of Monroe Electric System (MES)
- The Emergency Restoration Plan will be activated when The Governor, Mayor, or City Administrator declares Monroe in a State of Emergency. This allows staff to bring in outside labor, equipment, and material without prior authorization from City Council. See below the provisions of City of Monroe Procurement Policy Section 1 Subsection C
- Emergency Purchases. Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.
- The Electric Director or his designee will determine when to escalate the need for additional outside help. Through our evaluation process if it is determined we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

EMERGENCY RESTORATION PLAN SUMMARY

CITY OF MONROE ELECTRIC SYSTEM Revised

When a major disaster causing wide spread electrical system damage and loss of power occurs, the City of Monroe Electric System (MES) Emergency Restoration Plan will be activated. Here is a brief summary of this plan.

- **DECLARATION** – Governor, Mayor, or City Administrator must declare Monroe in a State of Emergency to bring in outside labor, equipment, and material without prior authorization from City Council.

- **SYSTEM EVALUATION** – **No power will be restored in the first 4 – 8 hours after disaster.** This time will be used to perform a system evaluation and determine the level of damage and level of outside forces needed to restore the system. This evaluation is crucial and is proven to be the most effective method to restore power to the masses in the shortest amount of time. Monroe’s crew, foremen, engineering, and metering personnel will be used in two-man teams assigned per distribution circuit to complete this task.

- **REQUEST FOR OUTSIDE ASSISTANCE** – Outside distribution crews, tree crews, equipment, and material will be requested based on the System Evaluation. Agreements are already in place for labor and equipment from many Georgia municipal systems and some systems outside of Georgia. Plans will be put in place with our major material vendors.

- **LOGISTICS FOR OUTSIDE ASSISTANCE** – Agreements shall be put in place and arrangements will be made for blocks of hotel/motel rooms, on-site food catering services, ice services, laundry pick-up/delivery services, and fuel services. Contacts are already in place and purchases will be made for snacks and toiletries.
 - Hotels/Motels – closest lodging available, electricity preferred
 - Catering – set on a site with kitchen and dining facilities
 - Ice – delivery of refrigerated trailer loaded with ice
 - Laundry – pick-up and delivery (not needed until day 5)
 - Fuel – trucks will be fueled early morning by mobile fuel tankers

- CASH – Approximately \$5,000.00 in cash will be obtained from accounting initially to purchase incidentals for MES crews and outside crews (communications for credit card transactions likely not available). In-house purchase orders and charge accounts will be used for larger expenses (hotel/motel, laundry, ice, fuel).
- STAGING AREA – A large staging area will be set up and operated for 2 to 3 weeks with rest rooms, ice, medical supplies, cooking facilities, dining facilities, material, snacks, toiletries, and laundry service. The area must be large enough to accommodate tractor trailer loads of material, large truck/trailer parking, a meeting area with crewmembers, mobile fuel area, and cooking/dining facilities. The staging area will be arranged in multiple lanes to permit several crews to load material and fuel at the same time. Our planned staging areas are the **Water and Waste Water Facilities**.
- DAMAGED MATERIAL SITE – A temporary site will be set up to off load damaged and unusable material (except transformers). This material will be gone through and removed by MES after restoration efforts have been completed. Leaking transformers will be picked up by MES personnel and transported to our transformer containment area at the MES shop. Our planned Damaged Material Site is the inert landfill on Poplar St.
- WORKING HOURS – Crews will work 16 hours “ON” during daylight hours and 8 hours “OFF”. Meals take place during the “ON” hours. Example hours are:
 - 6:00 a.m. to 7:00 a.m. - Breakfast, assignments, load material, fuel
 - 7:00 a.m. to 1:00 p.m. - Crews working
 - 1:00 p.m. to 2:00 p.m. - Lunch and break
 - 2:00 p.m. to 9:00 p.m. - Crews working
 - 9:00 p.m. to 10:00 p.m. - Dinner
 - 10:00 p.m. to 6:00 a.m. - Sleeping and rest
- MEALS – Hearty nutritious cooked meals will be provided for breakfast and dinner. These will be provided either by on-site caterer or restaurants we have made arrangements with (if available). Lunches will be large sandwiches or similar meals and will be delivered to crews on the work site.
- PAY – By agreement, outside crews are paid overtime for the first 8 hours per day, double time for the remaining hours per day, and double time for all hours worked on weekend days and holidays in addition to equipment charges while in use.

- **PRIORITY LEVELS** – The following restoration Priority Levels have been established but cannot be guaranteed depending on system damage:
 - Priority 1: Emergency services – utilities, police, fire, command, communications
 - Priority 2: Essential services - medical, healthcare, shelters
 - Priority 3: Needed services - gas, groceries, restaurants, lodging

- **RESTORATION PROCEDURE** – After the System Evaluation and while outside forces are in route, MES will attempt to restore service to as many priority locations as possible. When outside forces arrive and after attempts to restore Priority Levels are complete, outside crews will be assigned a distribution circuit and instructed to begin at the substation breaker working outward restoring service to the main line. Damaged material that cannot be reused will be left at the base of the pole for later pick up.
 - The main lines only will be repaired first by making repairs and isolating damaged service lines on the main line and branch lines. Main line switches will be opened as sections of line are inspected allowing portions of the main line to be energized.
 - Once an entire main line is energized, then branch lines off of the main line will be repaired, inspected, and restored. Branch lines with the least damage and most customers will become priority.
 - Once branch lines are restored, individual service lines on the main line will be repaired and restored and then individual service lines on the branch lines will be repaired and restored.
 - No line, line switch, or breaker shall be energized without authorization from the MES dispatch office requested through a MES or ECG bird dog.

- **MES PERSONNEL ASSIGNMENTS** – The majority of MES personnel will be involved with outside crew support.
 - Administration - Director and Asst. Director will make crew assignments and provide status information to City Management.
 - Logistics - Key Acct. Rep., Metering Supervisor, and Metering Tech. will make all arrangements to accept and sustain outside crews. Once complete, Key Acct. Rep. will be Command Center Liaison.
 - Dispatch - Engineering (2) will man the dispatch office and conduct all line energizing authorizations.
 - Bird Dogs - Engineering (2), Foremen (2), and Lead Linemen (5) will be assigned to substations and outside crews as “bird dogs”. The bird dogs are responsible for estimating customers restored/customers out and reporting to the MES dispatch office, damage records, all communication between outside crews and dispatch office, distribution switching for their assigned circuits, transmission switching as requested, retrieving material and other necessities for outside crews, and managing outside crews.
 - Material Acquisition - Storeroom personnel (2) responsible for obtaining necessary material from outside sources.
 - Minor Trouble - Linemen will be placed in two-man teams to cure minor cases of trouble that will restore service.
 - Material Transport - Apprentices will be assigned to loading/unloading material, transporting poles and transformers to and from site, and providing equipment to crews as necessary.

- **OTHER CITY PERSONNEL ASSIGNMENTS** – Assistance will be needed from other city departments to support the restoration effort.
 - Administration - needed to serve breakfast/dinner meals and deliver lunch meals to crews on site.
 - Water/Gas - needed to clear debris and pickup damaged material left at the base of each pole and transport to damaged material site.
 - Garage - needed to provide repair in the field of trucks/equipment belonging to outside crews.
 - Police - assumed not available to MES due to looting and public safety concerns but will be needed to patrol staging area at night.
 - Fire - assumed not available to MES due to life saving and public safety concerns but will be called as needed.
 - Public Works - assumed not available to MES due to available personnel clearing roads and removing debris.
 - Telecom – Will assist until a point when they can start restoring Telecom services safely.

EMERGENCY RESTORATION – PLANNING PROCESS

EMERGENCY RESTORATION PLAN

Goal:

Restoration of electric service which ensures minimum outage times for customers, a positive public image for the city, a safe working environment for city employees, and an improved quality of life for the general public.

EMERGENCY PLAN LOGISTICS

Personal Support

Objective:

Advance planning of personnel support – restaurants, motels, fuel, etc., - to insure availability of services, minimize inconvenience for personnel, eliminate wasted time, and provide a billing mechanism for accurate storm cost accounting.

Facilities

- Arrangements with hotels shall be made – and updated annually – to guarantee blocks of rooms available when a city needs them.
- Master billing will be arranged for motels, restaurants, and gas stations.
- Require name and company on restaurant tickets; name, company, and tag number on gas tickets.
- When outside help has been called, pick up room keys in advance. This eliminates lengthy check-ins for tired people and allows the city to allocate the keys and keep up with the cost.
- If possible, choose facilities where power can be restored relatively soon after the emergency passes.

- 420 N Broad St and 2200 Hwy 83 (Water & Sewer Plants) shall be designated as staging areas for outside crews to assemble. The staging area will be used as a place to park equipment at night, to fuel trucks, to load and unload storm materials, bathroom facilities as well as meals.
 - The staging area will be determined by the severity of the event.

Storm Package

- To be given to the supervisor of each arriving outside crew.
- List of available hospitals, hotels, restaurants, gas, and contact phone numbers. Include hotel room keys in package if possible.
- Road map.
- Circuit one-line diagrams.
- Construction Specifications.
- Hold tags.
- First aid kits available for those without.
- Repair Report forms – To be filled out by the bird dog or the supervisor of the outside crew and to be turned in daily.
- OUTSIDE PERSONNEL AND VEHICLE LIST Form – This should be filled out by incoming crews before they start work.
- Important that bird dog review the information contained in the Storm package with the outside crew before they start work.

Personnel List / Event Accounting

- Prepare and maintain a list of outside personnel help – names, home addresses, home phone numbers, company, vehicle tag numbers, emergency contact name and phone number. Use the form “OUTSIDE PERSONNEL AND VEHICLE LIST” to record the information for the arriving personnel. When outside personnel arrive, contact their home office(s) to advise them of the crews of safe arrival.

Assigned Job Duties

- Each employee has assigned job duties. Each employee is responsible for knowing what his responsibilities are. The supervisor must also be familiar with each of his or her employee’s responsibilities. This will eliminate confusion as to responsibilities once the storm restoration effort begins.

Priority Customers

A list of Critical Customers has been prepared. We have established restoration priorities to the customers in the following order.

- Priority 1: Utilities & Emergency services – police, fire, utilities, radio transmitter.
- Priority 2: Essential services – medical, healthcare, shelters.
- Priority 3: Needed services – gas, groceries, restaurants, lodging.

Substation Feeder Records

The dispatch office is responsible for the following information to minimize overloading feeders and substation banks while switching during service restoration. Recommended feeder records:

- Feeder amps – winter peak
- Feeder amps – summer peak
- Maximum feeder amps
- Substation bank sizes
- Circuit tie points

System Evaluation

Determine extent of system damage as quickly as possible to evaluate restoration time using existing personnel. The evaluation process will determine the need for outside crews and how many crews are needed.

A complete circuit by circuit system evaluation will be performed. All circuits whether de-energized or energized will be ridden. **The evaluation must be completed within 4 hours.** Two-man teams will be assigned to ride each circuit. The team should be made up of one experienced member and one less experienced member. Spread the experience because we have approximately 10 circuits to evaluate. One person will drive, and one will watch the line and tally the damage. The TROUBLE TALLY SHEET will be used to determine the specific number of cases of trouble found. **This information is vital in determining the amount of total repair time.**

When riding an energized circuit, if the team comes across a safety hazard the team will de-energize the hazard or make it safe, report the hazard and proceed with the evaluation. At no time should the team attempt to restore power. Once a team has completed a circuit assessment they should return to headquarters, turn in the TROUBLE TALLY SHEET and receive their next assignment.

The following is a list of trouble items to report:

- Cutout or Arrestor Replacement
- Pole down / broken
- Primary arm broken
- Primary down – 1 phase
- Primary down – 3 phase
- Primary fuse blown
- Primary insulator(s) broken
- Secondary down
- Service down
- Transformer – Replace 1 phase
- Tree on primary / secondary
- Other: Please be specific:

The Electric Director or his designee will determine when to escalate the need for additional outside help. If we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

Restoration Procedure

After the system evaluation and while outside forces are in route, MES will attempt to restore service to as many priority locations as possible. When outside forces arrive and after attempts to restore priority levels are complete, outside crews will be assigned a distribution circuit and instructed to begin at the substation breaker working outward restoring service to the main line. Damaged materials that cannot be reused will be left at the base of the pole for later pick up.

- The main lines only will be repaired first by making repairs and isolating damaged service lines on the main line and branch lines. Main line switches will be opened as sections of line are inspected allowing portions of the main line to be energized.
- Once an entire main line is energized, then branch lines off of the main line will be repaired, inspected, and restored. Branch lines with the least damage and most customers will be priority.
- Once branch lines are restored, individual service lines on the main line will be repaired and restored and then individual service lines on the branch lines will be repaired and restored.
- **No line, line switch, or breaker shall be energized without authorization from the MES dispatch office through a MES or ECG bird dog.**

- Due to efficiency and safety the crews will work 16 hours “ON” during daylight hours and 8 hours “OFF” for rest. A sample of the standard work day is as follows:
 - 6:00 a.m. to 7:00 a.m. - Breakfast, assignments, load material, fuel
 - 7:00 a.m. to 1:00 p.m. - Crews working
 - 1:00 p.m. to 2:00 p.m. - Lunch and break
 - 2:00 p.m. to 9:00 p.m. - Crews working
 - 9:00 p.m. to 10:00 p.m.- Dinner
 - 10:00 p.m. to 6:00 a.m. – Sleeping and rest

The above standard work day is a guide. There will be times when you might need to deviate from the schedule in order to finish what you are working on in order to pick up a large number of customers.

DUTIES

DUTIES OF THE ELECTRIC DIRECTOR

1. Makes the decision on staffing needs including when outside assistance is needed.
2. Keeps abreast of overall storm damage and assessment.
3. Monitors the operations of the Dispatch Center.
4. Assists in coordinating crew.
5. Provide status updates to City Administrator and press as needed.

DUTIES OF THE ASSISTANT DIRECTOR

1. Monitors the operations of the Dispatch Center
2. Coordinates the efforts of the Storm Assessment Team.
3. Provides restoration status updates to Electric Director
4. Assists in decision to call for additional assistance.
5. Assumes duties of Electric Director in his absence.

DUTIES OF OUTSIDE PLANT MANAGER

1. Perform initial System Evaluation.
2. Dispatch office will be manned by Engineering (2) and conduct all line energizing authorizations.
3. Dispatch office will provide regular system status updates to the Director. The update to include estimates of customers restored/customers out as well as progress being made on each circuit.

DUTIES OF DISPATCH – Office will be manned by utility staff (2).

1. Normal operations of the Dispatch Office will be in place during initial restoration to Priority Loads and prior to arrival of outside crews.
2. Once outside crews have been assigned to bird dogs and work areas the dispatch office will conduct all line energizing authorizations. No line, line switch, or breaker will be energized without authorization from the MES dispatch office through a MES or ECG bird dog.
3. Dispatch office will provide regular system status updates to the Director. The update to include estimates of customers restored/customers out as well as progress being made on each circuit.

DUTIES OF DISTRIBUTION SUPERVISOR

1. Assist with initial System Evaluation.
2. Prior to arrival of outside crews, the restoration of service to priority customers will begin.
3. Once outside crews have arrived the following assignments will be made.

Bird Dogs -- This team will consist of Service/Meter Techs (2), Distribution Supervisor (1) and Linemen (5).

1. Take care of the needs of outside crews. Including communications.
2. Make all switching request through dispatch.
3. Provide status updates to dispatch.
4. Fill out Outside crew personnel and vehicle list and provide to administrative assistant daily.
5. Fill out Daily Repair Report for Fema/Gema records.

DUTIES OF ADMINISTRATIVE ASSISTANT

1. Records complete outage list from Call Center.
2. If outage calls are too excessive for Call Center and staff to handle, coordinate with Customer Service and IUC to handle the overflow.
3. Sorts outage information by geographic area.
4. Communicates to dispatch center when receiving a Critical or Priority Outage.
5. Assist management and supervisory personnel with tactical and administrative duties.
6. Assists the Distribution Supervisor with coordinating crew needs

DUTIES OF METERING STAFF

1. Assist with initial System Evaluation.
2. Assist Logistics Manager with arrangements to accept and sustain outside crews.
3. Repair traffic signaling system to normal operation.
4. Perform Metering Functions as the need arises.
5. Back up Engineering Staff if additional assistance as needed.

DUTIES OF KEY ACCOUNTS MANAGER (LOGISTICS MANAGER AND COMMAND CENTER LIASON).

1. Responsible for all arrangements to accept and sustain outside crews.
2. Compile and maintain a list of major customers and their contact info.
3. Report power outages of major customers to Electric Director and Dispatch Center.
4. Provide status updates to major customers as needed.
5. Back-up to Electric Director regarding status updates to press.
6. Perform other duties as assigned by Electric Director.
7. After logistics duties have leveled off report to Command Center

as liaison for Electric Department.

DUTIES OF PURCHASING AGENT AND STAFF

1. Provide a safe and efficient storeroom operation.
2. Contact vendors for storm materials to ensure that necessary materials are on hand for timely power restoration.
3. Set up and make operational the Staging Area.
4. Maintain three (3) complete storm kits and audit on an annual basis.
5. Coordinate with MES bird dogs to provide materials and supplies to field personnel.
6. Update the Vendor List on an annual basis.

DUTIES OF CREW PERSONNEL

1. Perform initial system evaluations.
2. Prior to arrival of outside crews, the restoration of service to priority customers will begin.
3. Once outside crews have arrived the following assignments will be made.

Linemen -- will be placed in two-man teams to cure minor cases of trouble that will restore service.

Apprentices – will be assigned to loading/unloading material, transporting poles and transformers to and from site, and providing equipment to crews as necessary.

A two-man crew will be available to handle after hours emergencies.

DAMAGE ASSESSMENT PROCEDURES

Determining the extent of system damage as quickly and accurately as possible is vital in estimating the amount of total time to restore power as well as material and human resource needs.

A complete circuit by circuit system evaluation will be performed. **The system evaluation must be completed within 4 hours.** A two-man team made up of an experienced person and one less experienced person will be assigned to evaluate each circuit. One person will drive, and one will survey the line and tally the damage. The TROUBLE TALLY SHEET will be used to determine the specific number of cases of trouble found. See TROUBLE TALLY SHEET for more specific information.

If the team comes across a safety hazard the team will make the hazard as safe and proceed with the assessment. Once a team has completed a circuit assessment, they should return to City Hall, turn in the TROUBLE TALLY SHEET and receive their next assignment.

Using the total cases of trouble derived from the TROUBLE TALLY SHEETS the Electric Director or his designee will determine when to escalate the need for additional outside help. If we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

Request 1 crew for every 50 hours of work.



To: City Council
From: Brian Thompson
Department: Electric
Date: 08/6/2019
Subject: Purchase - Spring Street Relocation Poles

Budget Account/Project Name: Spring St Relocation

Funding Source: CIP

Budget Allocation: \$350,000

Budget Available: \$350,000

Requested Expense: \$77,969

Company of Purchase: Anixter

Description:

Ductile Iron poles to be placed in-line with new MEAG poles from Highland to Breedlove.

Background:

The relocation of our two circuits on W Spring St is currently out for bid. The poles that were used in that design are made of ductile iron and are self-supporting. This means they do not have guy wires and will last longer than the wire that they are supporting. This design while more expensive up front will create a much cleaner look on this street which is a main feeder to our City.

Attachment(s):

Quotes (2)

McWane Poles - 2 pages

Anixter – 2 Pages



6525 BEST FRIEND RD SUITE 100
NORCROSS, GA 30071

PO 111

www.anixterpowersolutions.com

Phone: 404.691.2605
Fax: 770.798.1309

Quotation: U00592215.00

To: **MONROE WATER LIGHT & GAS**
420 N BROAD STREET
MONROE, GA 30655

Issued Date:
Expiration Date: **Aug 04, 2019**

Sales Contact: **Daniel Brown**
(P)
(F)
daniel.brown@anixter.com

Attn:
Phone:
Fax:

| Item | CustLine | Product and Description | Quantity | Price | Unit | Extended |
|------|----------|--|----------|-----------|------|-----------|
| 1 | | C11K050W 50' 11.7Kip - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 1 | 4,906.000 | EA | 4,906.00 |
| 2 | | C11K055W 55' 11.7 Kip - Weathered Finish ncludes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 2 | 5,516.000 | EA | 11,032.00 |
| 3 | | C11K060W 60' 11.7 Kip - Weathered FinishIncludes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 4 | 5,840.000 | EA | 23,360.00 |
| 4 | | H9060W 60' H9 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 2 | 5,544.000 | EA | 11,088.00 |



6525 BEST FRIEND RD SUITE 100
NORCROSS, GA 30071

PO 112

Phone: 404.691.2605
Fax: 770.798.1309

www.anixterpowersolutions.com

Quotation: U00592215.00

| Item | CustLine | Product and Description | Quantity | Price | Unit | Extended |
|------|----------|--|----------|-----------|------|-----------|
| 5 | | H9055W 55' H9 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 2 | 4,932.000 | EA | 9,864.00 |
| 6 | | H7055W 55' H7 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 3 | 4,299.000 | EA | 12,897.00 |
| 7 | | H7060W 60' H7 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps DEL: 10-12 WEEKS | 1 | 4,822.000 | EA | 4,822.00 |

SECTION TOTAL: \$77,969.00

QUOTE TOTAL: \$77,969.00

Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

For the latest terms & conditions please visit: <https://www.anixterpowersolutions.com/site/legal/purchase-terms.html>

Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.



McWane Poles
 A Division of **McWane, Inc.**
 226 **113** Sixth St.
 Coshocton, Ohio 43812
 P: 740-622-6651
 F: 740-662-8551

Quotation

| | | | |
|-----------|---|----------------|-------------------|
| Customer: | Gresco Utility Supply c/o Chris Crawford | Quote Number: | 151916 |
| Ship To: | Electric Cities of Georgia (ECG) Monroe, Georgia | Date: | 06/20/2019 |
| | | Quote Expires: | 07/31/2019 |

| Part No. | Description | Standard Weight | Max Tip Load | Qty | Unit Price | Total |
|-------------------------|---|-----------------|--------------|-----|------------|--------------------|
| C11K050W | 50' 11.7Kip - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 4401 | 11.7 | 1 | \$5,244.69 | \$5,244.69 |
| C11K055W | 55' 11.7 Kip - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 4913 | 11.7 | 2 | \$5,898.31 | \$11,796.62 |
| C11K060W | 60' 11.7 Kip - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 5455 | 11.7 | 4 | \$6,244.00 | \$24,976.00 |
| H9060W | 60' H9 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 5335 | 10.53 | 2 | \$5926.85 | \$11,853.70 |
| H9055W | 55' H9 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 4793 | 10.53 | 2 | \$5,272.15 | \$10,544.30 |
| H7055W | 55' H7 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 3949 | 8.385 | 3 | \$4,597.00 | \$13,791 |
| H7060W | 60' H7 - Weathered Finish Includes 40 holes or 20 through holes, 2 rivet nuts or threaded holes, and embed coating to 1' above ground line. OPTIONS 1 -- Ductile Caps | 4391 | 8.385 | 1 | \$5,155.31 | \$5,155.31 |
| Total Pole Quantity: 15 | | | | | Total: | \$83,361.62 |

| | | | |
|-----------------------|---|-----------------|------------------------------------|
| Delivery Lead Time: | 10-12 WKS After Drawing Approval | Quotation From: | |
| Freight Expense: | Prepaid Allowed | | Shelby Longaberger |
| Freight Arrangements: | Delivery at Place (DAP) | | Sales Associate |
| Payment Terms: | Net 30 Days | | |
| Plant of Origin: | Coshocton, OH | | shelby.longaberger@mcwanepoles.com |

Notes:

Poles are quoted per "Specifications for Ductile Iron Poles" updated 4/14/2018. Poles are designed and manufactured to wood pole equivalency, "Grade B" construction. Prices are subject to change without notice.

The MCWANE, INC. Terms and Conditions of Sale, found at www.mcwane.com under the Terms and Conditions tab ("Online Terms and Conditions") including but not limited to all warranties, disclaimers of implied warranties and limitations on liability, are incorporated herein by this reference. Each party acknowledges that all sales of Goods by McWane, Inc., including its divisions, ("Seller") to Buyer are governed by the Online Terms and Conditions which supersede any other or inconsistent terms of Buyer or Seller. Each party agrees that the Online Terms and Conditions will also govern all sales of Goods to Buyer by any McWane, Inc., subsidiary, affiliate or division, in which case such subsidiary, affiliate or division will be the "Seller" under this Agreement (unless otherwise agreed in writing by such subsidiary, affiliate or division). Buyer acknowledges that the Online Terms and Conditions are subject to change from time to time and the parties agree that each sale of Goods will be governed by the version of the Online Terms and Conditions available at the time of Seller's acceptance of an order for such Goods.



To: Utility Committee, City Council
From: Chris Bailey, Director of Central Services
Department: Water, Sewer, Gas, and Stormwater Department
Date: 07/30/2019
Subject: 2020 CDBG Grant Writing and Administration Services

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Record: Allen-Smith Consulting

Description:

After the evaluation of Qualifications and Proposals for the Grant Writing and Administrative Services for the 2020 CDBG, the committee selected Allen-Smith Consulting. Allen-Smith Consulting has performed these same services for past CDBG funded projects and received high marks in evaluations for their proposed services for the upcoming project application. The points of evaluation were knowledge of guidelines/regulations, capacity, past performance, experience, current workload, and fee-based structure.

Background:

The City of Monroe is required to place advertisement for Grant Writing and Administration Services for all CDBG projects, to then evaluate those submissions for quality and capability of services provided.

Attachment(s):

Evaluation Summary – 1 page

Grant Writing & Administration Services

Monday, July 15, 2019

| | Allen-Smith Consulting | Da Costa's Accounting & Consulting, LLC | Raven's Fork Consulting, Inc. | Home Development Resources, Inc. |
|---------------------|------------------------|---|-------------------------------|----------------------------------|
| Chris Bailey | 12.0 | 6.0 | 7.0 | 6.0 |
| Rodney Middlebrooks | 12.0 | 4.0 | 7.0 | 7.0 |
| Sydney Dorawa | 12.0 | 6.0 | 6.0 | 4.0 |
| TOTAL | 36.0 | 16.0 | 20.0 | 17.0 |
| AVERAGE | 12.0 | 5.3 | 6.7 | 5.7 |
| RANK | 1 | 4 | 2 | 3 |

Engineering Services

Monday, July 15, 2019

| | Watkins & Associates, LLC | Carter & Sloope | Hofstadter & Associates | Precision Planning | Falcon Design |
|---------------------|---------------------------|-----------------|-------------------------|--------------------|---------------|
| Chris Bailey | 10.0 | 12.0 | 11.5 | 10.0 | 6.0 |
| Rodney Middlebrooks | 12.0 | 12.0 | 11.5 | 11.0 | 8.0 |
| Sydney Dorawa | 12.0 | 11.0 | 9.0 | 9.0 | 5.0 |
| TOTAL | 34.0 | 35.0 | 32.0 | 30.0 | 19.0 |
| AVERAGE | 11.3 | 11.7 | 10.7 | 10.0 | 6.3 |
| RANK | 2 | 1 | 3 | 4 | 5 |



To: Utility Committee, City Council
From: Chris Bailey, Director of Central Services
Department: Water, Sewer, Gas, and Stormwater Department
Date: 07/30/2019
Subject: 2020 CDBG Engineering Services

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Record: Carter & Sloope

Description:

After the evaluation of Qualifications and Proposals for the Engineering Services for the 2020 CDBG, the committee selected Carter & Sloope. Carter & Sloope has performed these same services for past CDBG funded projects throughout the state of Georgia and received high marks in evaluations for their proposed services for the upcoming project application. The points of evaluation were ability to perform project functions, experience, key personnel experience, references, and fee-based structure.

Background:

The City of Monroe is required to place advertisement for Grant Writing and Administration Services for all CDBG projects, to then evaluate those submissions for quality and capability of services provided.

Attachment(s):

Evaluation Summary – 1 page



To: City Council, Committee, City Administrator
From: Rodney Middlebrooks, Director of Water & Gas
Department: Wastewater Treatment Plant
Date: 8/6/2019
Description: Approval - Out of State Travel

Budget Account/Project Name:

Funding Source:

Budget Allocation: 0.00

Budget Available: 0.00

Requested Expense: 0.00

Company of Purchase: Aqua-Aerobic Systems

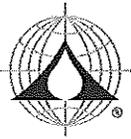
Recommendation:

Staff recommends the APPROVAL to send 2 employees to the Biological Processes Seminar in Chicago, IL at \$0 cost to the City

Background: City staff has visited numerous wastewater plants across Georgia to determine what we feel is the best fit for Monroe based on maintenance requirements, operating costs and ease of operation. This seminar gives us a better understanding of each process and how it will benefit the City's future plant rehab/upgrades.

Attachment(s):

Seminar brochure



50th Anniversary
**AQUA-AEROBIC
 SYSTEMS, INC.**
 A Metawater Company
 1969 - 2019

Education and Training

BIOLOGICAL PROCESSES SEMINAR: ADAPTIVE TECHNOLOGIES FOR CHANGING DEMANDS

AUGUST 22, 2019

ATTEND THIS SEMINAR TO GAIN A BETTER UNDERSTANDING OF:

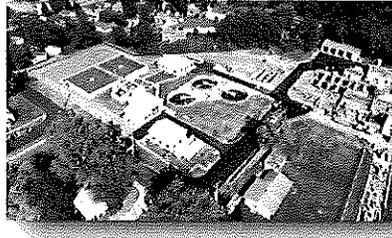
- Design considerations and benefits from time managed treatment process
- How true batch conditions are ideal for maximizing biological nutrient removal
- Aerobic granular sludge technology - including how it works, system design, operation and case studies
- Discuss your unique application and receive project-specific feedback from Aqua-Aerobic technical experts

YOU ARE INVITED

Achieving lower nutrient limits is a challenge facing many wastewater plants across the nation. Phosphorus and nitrogen are significant issues for engineers, consultants and end users.

Aqua-Aerobic Systems, Inc. offers this one-day **Process and Product Application Seminar** featuring Biological Process Technologies that will focus entirely on meeting new and emerging Biological Nutrient Removal (BNR) requirements.

Whether you are looking at retrofitting or upgrading an existing system to meet current or future effluent demands or possibly a new plant that will have a strict discharge permit, attend this seminar to learn and properly apply the most reliable and cost-effective biological processes for your project or plant.



This information can be invaluable to a wide range of wastewater treatment professionals:

- Consulting Engineers
- Environmental Managers
- Plant Superintendents
- Contractors
- City Officials
- Owners

SEMINAR OUTLINE

AIRLINE:

Your flight will be scheduled to arrive at Chicago's O'Hare airport around 12:00 p.m. (CST) on Wednesday (day prior to seminar). Your return flight will be scheduled for 6:00 p.m. or later following the seminar on Thursday.

TRANSPORTATION:

A regional bus will depart O'Hare and bring you directly to Rockford, IL. If you plan on driving to Rockford, it is your option to arrive the evening prior to the seminar or the morning of the seminar.

Transportation will be provided back to O'Hare airport following the seminar for anyone scheduled on return flights.

HOTEL:

A room reservation will be made in your name for the evening prior to the seminar at the Hilton Garden Inn hotel in Rockford, IL.

WELCOME RECEPTION AND MEALS:

Join us for a casual welcome reception at the hotel followed by dinner at one of Rockford's finest restaurants.

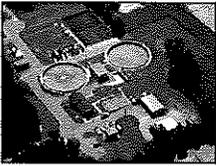
SEMINAR DAY:

Begin your day with a made to order breakfast at the hotel before departing via chartered bus to the Aqua-Aerobic facility, located at 6306 N. Alpine Rd., Loves Park, IL.

A catered lunch and light snacks will be provided throughout the day during the seminar.

See page 2 for a seminar synopsis, including a description of the Research & Technology Center Tour, and more information on how to register. →

AQUASBR[®] SEQUENCING BATCH REACTOR



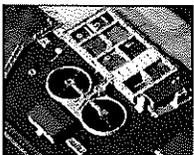
You will be acquainted with advantages of the **AquaSBR**[®] Sequencing Batch Reactor offering time-based treatment in a true batch process and why SBR systems are ideal for nutrient removal. Learn how

the AquaSBR offers a lower footprint than conventional activated sludge, lower power consumption, and lower cost of ownership.

Witness a full-scale dye tracer study using the **AquaDDM**[®] mixer during an outdoor demonstration along with full scale diffused aeration to showcase the **Aqua MixAir**[®] Aeration System.

The **Aqua-Aerobic**[®] MBR is a unique, time-managed sequential aeration process promoting biological nutrient removal in a simplified unit process.

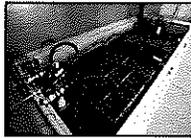
AQUAPASS[®] PHASED ACTIVATED SLUDGE SYSTEM



The **AquaPASS**[®] Phased Activated Sludge System is another featured topic in our seminar. This activated sludge technology provides enhanced nutrient removal with Total N < 3 mg/l and Phosphorus < 0.5 mg/l. Learn the advantages of the AquaPASS compared to other multi-stage BNR processes.

In addition, learn how to achieve nutrient removal with lower recycles in a multi-stage process, benefits of time-based operation for nitrogen removal, and why AquaPASS in a great retrofit option.

AQUA-AEROBIC[®] MBR MEMBRANE BIOREACTOR



The **Aqua-Aerobic**[®] MBR is a unique, time-managed sequential aeration process promoting biological nutrient removal in a simplified unit process.

AQUANEREDA[®] AEROBIC GRANULAR SLUDGE TECHNOLOGY



Through extensive research and successful application internationally over the last 20 years, **Aerobic Granular Sludge (AGS) Technology** is recognized as "The Future" of municipal and industrial wastewater treatment

and is the most sought-after, progressive treatment technology available. Compared to activated sludge technologies, the biological treatment power of **Nereda**[®] is highly amplified while saving 50% on energy costs, delivering high quality effluent for low costs and requiring only a quarter of the area of conventional activated sludge installations.

AQUANEREDA[®] PLANT TOUR

A tour of the **AquaNereda**[®] Demonstration Plant located at the local wastewater treatment plant is conducted the day before the seminar.

A brief presentation will acquaint you with the system which is designed to treat 200,000 GPD. In addition to using the new demonstration plant for tours and educational training, it allows for the continued cultivation of granules for future installations. Aqua-Aerobic staff will be available during the tour to answer any questions.



Nereda[®] is a registered trademark of Royal HaskoningDHV

HOW TO REGISTER

PLEASE REGISTER HERE

Availability is limited for this seminar, so early confirmation is recommended.

There is **no cost to you** for attending this seminar. Your airline ticket, hotel accommodations, meals and ground transportation from Chicago's O'Hare airport to Rockford, IL and the return to O'Hare will be furnished by Aqua-Aerobic Systems, Inc. and your local Aqua-Aerobic representative.

Please direct any questions you may have to our Seminar Coordinator, **Magdalena Luke** at (815) 639-4426 or mluke@aquaaerobic.com

We look forward to having you as our guest.

PROFESSIONAL DEVELOPMENT HOURS Upon completion of this seminar including the optional tour of the Research & Technology Center you will receive a Certificate of Completion for 6.5 Professional Development Hours (PDH).

ADA STATEMENT

Aqua-Aerobic Systems, Inc. supports the intent and spirit of the Americans with Disabilities Act. Please contact us if special assistance or accommodations need to be made for you while attending this seminar.

Casual attire is recommended for this seminar and the demonstration tour.

AQUA-AEROBIC SYSTEMS, INC.
6306 N. Alpine Rd.
Loves Park, IL 61111
(815) 654-2501 • aquaaerobic.com

© Copyright 2019 Aqua-Aerobic Systems, Inc.



To: City Council
From: Chief Bill Owens
Department: Fire Dept
Date: 07/23/2019
Subject: Out of State Training

Budget Account/Project Name: Out of State Training

Funding Source: 100-5300-3500-523700

Budget Allocation: \$10,000.00

Budget Available: \$6713.05

Requested Expense: \$1,364.57

Company of Purchase: N/A

Description:

The Water on the Fire Conf. is the most comprehensive single discipline engine conf. in the country. For 2019, 3 full days will be to explain, demonstrating and sharing the past and present of the fire attack with top instructors and equipment. The best way to prepare for our future is with a deep understanding of where we have been, where we are at and where we are going. David Novak and Joshua Esslinger will be attending the Conf.

Background:

N/A

Attachment(s):

Per-Diem cost

Water on the Fire Conf. 2019 description

Registration cost

Hotel Reservation cost

CITY OF MONROE EXPENSE REPORT

Name: David Novak

Department: MFD

| Date: | 26-Aug | 27-Aug | 28-Aug | 29-Aug | | | | Totals |
|----------------------|--------|---------|-----------|----------|--------|----------|---|--------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | |
| Miles Driven | | | | | | | | - |
| Reimbursement | - | - | - | - | - | - | - | - |
| Parking & Tolls | | | | | | | | - |
| Auto Rental | | | | | | | | - |
| Taxi/Limo | | | | | | | | - |
| Other Travel | | | | | | | | - |
| Airfare | | | | | | | | - |
| Transportation Total | | - | - | - | - | - | - | - |
| Lodging | | | | | | | | |
| Registration Fee | | 225.00 | | | | | | 225.00 |
| Breakfast | | | 15.00 | 15.00 | 15.00 | | | 45.00 |
| Lunch | | 15.00 | 15.00 | 15.00 | 15.00 | | | 60.00 |
| Dinner | | 25.00 | 25.00 | 25.00 | 25.00 | | | 100.00 |
| Sub-Total Meals | - | 40.00 | 55.00 | 55.00 | 55.00 | - | - | 205.00 |
| Supplies/Equipment | | | | | | | | - |
| Food Charged | | | | | | | | - |
| Gas Charged | | | | | | | | - |
| Entertainment | | | | | | | | - |
| Other Expenses | | | | | | | | - |
| Total Expenses/Day | - | - | - | - | - | - | - | - |

| Detailed Entertainment Record | | | | | | |
|-------------------------------|------|------------------------------|-----------------------|------------------|--------|---|
| Date | Item | Persons Entertained/Business | Place Name & Location | Business Purpose | Amount | |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |

| Purpose of Trip | SUMMARY | |
|-----------------|-----------------------------|--------|
| | Total Expenses | 430.00 |
| | Less Cash Advance | - |
| | Less Amount Charged To City | - |
| | Amount Due Employee | 430.00 |
| | Amount Due City | - |

M. Queen
Prepared By

7/23/19
Date

A. B. Owens
Approved By

7/23/19
Date

Marsha to Plu
ck 8/11

CITY OF MONROE EXPENSE REPORT

Name: Joshua Esslinger

Department: MFD

| Date: | 26-Aug | 27-Aug | 28-Aug | 29-Aug | | | | |
|----------------------|--------|---------|-----------|----------|--------|----------|--------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Totals | |
| Miles Driven | | | | | | | - | |
| Reimbursement | - | - | - | - | - | - | - | |
| Parking & Tolls | | | | | | | - | |
| Auto Rental | | | | | | | - | |
| Taxi/Limo | | | | | | | - | |
| Other Travel | | | | | | | - | |
| Airfare | | | | | | | - | |
| Transportation Total | | - | - | - | - | - | - | |
| Lodging | | | | | | | | |
| Registration Fee | | 225.00 | | | | | 225.00 | |
| Breakfast | | | 15.00 | 15.00 | 15.00 | | 45.00 | |
| Lunch | | 15.00 | 15.00 | 15.00 | 15.00 | | 60.00 | |
| Dinner | | 25.00 | 25.00 | 25.00 | 25.00 | | 100.00 | |
| Sub-Total Meals | - | 40.00 | 55.00 | 55.00 | 55.00 | - | 205.00 | |
| Supplies/Equipment | | | | | | | - | |
| Food Charged | | | | | | | - | |
| Gas Charged | | | | | | | - | |
| Entertainment | | | | | | | - | |
| Other Expenses | | | | | | | - | |
| Total Expenses/Day | - | - | - | - | - | - | - | |

| Detailed Entertainment Record | | | | | |
|-------------------------------|------|------------------------------|-----------------------|------------------|--------|
| Date | Item | Persons Entertained/Business | Place Name & Location | Business Purpose | Amount |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |

| Purpose of Trip | SUMMARY | |
|-----------------|-----------------------------|--------|
| | Total Expenses | 430.00 |
| | Less Cash Advance | - |
| | Less Amount Charged To City | - |
| | Amount Due Employee | 430.00 |
| | Amount Due City | - |

M. Queen
Prepared By

7-23-19
Date

A. B. Owens 7/23/19
Approved By Date

2019 Water On the Fire Class Summary/Description

Date: August 27-29, 2019

Location: Pensacola Beach Hilton, 12 VIA DE LUNA DRIVE

Pensacola Beach, Florida 32561 - Group Code: WFC - Room rates starting at \$149 for standard sound side rooms. [Click Here to make a reservation.](#)

Investment: \$450 prior to 7/1/19, \$550 After.

The Water on the Fire Conference is the most comprehensive single discipline engine conference in the country. For 2019, 3 full days will be dedicated to explaining, demonstrating and sharing the past and present of fire attack with top instructors and equipment. The best way to prepare for our future is with a deep understanding of where we have been, where we are at and where we are going.

Water on the Fire Conference 2019



Day -1 Lectures full day

Day -2 Later start lectures evening - Attendance & UL Roundtable Q&A closed

Day -3 FFHC conference style with multiple offerings at each time to include at least 1 lecture and 3-4 live demos

| Aug. 27 | Aug. 28 | Aug. 29 |
|---|---|--|
| 0800-0830 Opening Remarks | 0900 - 10:30 "The Anatomy of Rescue" Shannon & DJ Stone | 0800 - 1200 Brass Tacks Harder Facts 30 Students |
| 0830 - 1000 "Water for the Rescue" Curt Isakson | 10:30 - 1200 "Headline Attack Package Design: The Big 4" Dennis Le Grot | 0800 - 945 Session 1: - "Can Confidence" Eric Wheaton - Live Demos |
| 1030 - 1200 "75 Years of Fire Streams" Brian Brush | 1200 - 1300 LUNCH | 1000 - 1145 Session 2: - "Every Second Counts" Ben Shultz - Live Demos |
| 1200 - 1300 LUNCH | 1300 - 1500 "From UL to Your Department". Ray Mc Cormack & Keith Stokes | 1200 - 1300 LUNCH |
| 1300 - 1500 "Stretching for Success" Steve Robertson | 1500 - 1630 UL Panel Roundtable | 1300 - 1445 Session 3: - "Can Confidence" Eric Wheaton - Live Demos |
| 1500 - 1630 "The Drill Yard" Todd Edwards | | 1500 - 1700 Session 4: - "Every Second Counts" Ben Shultz - Live Demos |

**** Demos would be roughly 1-hour warm classes / wet demonstrations possibly repeated twice, one so people don't miss something they want to see
Examples - Gated Wye, Hose Bundles, Tapping a Hydrant, PRV, PRD, FISC, Weapon Selection, PDNY and Denver Loads

Water on the Fire 2019

126

General Options

Name:
Joshua Esslinger

Title:
Firefighter

Company:
Monroe Fire Department

Address:
139 South Madison Avenue

Monroe, Georgia 30655

USA

Number of People Registered:
1

Confirmation Number:
MJNC6M3H9R6 (needed to modify your registration)



Event Title:
Water on the Fire 2019

Location:
Hilton Pensacola Beach

12 VIA DE LUNA DRIVE

Pensacola Beach, Florida 32561

USA

Date:
08/27/2019

Time:
8:00 AM

- GOT AN EARLY-BIRD PRICE IN DEC 2018

** NEED TO REIMBURSE *
ESSLINGER*

Current Registration Details

Order Summaries

| Order | Date | Type | Amt Ordered | Amt Paid | Amt Due |
|---------------|------------------------|--------------|-------------|----------|---------|
| | 12/31/2018 10:06 AM CT | online order | \$225.00 | \$225.00 | \$0.00 |
| Total: | | | \$225.00 | \$225.00 | \$0.00 |

Payment Details

| Date | Type | Reference # | Amt Paid |
|------------|------------|-------------|----------|
| 12/31/2018 | Mastercard | 9064 | \$225.00 |

From: Michael Towe
Sent: Tuesday, July 23, 2019 8:32 AM
To: Marsha Queen
Subject: Fwd: Registration Confirmed - Water on the Fire 2019

Mike Towe
Lieutenant / Training Officer
City of Monroe Fire Department
139 South Madison Avenue
Monroe, Ga 30655

Begin forwarded message:

From: David Novak <DNovak@MonroeGA.gov>
Date: December 31, 2018 at 3:06:49 PM EST
To: Michael Towe <MTowe@MonroeGA.gov>
Subject: Fwd: Registration Confirmed - Water on the Fire 2019

David Novak
Sergeant
City of Monroe Fire Department
139 S Madison Ave
Monroe, GA 30666
770.267.4446

Begin forwarded message:

From: "Brett Graves" <brett@firetrainingresources.com>
Date: December 31, 2018 at 3:05:52 PM EST
To: "Dave Novak" <dnovak@monroega.gov>
Subject: Registration Confirmed - Water on the Fire 2019
Reply-To: brett@firetrainingresources.com

Dear Dave:

Your registration has been confirmed. Please save this email for future reference.

Event: Water on the Fire 2019
Attending: Dave Novak
Number in Party: 1
Time: 8:00 AM
Date: Tuesday, August 27, 2019
Confirmation Number: JSNVRNX876C

Registration Information:



[Click here to view the event summary](#)

We look forward to seeing you there.

Sincerely,
Brett Graves
CFT Fire Training
brett@firetrainingresources.com

If you no longer want to receive emails from Brett Graves, please [Opt-Out](#)

Your payment for the Water on the Fire 2019 event has been successfully processed. Please save this email for records.

Transaction Information:

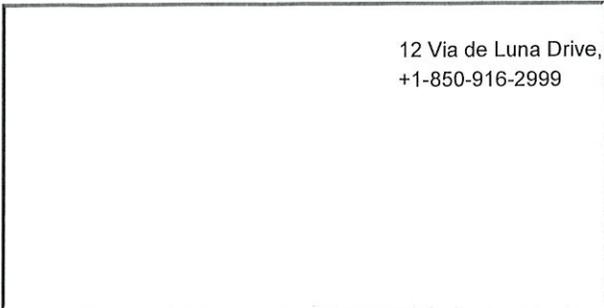
| Item | Transaction Information | Quantity | Amount |
|--------------------------|-------------------------|----------|-----------------|
| Event Registration | | 1 | \$225.00 |
| Transaction Total | | | \$225.00 |

Registration Confirmation Number: JSNVRNX876C

[View your registration](#)

If you have any questions about this transaction or email, please contact Brett Graves directly at brett@firetrainingresources.com.





12 Via de Luna Drive, Pensacola Beach, Florida, 32561, USA
+1-850-916-2999



Reservation Confirmation # 3520791947

Hotel

Hilton Pensacola Beach
12 Via de Luna Drive
Pensacola Beach, Florida 32561
USA
Phone: +1-850-916-2999
Email: PNSPE_RES@hilton.com

[Maps and directions](#), [Local guide](#)

Stay Information

Arrival: Monday, 26 Aug 2019
Departure: Thursday, 29 Aug 2019
1 room for 3 nights
2 adults

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 4:00 pm and check-out is at 11:00 am.

Room and Plan Selection

| DETAILS | (USD) |
|--|-----------------|
| 2 QUEEN BEDS  | |
| WATER ON THE FIRE | |
| Price: | \$447.00 |
| Taxes: | \$57.57 |
| Total for stay: | \$504.57 |

Guest Information

Guest name: JOSH ESSLINGER
Additional Guests:
Address type: Home
Address: On file
Email: On file
Phone: On file
Comments: On file

Payment Information

Card type: MasterCard
Card number: *****9064
Expiration: Oct 2022

-
- Parking charges: Self parking - Complimentary, Parking Lot. Valet parking - \$10.00, Valet Parking
 - Standard In-Room and Lobby Wi-Fi: Free for Hilton Honors members who book direct; \$9.95 for all other guests.
 - Free Wi-Fi does not apply to meeting spaces or at properties with resort charges.

[Booking Terms & Conditions](#)



To: City Council, City Administrator
From: Darrell Stone
Department: Planning & Development
Date: 7/30/19
Description: Parks Master Plan

Budget Account/Project Name: City of Monroe Parks Master Plan

Funding Source: none

Budget Allocation:

Budget Available:

Requested Expense:

Company of Purchase:

Recommendation:

Staff recommends the ADOPTION of the City of Monroe Parks Master Plan

Background:

This master plan will help guide future park development within the city and serve as a resource when seeking grant funding and partnerships.

Attachment(s):

Parks Master Plan

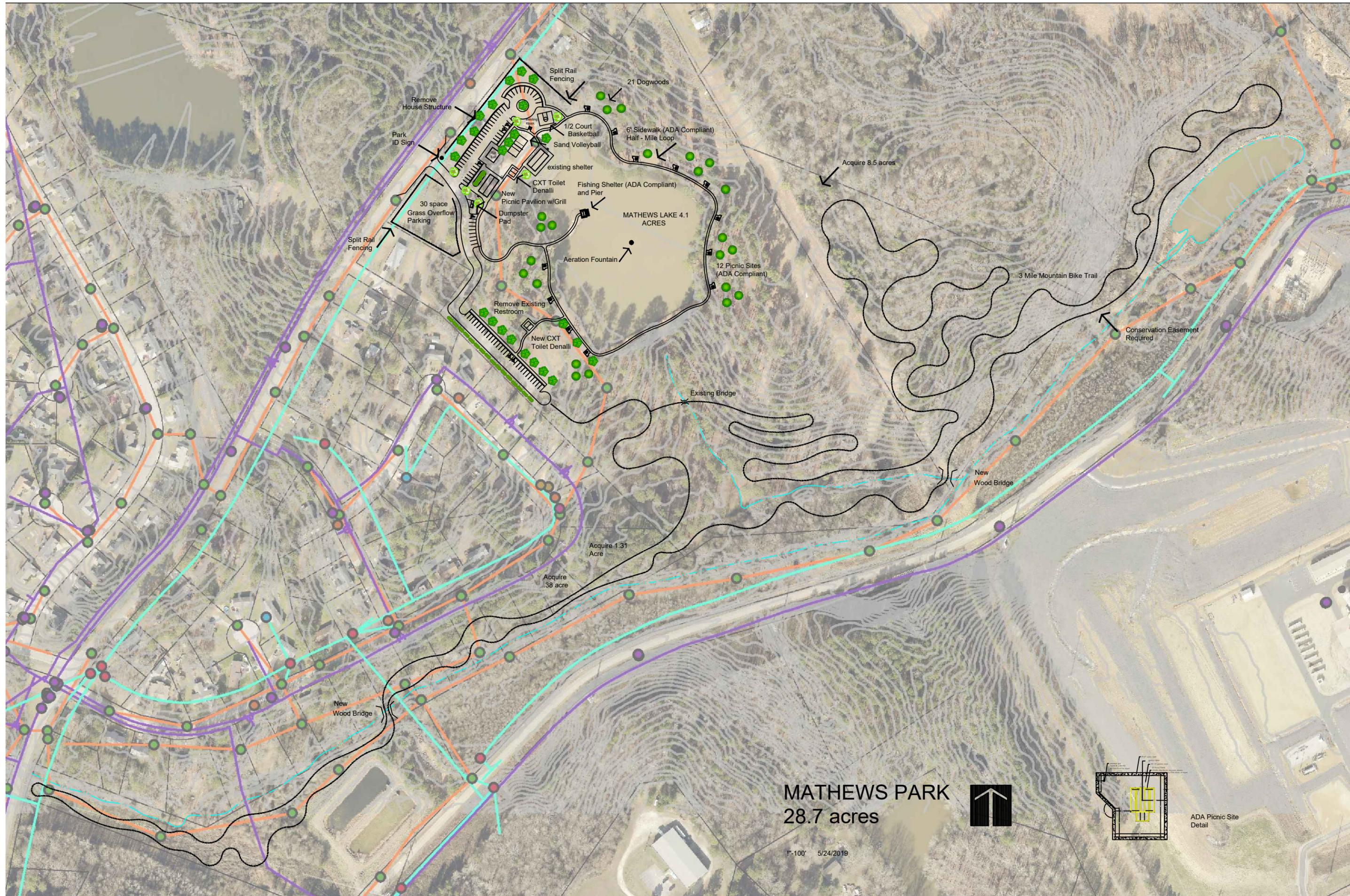
Parks Master Plan for the City of Monroe

The City of Monroe has a variety of active and passive parks. In the effort to serve our citizens the proposed plans represent our vision for future park development.

Additionally, The City of Monroe has developed its Parks Master Plan in keeping with the Georgia Department of Natural Resources' objectives to develop natural-resource recreation in the form of hiking, fishing, jogging, biking, walking or other similar outdoor activities.

Mathews Park, Acreage: 28.7, 1016 E Marable Street, Monroe, GA

This park has a 3-acre lake, 2 pavilions, public restrooms and playground equipment. In the past it hosted an annual fishing derby and has an environmental study area developed by Soil Conservation Service and the FFA of Monroe High School. The park is very tired looking with poor paving and worn facilities. The master plan proposes to enhance water based recreational opportunities using sustainable materials to keep operation and maintenance costs down. The proposed master plan will include an ADA compliant concrete trail around the lake with 12 ADA compliant picnic sites. Additional parking, play courts, restrooms, pavilions, fishing pier and a 3-mile mountain bike trail is proposed. Land acquisition (10 acres) is necessary for the full length of mountain bike trail.



Remove House Structure
Park ID Sign
Split Rail Fencing
21 Dogwoods
1/2 Court Basketball
Sand Volleyball
existing shelter
CXT Toilet Denall
New Picnic Pavilion w/Grill
Dumpster Pad
Fishing Shelter (ADA Compliant) and Pier
MATHEWS LAKE 4.1 ACRES
Aeration Fountain
Remove Existing Restroom
New CXT Toilet Denall

Acquire 8.5 acres

Acquire 1.31 Acre

Acquire .38 acre

3 Mile Mountain Bike Trail

Conservation Easement Required

Existing Bridge

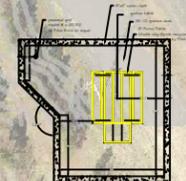
New Wood Bridge

New Wood Bridge

MATHEWS PARK 28.7 acres



1"=100' 5/24/2019



ADA Picnic Site Detail

| ESTIMATE FOR MATHEWS PARK | | | | |
|--|------|---------|--------------|--------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| PAVING/CONCRETE/TREES/PLAY COURT/PAVILION/RESTROOM/FISHING PIER | | | | |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 575.0 | \$93.00 | \$53,475.00 |
| GRADED AGGREGATE BASE COURSE, 6 INCH, HALLED/INSTALLED | SY | 1100.0 | \$12.00 | \$13,200.00 |
| 4" CALIPER QUERCUS PHELLOS - WILLOW OAK INSTALLED | EA | 24.0 | \$900.00 | \$21,600.00 |
| 2" CORNUS FLORIDA - FLOWERING DOGWOOD INSTALLED | EA | 21.0 | \$400.00 | \$8,400.00 |
| 5' ILEX OPACA GREENLEAF HOLLY | EA | 48.0 | \$150.00 | \$7,200.00 |
| SAND VOLLEYBALL AND BASKETBALL COURT | EA | 1.0 | \$10,000.00 | \$10,000.00 |
| NEW PICNIC PAVILION (INCLUDING SLAB, APRON and HORSESHOE PITS) | EA | 1.0 | \$50,000.00 | \$50,000.00 |
| CXT Denali RESTROOM INSTALLED | EA | 2.0 | \$150,000.00 | \$300,000.00 |
| FISHING SHELTER AND PIER | SQFT | 900.0 | \$50.00 | \$45,000.00 |
| 6" CONCRETE SIDEWALK | CY | 333.0 | \$250.00 | \$83,250.00 |
| INSTALL NEW AERATION FOUNTAIN | EA | 1.0 | \$2,200.00 | \$2,000.00 |
| CEDAR SPLIT RAIL FENCE (INSTALLED) | LF | 1000.0 | \$13.50 | \$13,500.00 |
| PICNIC SITES | EA | 12.0 | \$875.00 | \$10,500.00 |
| MOUNTAIN BIKE TRAIL | LF | 15800.0 | \$2.00 | \$31,600.00 |
| PREFAB PARK PEDESTRIAN BRIDGE | EA | 2.0 | \$20,000.00 | \$40,000.00 |
| REMOVE HOUSE STRUCTURE AND OLD RESTROOM | EA | 1.0 | \$15,000.00 | \$15,000.00 |
| LAND ACQUISITION | ACRE | 10.18 | \$20,000.00 | \$203,600.00 |
| PARK HOST SITE | EA | 1.0 | \$6,500.00 | \$6,500.00 |
| PARK ID SIGN/MARKING | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 1760.0 | \$1.00 | \$1,760.00 |
| HANDICAP SYMBOL | EA | 5.0 | \$150.00 | \$750.00 |
| CAR STOPS 6' | EA | 88.0 | \$25.00 | \$2,200.00 |
| PARK ID SIGN | EA | 1.0 | \$5,000.00 | \$5,000.00 |
| | | | SubTotal | \$924,535.00 |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 05/28/2019

| | | |
|----------------------|----------|---------------------|
| | Subtotal | \$924,535.00 |
| CONTINGENCIES | 5% | \$46,226.75 |
| Grand Total | | \$970,761.75 |

Hammond Park, Acreage: 14.7, 150 Russell Circle Monroe, GA

The park has life-cycled out and needs to be overhauled. The city wishes to provide a new mix of recreational activities. Master plan will include a large multi-purpose field suitable for frisbee, and other field sports. The upper tennis courts will be refurbished and the lower will be converted to pickle ball. Full court basketball and sand volleyball is proposed. The central part of the park will have a large playground and new restroom with a loop trail that will connect the entire park suitable for the avid walkers. Across the creek two pavilions are proposed for family gathering and cookouts.

Hammond Park



Scale: 1"=50'-0"



Connect Sidewalk to County Facility

Gate

Proposed Turn Lane

| ESTIMATE FOR HAMMOND PARK | | | | |
|--|------|--------|--------------|--------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| PAVING/CONCRETE/TREES/TOT-LOT/PAVILION/RESTROOM/FENCE | | | | |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 855.0 | \$93.00 | \$79,515.00 |
| GRADED AGGREGATE BASE COURSE, 6 INCH, HALLED/INSTALLED | SY | 2900.0 | \$12.00 | \$34,800.00 |
| 4" CALIPER QUERCUS PHELLOS - WILLOW OAK INSTALLED | EA | 5.0 | \$900.00 | \$4,500.00 |
| 2" CORNUS FLORIDA - FLOWERING DOGWOOD INSTALLED | EA | 14.0 | \$400.00 | \$5,600.00 |
| TOT-LOT | EA | 1.0 | \$30,000.00 | \$30,000.00 |
| NEW PICNIC PAVILION (INCLUDING SLAB, APRON and HORSESHOE PITS) | EA | 2.0 | \$50,000.00 | \$100,000.00 |
| CXT Denali RESTROOM INSTALLED | EA | 1.0 | \$150,000.00 | \$150,000.00 |
| 6" CONCRETE CURB W/18" GUTTER | LF | 1600.0 | \$17.00 | \$27,200.00 |
| 6" CONCRETE SIDEWALK | CY | 518.0 | \$250.00 | \$129,500.00 |
| INSTALL NEW BEACH VOLLEYBALL AND BASKETBALL COURT | EA | 1.0 | \$24,000.00 | \$24,000.00 |
| FENCING (3' BLACK VINYL COATED) FOR MULTI-PURPOSE FIELD | LF | 1030.0 | \$21.00 | \$21,630.00 |
| PICNIC TABLES (FOR PICNIC SHELTERS) | EA | 20.0 | \$600.00 | \$12,000.00 |
| PARK BENCHES | EA | 20.0 | \$700.00 | \$14,000.00 |
| PREFAB PARK PEDESTRIAN BRIDGE | EA | 2.0 | \$20,000.00 | \$40,000.00 |
| REHAB EXISTING TOILET | EA | 1.0 | \$15,000.00 | \$15,000.00 |
| GATE | EA | 1.0 | \$2,500.00 | \$2,500.00 |
| PARK HOST SITE | EA | 1.0 | \$6,500.00 | \$6,500.00 |
| PARK ID SIGN/MARKING | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 2405.0 | \$1.00 | \$2,405.00 |
| HANDICAP SYMBOL | EA | 9.0 | \$150.00 | \$1,350.00 |
| RECOAT AND STRIPE PICKLE AND TENNIS COURTS | EA | 1.0 | \$6,000.00 | \$6,000.00 |
| PARK ID SIGN | EA | 1.0 | \$5,000.00 | \$5,000.00 |
| THERMOPLASTIC TRAFFIC STRIPING, WHITE ARROW | SY | 28.0 | \$3.25 | \$91.00 |
| | | | SubTotal | \$711,591.00 |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 05/06/2019

| | | | |
|--|--------------------|----------|---------------------|
| | | Subtotal | \$711,591.00 |
| | CONTINGENCIES | 5% | \$35,579.55 |
| | Grand Total | | \$747,170.55 |

Pilot Park, Acreage: 1.8, 515 Church Street, Monroe, GA

This mini-park was on the site of the c. 1900 elementary school within a historic neighborhood. It is geared towards smaller children and also has space for community gardens. Updated tot-lot equipment, playgrounds, and a large pavilion to provide shade for the play equipment is proposed. A paved loop trail is proposed around the perimeter of the park.



Existing Community Garden

80' DIA. PAVILION WITH PLAY EQUIP

Relocate drinking fountain, bench and place 4 garbage recepticals

5' sidewalk 875' loop

2' RETAINING WALL

ADD 12' CONCRETE APRON & PLACE 4 PICNIC TABLES WITH 2 GRILLS

Remove old play equipment and relocate swings to impact area

Existing Park ID sign

PILOT PARK



scale: 1"=10'

| ESTIMATE FOR PILOT PARK | | | | |
|--|------|-------|--------------|--------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| PICNIC SITE/CONCRETE/TREES/PLAY GROUND EQUIPMENT/PAVILION | | | | |
| 4" CALIPER QUERCUS PHELLOS - WILLOW OAK INSTALLED | EA | 3.0 | \$900.00 | \$2,700.00 |
| 2" ACER SPECIES - SUGAR MAPLE 'SELECT' | EA | 3.0 | \$400.00 | \$1,200.00 |
| NEW PICNIC SITES (INCLUDING SLAB, APRON, TABLES and COOK GRILLS) | EA | 4.0 | \$900.00 | \$3,600.00 |
| 6" CONCRETE SIDEWALK | CY | 64.0 | \$250.00 | \$16,000.00 |
| 80 ft diameter PAVILION (INSTALLED) | EA | 1.0 | \$232,705.00 | \$232,705.00 |
| PLAYGROND EQUIPMENT 2-5 AND 5-12 AGES (INSTALLED) | EA | 1.0 | \$103,532.00 | \$103,532.00 |
| BONDED RUBBER FALL PROTECTION SURFACE | EA | 1.0 | \$65,000.00 | \$65,000.00 |
| 2' RETAINING/SEATING WALL | LF | 113.0 | \$65.00 | \$7,345.00 |
| TRASH RECEPTICALS | EA | 4.0 | \$200.00 | \$800.00 |
| PARK ID SIGN/MARKING | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 174.0 | \$1.00 | \$174.00 |
| HANDICAP SYMBOL | EA | 1.0 | \$150.00 | \$150.00 |
| CAR STOPS 6' | EA | 6.0 | \$25.00 | \$150.00 |
| PARK ID SIGN | EA | 1.0 | \$5,000.00 | \$5,000.00 |
| | | | SubTotal | \$438,356.00 |
| | | | | |
| | | | | |
| | | | | |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 06/7/2019

| | | |
|--------------------|----------|---------------------|
| | Subtotal | \$438,356.00 |
| CONTINGENCIES | 5% | \$21,917.80 |
| Grand Total | | \$460,273.80 |

Childers Park, 17 acres at 217 W. Spring St, Monroe GA

This passive park is in the heart of the City of Monroe, two blocks from the Walton County historic courthouse. In 2009, Friends of Walton County, a private non-profit organization, in partnership with the City of Monroe, began working to turn the property from an overgrown kudzu hill into a functioning park with almost a mile of walking trails. On the site of the original high school football stadium, it is the site of picnics, family walks and the downtown dog park. The master plan will address the eroded stream and banks, restore the natural spring, and create a water feature with fountain and bank stabilization.

CHILDERS PARK



6/27/2019

17 acres



| ESTIMATE FOR CHILDERS | | | | |
|---|------|--------|-------------|--------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| TREES/PARKING/GAZEBO/POND/STREAM STABILIZATION | | | | |
| 2" ACER SPECIES - SUGAR MAPLE 'SELECT' | EA | 7.0 | \$400.00 | \$2,800.00 |
| 14' DIAMETER CEDAR GAZEBO | EA | 1.0 | \$15,000.00 | \$15,000.00 |
| RIP-RAP WITH GEO-TEXTILE FABRIC INSTALLED | LF | 650.0 | \$100.00 | \$65,000.00 |
| POND INCLUDING DAM, PIPE, FOUNTAIN, GRADING | EA | 1.0 | \$10,800.00 | \$10,800.00 |
| PARKING LOT | SQYD | 3000.0 | \$30.00 | \$90,000.00 |
| PARK ID SIGN/MARKING | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 1200.0 | \$1.00 | \$1,200.00 |
| HANDICAP SYMBOL | EA | 1.0 | \$150.00 | \$150.00 |
| CAR STOPS 6' | EA | 61.0 | \$25.00 | \$1,525.00 |
| | | | SubTotal | \$186,475.00 |

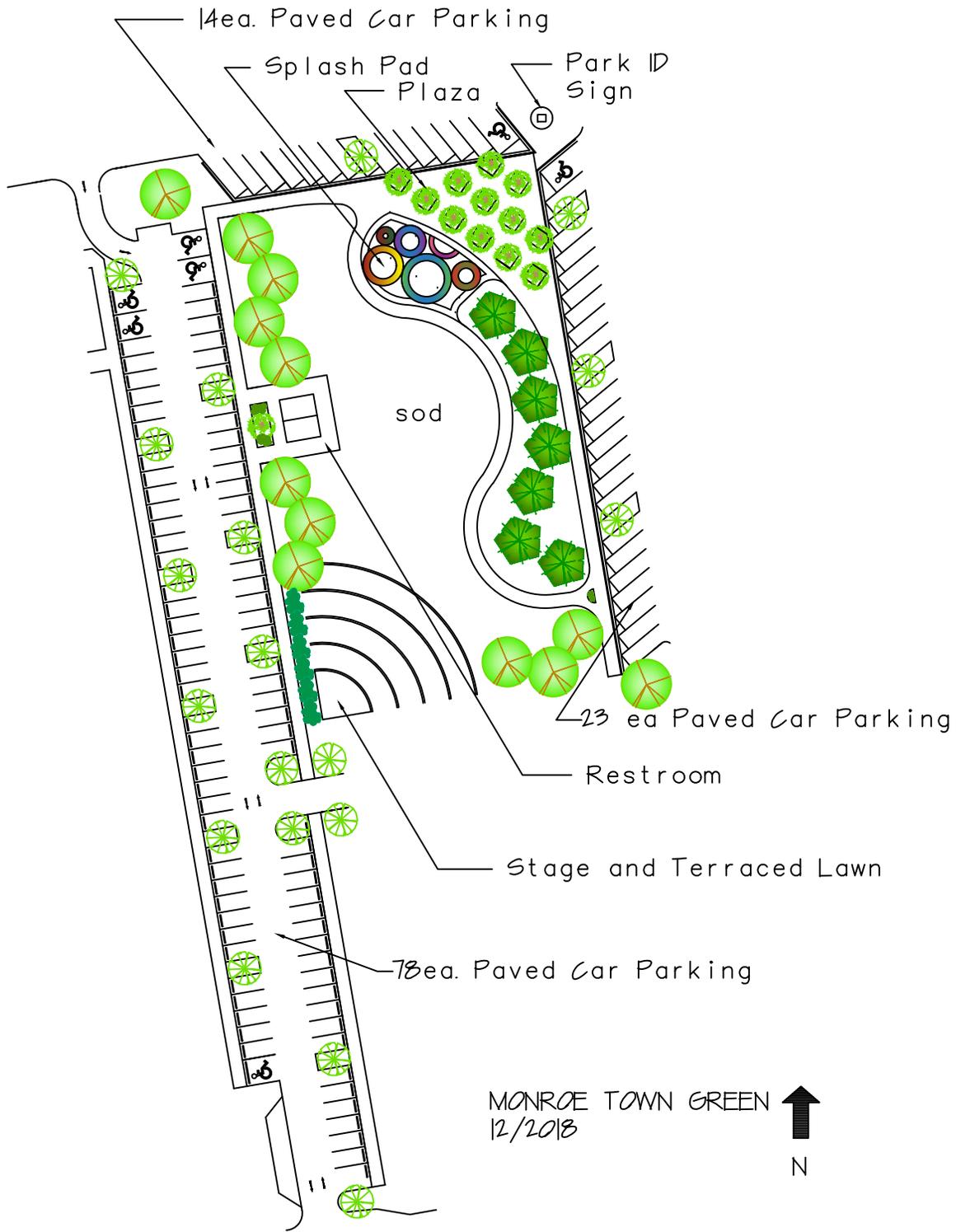
| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 06/27/2019

| | | |
|----------------------|----------|---------------------|
| | Subtotal | \$186,475.00 |
| CONTINGENCIES | 5% | \$9,323.75 |
| Grand Total | | \$195,798.75 |

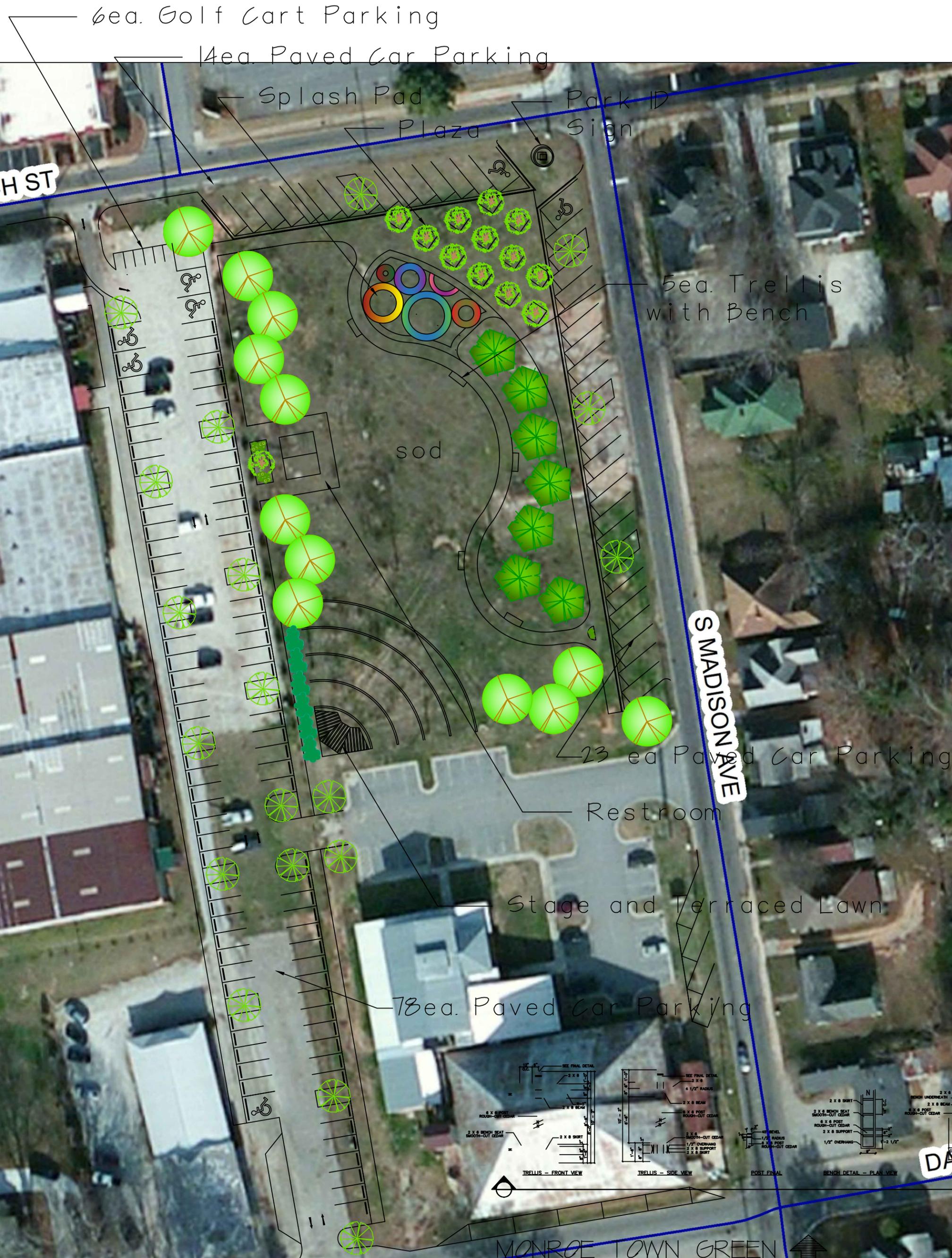
Downtown Green Park, 1.67 acres at 306 S Madison Ave, Monroe GA

This urban park will be the anchor for downtown and will be the site to host many events for citizens and visitors. The proposed master plan will have a band stand, a large sod lawn for events, public restrooms, a splash pad, sidewalks, perimeter parking, and a large plaza area. Additionally the park will be the trail head for possible rails to trail development in the future.



MONROE TOWN GREEN
12/2013





| ESTIMATE FOR MONROE TOWN GREEN PARK | | | | |
|--|------|---------|--------------|--------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| PAVING/CONCRETE/LANDSCAPE/SPLASH PAD/STAGE | | | | |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 490.0 | \$93.00 | \$45,570.00 |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 180.0 | \$93.00 | \$16,740.00 |
| GRADED AGGREGATE BASE COURSE, 6 INCH, HALLED/INSTALLED | SY | 2880.0 | \$12.00 | \$34,560.00 |
| 4" CALIPER QUERCUS PHELLOS - WILLOW OAK INSTALLED | EA | 12.0 | \$900.00 | \$10,800.00 |
| 3" CALIPER ACER SACCHARINUM - SUGAR MAPLE INSTALLED | EA | 8.0 | \$600.00 | \$4,800.00 |
| 2" KOELREUTERIA PANICULATA - GOLDEN RAIN TREE | EA | 19.0 | \$500.00 | \$9,500.00 |
| 14' ILEX FOSTERI - TREE FORM FOSTER HOLLEY | EA | 12.0 | \$600.00 | \$7,200.00 |
| CXT RESTROOM INSTALLED | EA | 1.0 | \$150,000.00 | \$150,000.00 |
| 6" CONCRETE CURB W/18" GUTTER | LF | 563.0 | \$17.00 | \$9,571.00 |
| 6" CONCRETE SIDEWALK | SY | 2444.44 | \$36.00 | \$87,999.84 |
| SOD - BERMUDA TIFT 419 INSTALLED | SF | 40000.0 | \$0.80 | \$32,000.00 |
| IRRIGATION | LS | JOB | \$20,000.00 | \$20,000.00 |
| SPLASH PAD | LS | JOB | \$200,000.00 | \$200,000.00 |
| STAGE AND TERRACED LAWN | LS | JOB | \$35,000.00 | \$35,000.00 |
| HAUL FILL MATERIAL (806 CY)AND SITE WORK | LS | LS | LS | \$19,672.00 |
| MARKING | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 2400.0 | \$1.00 | \$2,400.00 |
| HANDICAP SYMBOL | EA | 7.0 | \$150.00 | \$1,050.00 |
| THERMOPLASTIC TRAFFIC STRIPING, WHITE ARROW | SY | 280.0 | \$3.25 | \$910.00 |
| SubTotal | | | | \$687,772.84 |

CITY'S
INKIND SERVICES
VALUE

X
X
X
X

X

X
X

| | | | | |
|--|----|----|-------------|------------|
| OPT. BIKE RACKS, TRASH RECPT.,BOLLARD LIGHTING, GAS FIRE RINGS | EA | LS | \$ 5,000.00 | \$5,000.00 |
| OPT. PICNIC SITES | EA | 5 | \$ 600.00 | \$3,000.00 |
| OPT. BENCH SWINGS | EA | 6 | \$ 1,500.00 | \$9,000.00 |

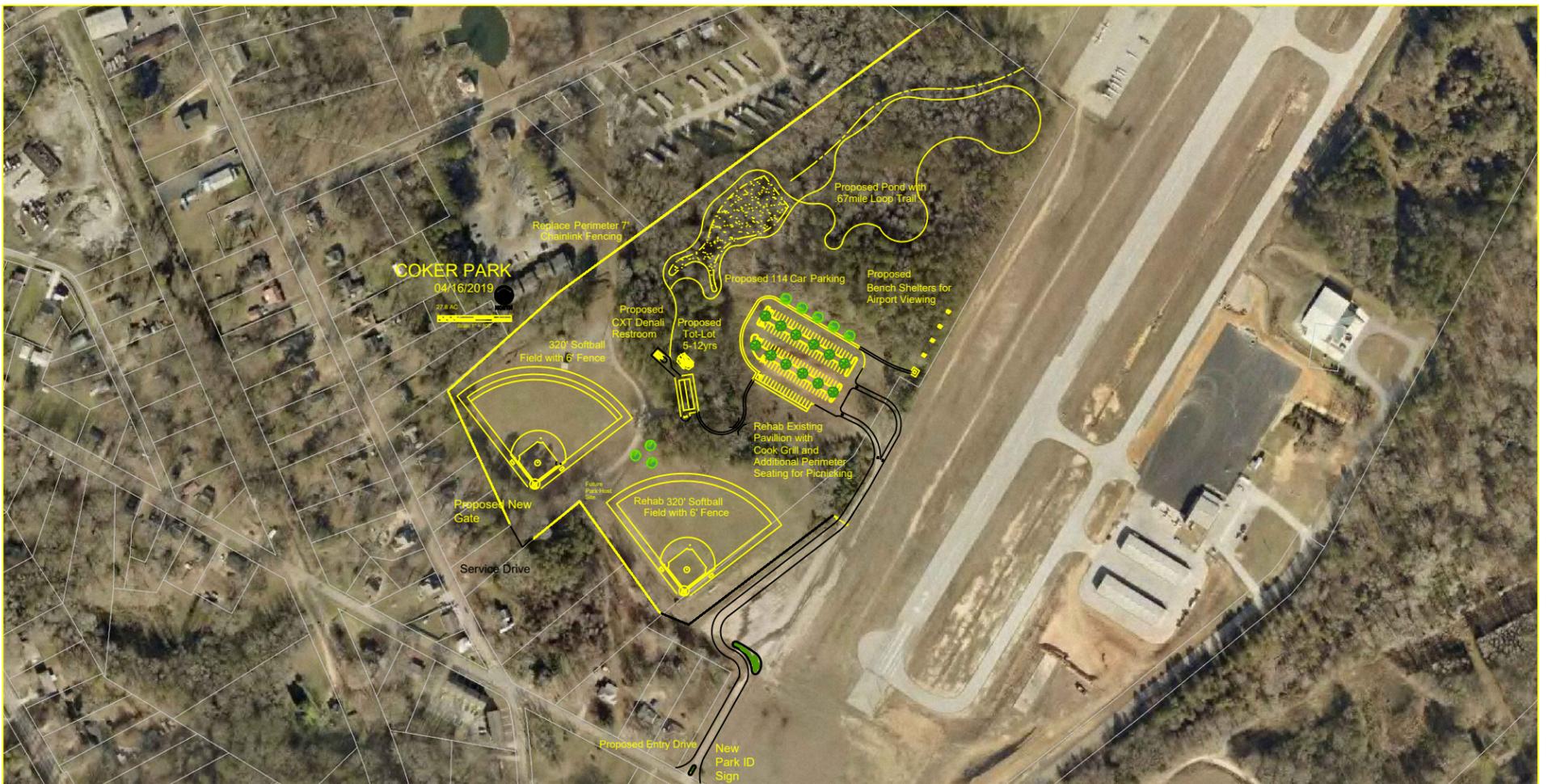
| | |
|------------------|--------------|
| Option Total | \$17,000.00 |
| Subtotal | \$687,772.84 |
| CONTINGENCIES 5% | \$35,238.64 |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 12/13/2018

| | |
|--------------------|---------------------|
| Grand Total | \$740,011.48 |
|--------------------|---------------------|

Coker Park, 27.8 acres at 1245 S. Madison Ave, Monroe GA

This park is in decline but still retains the softball fields and pavilion. The master plan proposes restoration of the ball field, renovation of the pavilion, the addition of a playground, improvements to the central parking area, and construction of a hiking trail and fishing pond. Covered seating is provided for observers to watch various air activities since this park is adjacent to the airport.



| ESTIMATE FOR COKER PARK | | | | |
|---|------|---------|----------------------|---------------------|
| ITEM | UNIT | QTY | UNIT COST | TOTAL |
| PAVING/CONCRETE/TREES/TOT-LOT/PAVILLION/RESTROOM/FENCE | | | | |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 515.0 | \$93.00 | \$47,895.00 |
| ASPH CONC - SURFACE COURSE 2" TYPE E | TN | 210.0 | \$93.00 | \$19,530.00 |
| GRADED AGGREGATE BASE COURSE, 6 INCH, HALLED/INSTALLED | SY | 2500.0 | \$12.00 | \$30,000.00 |
| 4" CALIPER QUERCUS PHELLOS - WILLOW OAK INSTALLED | EA | 12.0 | \$900.00 | \$10,800.00 |
| 3" CALIPER ACER SACCHARINUM - SUGAR MAPLE INSTALLED | EA | 8.0 | \$600.00 | \$4,800.00 |
| TOT-LOT | EA | 1.0 | \$30,000.00 | \$30,000.00 |
| PICNIC PAVILLON (REHAB ROOF, ELEC, PAINT) | EA | 1.0 | \$15,000.00 | \$15,000.00 |
| CXT Denali RESTROOM INSTALLED | EA | 1.0 | \$150,000.00 | \$150,000.00 |
| 6" CONCRETE CURB W/18" GUTTER | LF | 1652.0 | \$17.00 | \$28,084.00 |
| 6" CONCRETE SIDEWALK | SY | 1200.0 | \$36.00 | \$43,200.00 |
| GRADE AND SEED NEW SOFTBALL FIELD | SF | 98125.0 | \$0.25 | \$24,531.25 |
| FENCING FOR PERIMETER AND SOFTBALL FIELDS | EA | 5678.0 | \$18.00 | \$102,204.00 |
| PICNIC TABLE | EA | 12.0 | \$600.00 | \$7,200.00 |
| MULCHED TRAIL | LF | 3394.0 | \$3.00 | \$10,182.00 |
| PARK HOST SITE | EA | 1.0 | \$6,500.00 | \$6,500.00 |
| PARK ID SIGN/MARKING/GATE | | | | |
| THERMOPLASTIC SOLID TRAF STRIPE, 4", WHITE | LF | 2380.0 | \$1.00 | \$2,380.00 |
| HANDICAP SYMBOL | EA | 5.0 | \$150.00 | \$750.00 |
| THERMOPLASTIC TRAFFIC STRIPING, WHITE ARROW | SY | 28.0 | \$3.25 | \$91.00 |
| | | | SubTotal | \$533,147.25 |
| | | | | |
| OPTIONAL NEW GATE WITH STONE COLUMN CAPS | EA | 1 | \$ 3,500.00 | \$3,500.00 |
| | | | | \$0.00 |
| OPT. SHELTER BENCH SWINGS | EA | 5 | \$ 1,500.00 | \$7,500.00 |
| | | | Option Total | \$7,500.00 |
| | | | Subtotal | \$533,147.25 |
| | | | CONTINGENCIES | |
| | | | 5% | \$27,032.36 |
| | | | Grand Total | \$567,679.61 |

ESTIMATE FOR PLANNING PURPOSES PREPARED ON 04/04/2019

Kidd Park, 18 acres at 419 Towler Street, Monroe GA

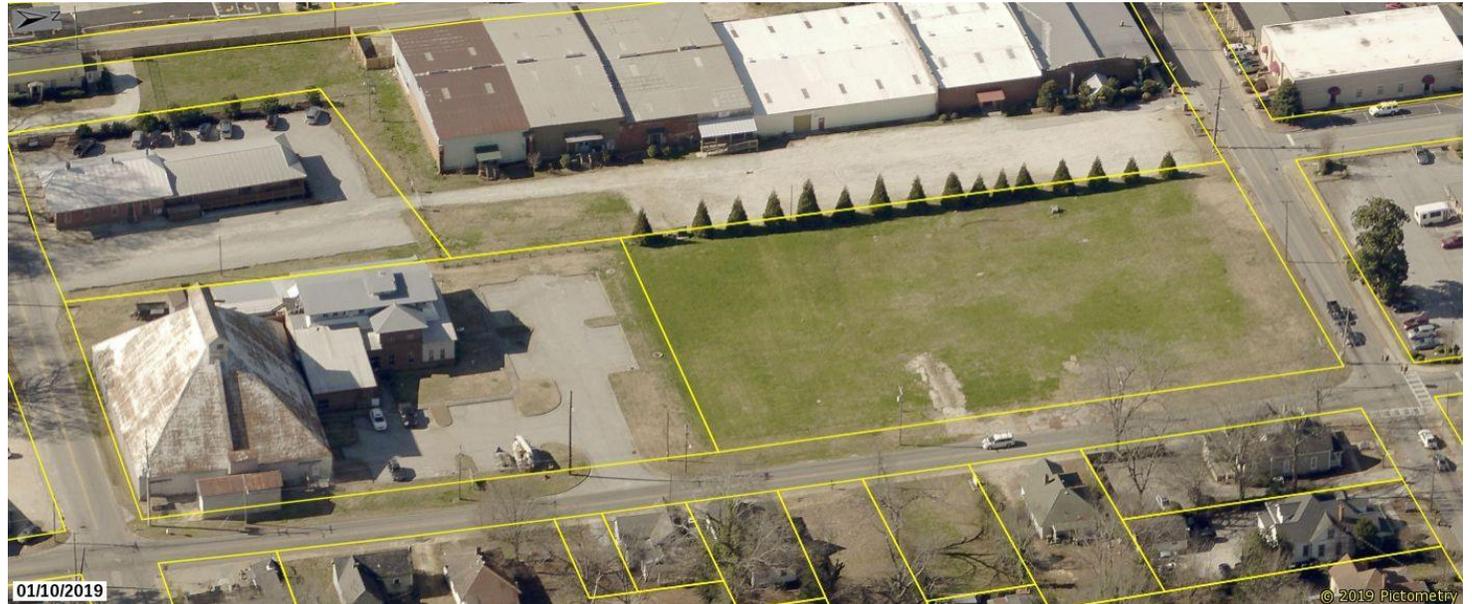
Currently this park is green space, and its future is being considered.

Down Town Green Park

1.67 Acres

Proposed Amenities

- Splash Pad
- Restroom
- Stage and Terraced Lawn
- 121 Vehicle Parking
- Plaza Area
- Sidewalk with Trellis Benches
- Trail Head for Rails to Trails



Childers Park

17 Acres

Proposed Amenities

- Gazebo
- Pool Feature
- Aeration Fountain
- Stream Restoration
- Play Field



Pilot Park

1.8 Acres

Proposed Amenities

- Large Pavilion
- Tot Lots
- Playgrounds
- Sidewalk loop trail
- Picnicking and Cook Area



Hammond Park

14.7 Acres

Amenities

- Refurbish Tennis Courts
- Pickle Ball Courts
- Basketball Court
- Sand Volleyball Courts
- New Playground Equip
- Multi-Purpose Play Field
- New Restroom
- Sidewalk Loop Trail
- Pavilions with Cook Grill
- New Parking Lot



Mathews Park

28.7 Acres

Proposed Amenities

- Aeration Fountain
- 2 Restrooms
- ½ Mile Concrete Loop Trail with 12 Picnic Sites around Lake
- Fishing Shelter/Pier
- 81 Paved Vehicle Parking
- Sand Volleyball/Basketball Court
- 3 Mile Mountain Bike Trail
- New Picnic Pavilion
- 30 Space Grass Overflow Parking



Coker Park

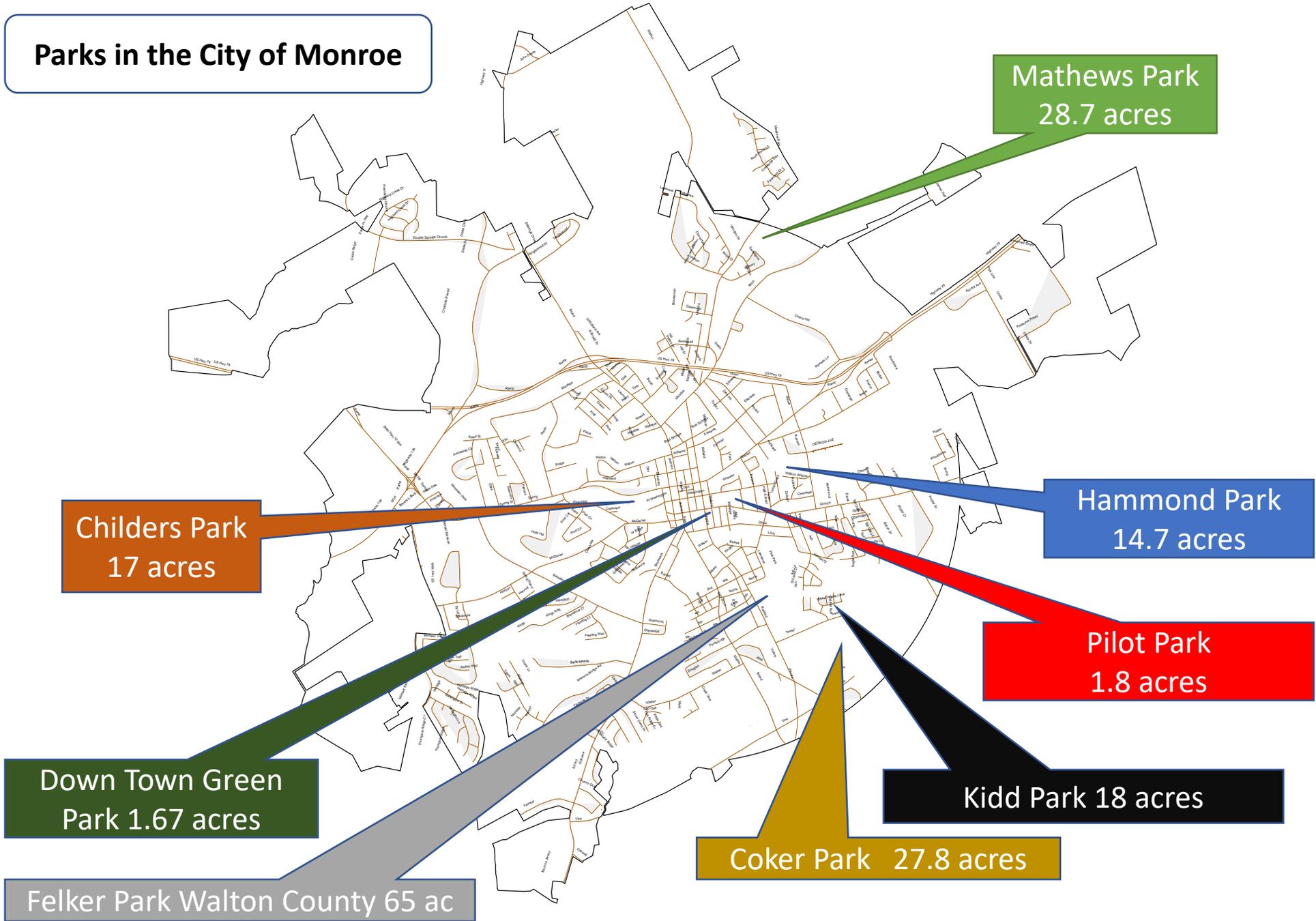
27.8 Acres

Proposed Amenities

- Rehab Softball Fields
- Proposed 114 Car Parking
- New Restroom
- Tot-Lot 5-12 yrs
- Rehab Pavilion with Cook Grill
- .67 Hiking Trail
- Fishing Pond
- Bench Shelter for Airport Viewing



Parks in the City of Monroe





From: Beth Thompson, Finance Director

Department: Finance

Date: 8/6/2019

Description: 2019 Millage Rate

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: n/a Allocated in each dept. n/a

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

Public Hearing to discuss the 2019 Millage Rate as presented on form PT-38 and present to full Council for approval; total millage rate of 7.802.

Background:

The 2019 tax digest from the County shows an increase of 1.80% if the millage rate was left unchanged from 2018. This would qualify as a tax increase due to inflationary growth (reassessments) in the digest. Due to several changes within the digest it is recommended by staff to increase the millage rate for 2019 by 9.15% to 7.802 mills. This will give the City a prospective increase of \$247,083 more than 2018 at 100% collections.

The net maintenance & operations millage rate is 5.821 mills and the bond millage rate is 1.981, giving a total millage rate of 7.802. This is 0.525 mills higher than 2018.

The five year history of the digest with current year's digest and levy were properly advertised in the City's legal organ on July 28, 2019. Property taxes will be collected by the Walton County Tax Commissioner's office.

Attachment(s):

Form PT-38

Form PT-32.1

Current Levy and Five Year History of Digest

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2018

<http://www.dor.ga.gov>



Complete this form once the levy is determined, and if zero, report this information in Column 1. Mail a copy to the address below or fax to (404)724-7011 and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Service Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax.

Georgia Department of Revenue
Local Government Services Division
4125 Welcome All Road
Atlanta, Georgia 30349
Phone: (404) 724-7003

| | | | | | | |
|--|---|--|--|---|---|-----------------------------------|
| CITY NAME Monroe, Georgia | | ADDRESS 215 North Broad Street | | | CITY, STATE, ZIP Monroe, GA 30655 | |
| FEI # 58-6000626 | CITY CLERK Debbie Kirk | PHONE NO. 770-266-5312 | FAX 770-267-2319 | EMAIL dkirk@monroega.gov | | |
| OFFICE DAYS / HOURS M-F 8am-5pm | ARE TAXES BILLED AND COLLECTED BY THE () CITY OR () COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO. Walton County Tax Commissioner, Derry Boyd | | | | | |
| List below the amount & qualifications for each <u>LOCAL</u> homestead exemption granted by the City and Independent School System. | | | | | | |
| CITY | | | INDEPENDENT SCHOOL | | | |
| Exemption Amount | Qualifications | | Exemption Amount | Qualifications | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills. EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY. | | | | | | |
| CITY DISTRICTS | DISTRICT NO. | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 |
| List Special Districts if different from City District below such as CID's, BID's, or DA's | List District Numbers | Gross Millage for Maintenance & Operations | **Less Rollback for Local Option Sales Tax | Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2) | Bond Millage (If Applicable) | Total Millage Column 3 + Column 4 |
| City Millage Rate | | 10.265 | 4.444 | 5.821 | 1.981 | 7.802 |
| Independent School System | | | | | | 0.000 |
| Special Districts | | | | | | 0.000 |
| | | | | | | 0.000 |
| | | | | | | 0.000 |
| | | | | | | 0.000 |
| **Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School. | | | | | | |

Name of County(s) in which your city is located:

| | | |
|--------|--|--|
| Walton | | |
|--------|--|--|

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2018

Date

Mayor or City Clerk

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2019

COUNTY: **WALTON** TAXING JURISDICTION: **MONROE (01)**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

| DESCRIPTION | 2018 DIGEST | REASSESSMENT OF EXISTING REAL PROP | OTHER CHANGES TO TAXABLE DIGEST | 2019 DIGEST |
|------------------|--------------|------------------------------------|---------------------------------|--------------|
| REAL | 314,850,995 | 12,874,770 | (9,823,229) | 317,902,536 |
| PERSONAL | 120,825,836 | | 6,475,570 | 127,301,406 |
| MOTOR VEHICLES | 4,686,440 | | (800,820) | 3,885,620 |
| MOBILE HOMES | 765,328 | | 31,252 | 796,580 |
| TIMBER -100% | 67,463 | | (41,777) | 25,686 |
| HEAVY DUTY EQUIP | 0 | | 0 | 0 |
| GROSS DIGEST | 441,196,062 | 12,874,770 | (4,159,004) | 449,911,828 |
| EXEMPTIONS | 22,627,411 | 5,405,066 | (192,866) | 27,839,611 |
| NET DIGEST | 418,568,651 | 7,469,704 | (3,966,138) | 422,072,217 |
| | (PYD) | (RVA) | (NAG) | (CYD) |

2018 MILLAGE RATE: **7.277**

2019 MILLAGE RATE: **7.802**

CALCULATION OF ROLLBACK RATE

| DESCRIPTION | ABBREVIATION | AMOUNT | FORMULA |
|--|---------------------------|--------------|-----------------|
| 2018 Net Digest | PYD | 418,568,651 | |
| Net Value Added-Reassessment of Existing Real Property | RVA | 7,469,704 | |
| Other Net Changes to Taxable Digest | NAG | (3,966,138) | |
| 2019 Net Digest | CYD | 422,072,217 | |
| 2018 Millage Rate | PYM | 7.277 | PYM |
| Millage Equivalent of Reassessed Value Added | ME | 0.129 | (RVA/CYD) * PYM |
| Rollback Millage Rate for 2019 | RR - ROLLBACK RATE | 7.148 | PYM - ME |

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

| | | |
|--|--------------------------------|--------------|
| If the 2019 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2) | Rollback Millage Rate | 7.148 |
| | 2019 Millage Rate | 7.802 |
| | Percentage Tax Increase | 9.15% |

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

 Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2019 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2019 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2019 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2019 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

 Responsible Party Title Date

NOTICE

The City of Monroe does hereby announce that the millage rate will be set at a meeting to be held at City Hall located at 215 N. Broad Street, Monroe, GA on August 13, 2019 at 6:00 P.M. and pursuant to the requirements of O.C.G.A. Section 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2019 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

| CITY WIDE | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Real & Personal | 337,137,101 | 343,780,901 | 378,851,404 | 420,795,985 | 435,676,831 | 445,203,942 |
| Motor Vehicles | 15,490,530 | 11,125,680 | 8,422,990 | 6,318,190 | 4,686,440 | 3,885,620 |
| Mobile Homes | 776,230 | 803,060 | 793,130 | 772,850 | 765,328 | 796,580 |
| Timber - 100% | | | | 23,124 | 67,463 | 25,686 |
| Heavy Duty Equipment | | | | 18,868 | | 0 |
| Gross Digest | 353,403,861 | 355,709,641 | 388,067,524 | 427,929,017 | 441,196,062 | 449,911,828 |
| Less M& O Exemptions | 13,654,853 | 13,888,756 | 21,630,049 | 31,688,869 | 22,627,411 | 27,839,611 |
| Net M & O Digest | 339,749,008 | 341,820,885 | 366,437,475 | 396,240,148 | 418,568,651 | 422,072,217 |
| State Forest Land Assistance Grant Value | | 0 | | | | |
| Adjusted Net M&O Digest | 339,749,008 | 341,820,885 | 366,437,475 | 396,240,148 | 418,568,651 | 422,072,217 |
| Gross M&O Millage | 10.751 | 10.690 | 10.056 | 9.393 | 9.373 | 10.265 |
| Less Rollbacks | 4.734 | 4.956 | 4.474 | 3.975 | 4.075 | 4.444 |
| Net M&O Millage | 6.017 | 5.734 | 5.582 | 5.418 | 5.298 | 5.821 |
| Bond Millage | 2.336 | 2.381 | 2.220 | 2.003 | 1.979 | 1.981 |
| Total Millage Rate | 8.353 | 8.115 | 7.802 | 7.421 | 7.277 | 7.802 |
| Total City Taxes Levied | \$2,837,923 | \$2,773,876 | \$2,858,945 | \$2,940,498 | \$3,045,924 | \$3,293,007 |
| Net Taxes \$ Increase | \$179,453 | -\$64,047 | \$85,069 | \$81,553 | \$105,426 | \$247,083 |
| Net Taxes % Increase | 6.75% | -2.26% | 3.07% | 2.85% | 3.59% | 8.11% |

Debbie Adkinson

From: Rick <j.rickholder@gmail.com>
Sent: Wednesday, July 31, 2019 10:03 AM
To: Debbie Adkinson
Subject: Appeal

Debbie please consider this as my request to file an appeal on the two actions denied by the HPC at the July 23 rd meeting concerning the demolition of 213 Boulevard and the moving of 404 S Broad thank you Rick Holder Sent from my iPhone



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: HP-00001 **165**

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: Issued

Apply Date: 05/16/2019

Expiration:

Location Address

Parcel Number

213 BOULEVARD, MONROE, GA 30655

M0160086

Contacts

JAMES HOLDER **Applicant**
 120 SECOND ST STE 101, MONROE, GA 30655
 (678)256-9185

Description: REQUEST FOR COA TO MOVE HOUSE - HPC MTG 5/28/19 @ 6:00 PM - 215 N BROAD STREET

Valuation: \$0.00
 Total Sq Feet: 0.00

| Fees | Amount |
|-------------------------------|---------------|
| Historic Preservation Request | \$0.00 |
| Total: | \$0.00 |

| Payments | Amt Paid |
|--------------------|----------|
| Total Fees | |
| Amount Due: | |

Condition Name

Description

Comments

Abbie Adkins

Issued By:

James P. H. B.

Plan_Signature_1

Plan_Signature_2

May 16, 2019

Date

Date

Date

REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4th Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

Please read the following directions for completing the Request for COA Application.

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC's duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A "material change in appearance" means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

I acknowledge that I have read this material and will abide by the ordinances set forth.

James R. Hilly
Signature of Applicant

May 16 - 2019
Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MONROE HISTORIC PRESERVATION COMMISSION

Please read the Historic Preservation Ordinance (Code Sections 8-4-1 through 8-4-91). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: May 16 2019

APPLICANT: JAMES R HOLDER

APPLICANT'S ADDRESS: 120 2nd St Suite 101
Monroe, LA 70655

TELEPHONE NUMBER: 678 246 9185

PROPERTY OWNER: Hester - 1st Methodist Church

OWNER'S ADDRESS: Alcorn St Monroe

LAND - 200 Alcorn St. owner 1st Methodist Church

TELEPHONE NUMBER: 770-689-9818 pastor DANK

PROJECT ADDRESS: 200 South 200 Alcorn LAND
404 S Broad and 213 Blvd.

Brief description of project: Hester
I want to move two homes
belonging to the 1st Methodist Church to
property @ 200 Alcorn St, Monroe, I will
locate the homes on the property according
to a design attached.

(Continue on separate sheet, if necessary.)

James R Holder
Applicant

May 16 2019
Date

I AM REQUESTING PERMISSION
TO MOVE THE TWO HOUSES.

THE PLAN IS TO MOVE THE HOUSES
WITH THE CHIMNEYS AND PORCHES.

WITH THE EXCEPTION OF THE GLASSED
PORCH ADDITION TO THE HENSON HOUSE LOCATED
ON THE NORTH SIDE. THIS ROOM
CAN'T BE MOVED WITH THE HOUSE.

I PLAN TO MOVE THE HOUSES WITH
THE ROOFS IN PLACE AND I THINK
THIS REPRESENTS THE BEST HOPE
THAT THEY CAN BE PRESERVED
IN USABLE & RESTORABLE CONDITION.

I THINK THE LOCATION ^(200 ACOV) IS SUITABLE
FOR THE RELOCATION OF THESE HOMES.

I HAVE EMPLOYED A PROFESSIONAL
LAND PLANNER / LANDSCAPE ARCHITECT
TO HELP GET THE DETAILS RIGHT
ABOUT SITING LAYOUT ETC.

THIS IS AN AMBITIOUS PROJECT
YOUR HELP WOULD BE APPRECIATED.

Showing Lots - Drives - Lots

typical on Alcony 30 - 40 FT
THR WENSON HOME MAY BE
SET BACK FURTHER DUE
TO SIZE + SCALE.
THE 23 BND HOUSE WOULD BE
SET BACK AS WELL

FUTURE USE ON LAND
RETAINED BY THE CHURCH



ON THE LAND RETAINED: THIS DRAWING SHOWS ROOM FOR
BY THE CHURCH A PARKING LOT AND LADIES MEMORIAL
DOUBLE GARDEN

LOT FOR 213 BLVD

LOT FOR 404 S. BROAD

171

22

213
BLVD

Summary

Parcel Number M0160086
 Location Address 213 BOULEVARD
 Legal Description LOT(.55AC)
 (Note: Not to be used on legal documents)
 Class R3-Residential
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning R1
 Tax District Monroe (District 01)
 Millage Rate 39.382
 Acres 0.55
 Neighborhood Monroe/Alcovy St & Boulevard - 00221 25K base (00221)
 Homestead Exemption No (\$0)
 Landlot/District 65 / 3

[View Map](#)



Owner

FIRST UNITED METHODIST CHURCH OF
 MONROE INC
 400 S BROAD STREET
 MONROE, GA 30655

Land

| Type | Description | Calculation Method | Square Footage | Frontage | Depth | Acres | Lots |
|-------------|--------------------------------|--------------------|----------------|----------|-------|-------|------|
| Residential | 00221 Monroe/Alcovy&Blvd 25K B | Lot | 0 | 0 | 0 | 0.55 | 1 |

Residential Improvement Information

Style Single Family
 Heated Square Feet 1620
 Interior Walls Plywood
 Exterior Walls Wood Siding
 Foundation Other
 Attic Square Feet 0
 Basement Square Feet 1620 Unfinished
 Year Built 1900
 Roof Type Asphalt Shingles
 Flooring Type Pine
 Heating Type Baseboard
 Number Of Rooms 0
 Number Of Bedrooms 0
 Number Of Full Bathrooms 1
 Number Of Half Bathrooms 0
 Value \$73,700
 Condition Average
 Fireplaces\Appliances Standard Fireplace 2
 House Address 213 BOULEVARD

Permits

| Permit Date | Permit Number | Type | Description |
|-------------|---------------|------------|-------------|
| 02/21/2018 | 1800088 | DEMOLITION | |

Sales

| Sale Date | Deed Book / Page | Plat Book / Page | Sale Price | Reason | Grantor | Grantee |
|-----------|------------------|------------------|------------|------------------|------------------|----------------------------------|
| 5/25/2016 | 3914 350 | | \$110,000 | Adjacent Owner | SWORDS CARLTON H | FIRST UNITED METHODIST CHURCH OF |
| | 134 479 | NPR | \$0 | Unqualified Sale | | SWORDS CARLTON H |

Valuation

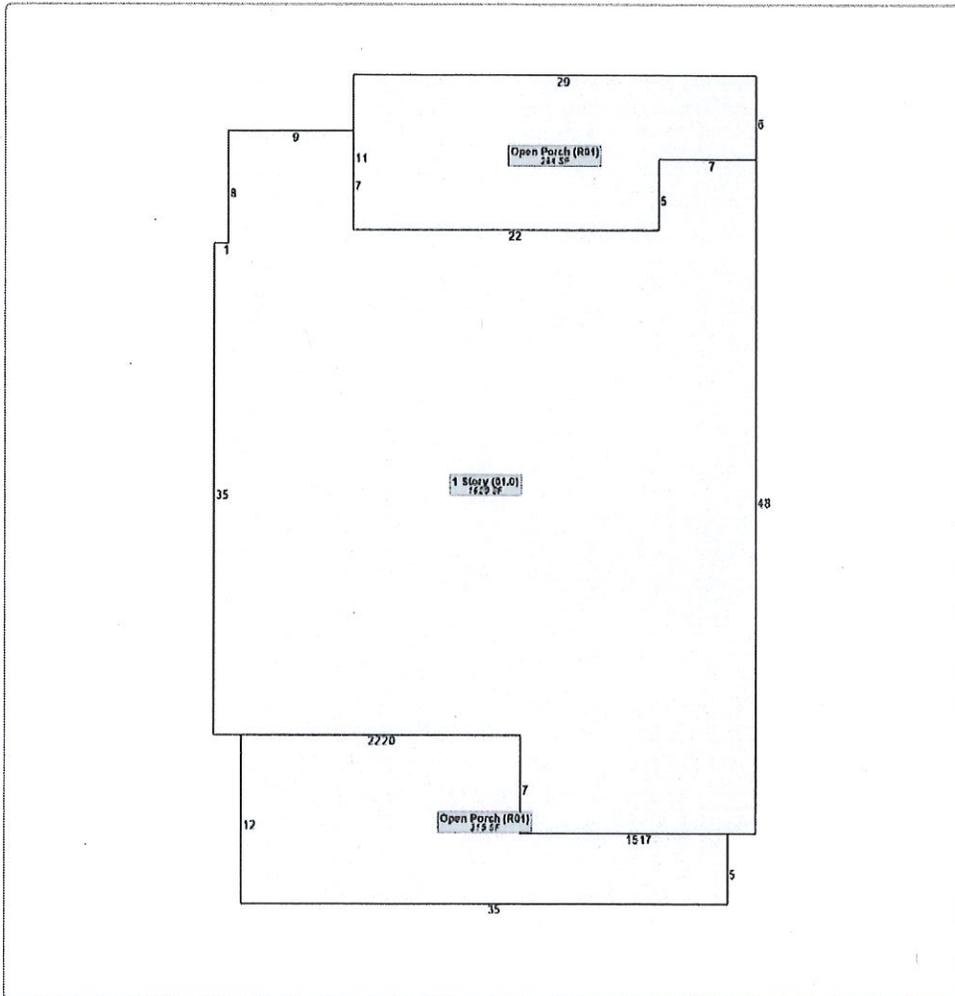
| | 2018 | 2017 | 2016 | 2015 |
|---------------------|-----------|-----------|----------|----------|
| Previous Value | \$105,900 | \$80,300 | \$72,900 | \$52,800 |
| Land Value | \$25,000 | \$25,000 | \$17,500 | \$17,500 |
| + Improvement Value | \$80,900 | \$80,900 | \$62,700 | \$55,300 |
| + Accessory Value | \$0 | \$0 | \$100 | \$100 |
| = Current Value | \$105,900 | \$105,900 | \$80,300 | \$72,900 |

Photos



213
BLVD

Sketches



No data available for the following modules: Rural Land, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes.

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Version 2.2.7



213
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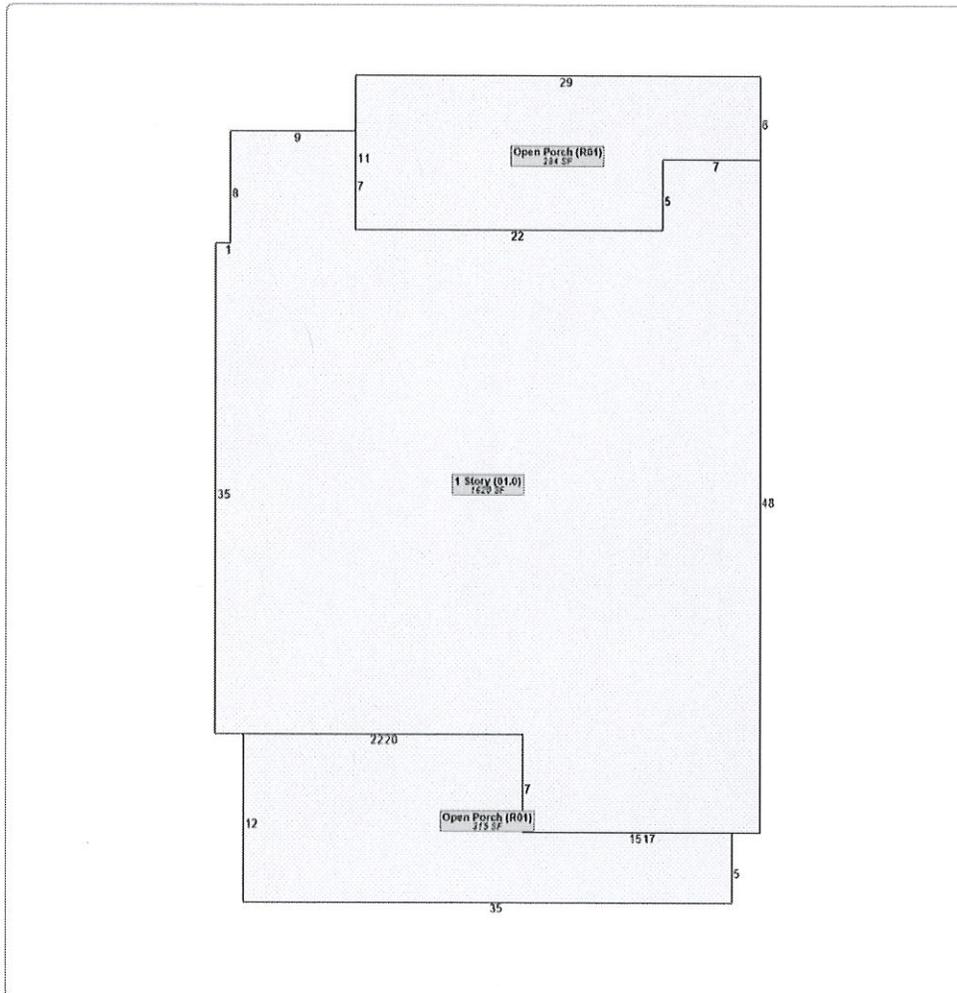
| | 2018 | 2017 | 2016 | 2015 |
|---------------------|-----------|-----------|----------|----------|
| Previous Value | \$105,900 | \$80,300 | \$72,900 | \$52,800 |
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Version 2.2.7



Rick Holder Application

Answers to Sec 54-174

For 211 Boulevard-request to move

1. The 211 Boulevard House is moving within its original historic district on the same street. The relocation of the house will provide infill on an empty lot and add to the aesthetic value of the neighborhood. (See Plat of 257 Blvd)
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3. The house can be moved without damage to its physical integrity as determined by a professional house mover.
4. The 211 Boulevard House is a small hip roof house that will be relocated down its original street beside another small hip roof house.

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213 Boulevard-request for demolition

1. The house is in poor condition. The plumbing and electrical are not up to code. There are structural issues within the house. There is no central heat or air.
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Amended Application To Move 3 Houses Owned by FUMC

Modified To Move 2 Houses and Demo 1

Rick Holder

Narrative To The HPC Members-

In retrospect I realize that what I was asking for at the June 25 meeting was not a reasonable request. You did not have enough information prior to the meeting to make an informed decision. It was my understanding you would have the needed information as I was told I didn't need to amend my application. Several city representatives trying to work out a solution for the church and all parties involved approached representatives of the church and suggested moving The Henson House to Boulevard instead of Alcovy Street. This meeting was probably in response to concerns from those interested in preserving the area around The Tichenor House.

The trustees of the church then told me that they had decided to preserve the land on Alcovy St. and hold it for future use and they wanted The Henson House moved to Boulevard. The next day I went to the city with this new plan and asked if I should amend my original application or put in a new

application. I was told I no and that I could still be heard at the June meeting.

The goal has always been to move The Henson House and preserve it by moving it to a location where it can stay and be renovated. And, at the same time keep the price low enough to attract someone to buy the house and restore it to its former glory. While we currently watch the house deteriorate, it could once again be one of the prettiest homes in Monroe.

I approached this house moving matter in a problem solving way with the beginning premise that the house could not stay in its current location. I thought it was common knowledge that the church has no plans for the house and wants it removed from their property. What I thought I was offering was a solution that was measured, well thought out and researched and a way to solve everyone's problem. I have been working on reasonable solution for these houses for 4 months. We have historic houses left to deteriorate all over the city . I believe my solution would be a benefit to the community and it is the best solution to save these houses.

9-30-97

~~FIRST MONATE~~
SURVEY FOR

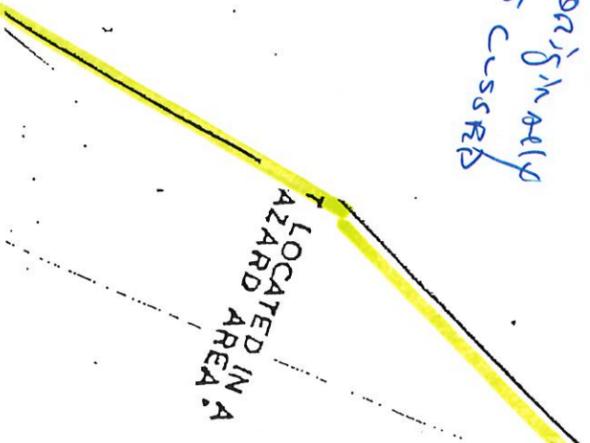
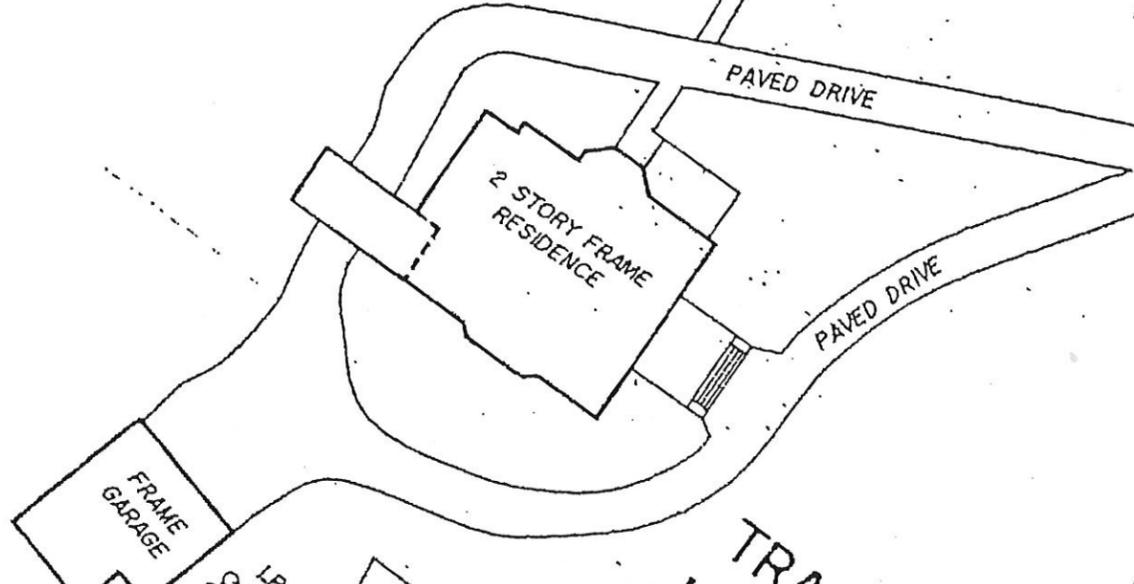
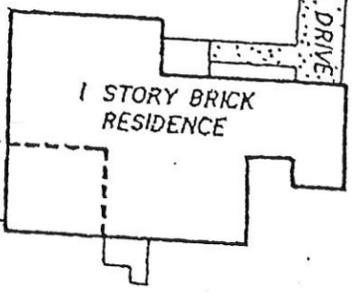
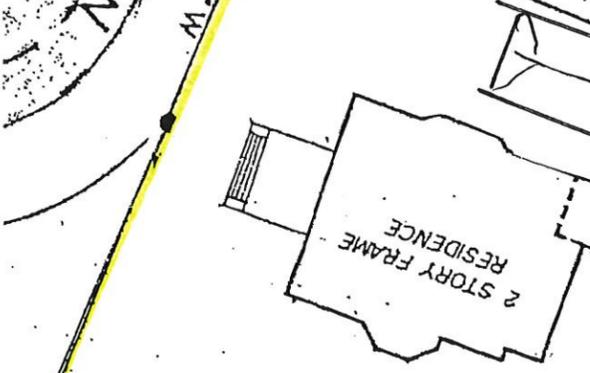
BOULEVARD 50' R/W

WAVERLY BOULEVARD 50' R/W

TRACT II
0.582 AC.

TRACT I
1.246 AC.

GA. HWY. NO. 111
A.K.A. S. BROAD ST.

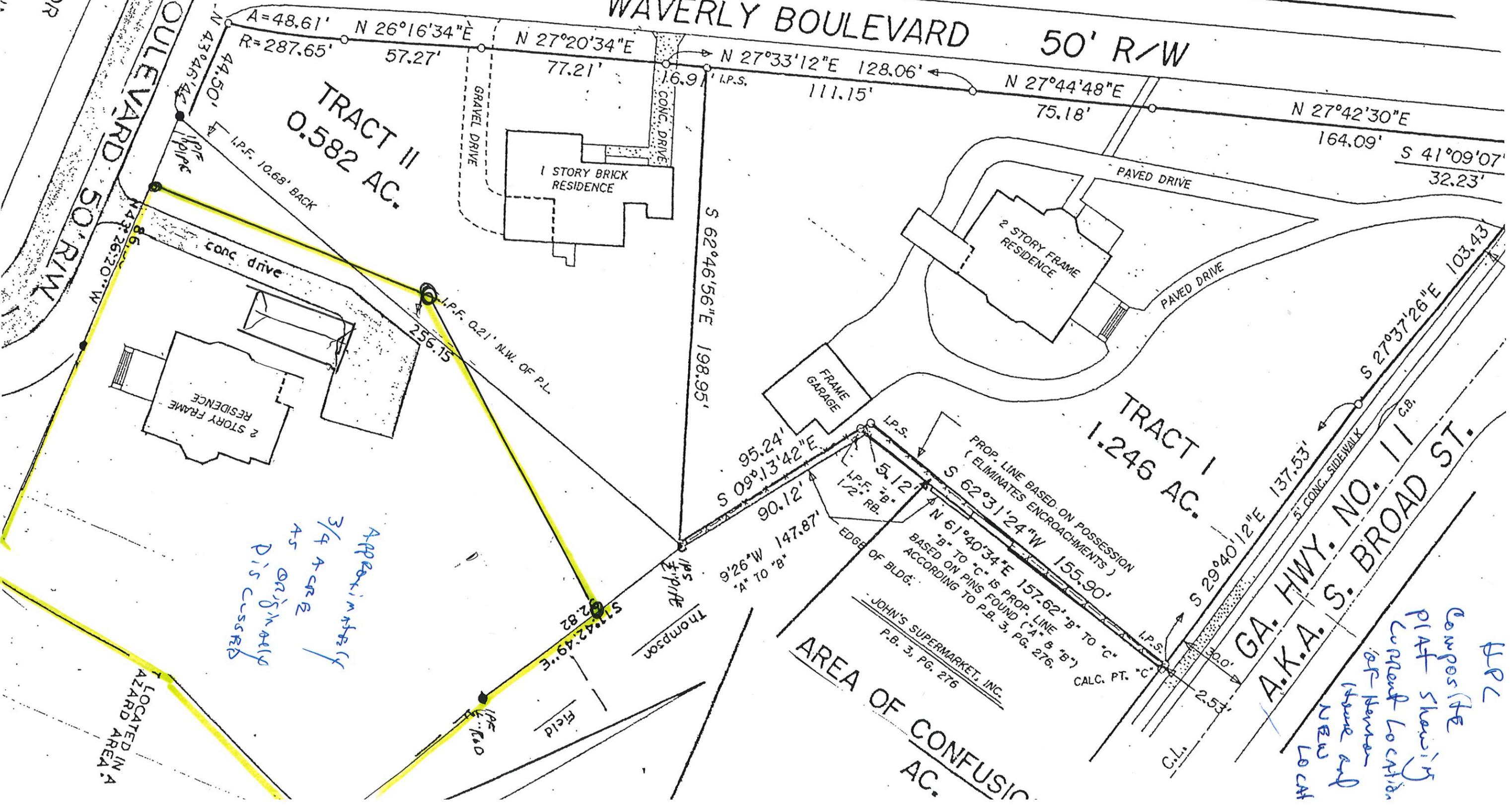


AREA OF CONFUSION
AC.

Approximately
3/4 acre
AS ORIGINALLY
DISCUSSED

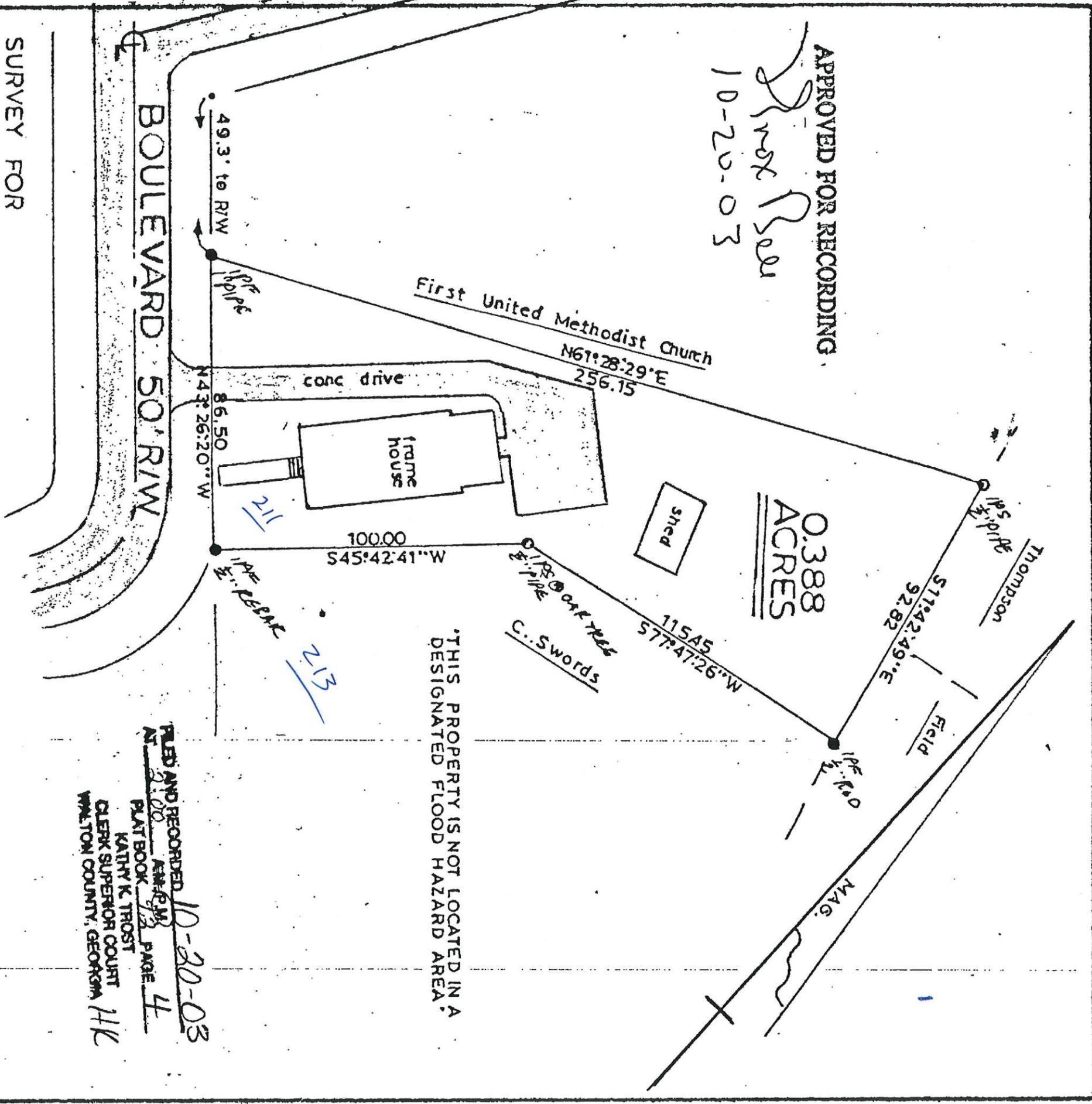
APL
Compos the
PLAT showing
Current location
of home and
NEW
LOCAT

PROP. LINE BASED ON POSSESSION
(ELIMINATES ENCROACHMENTS)
S 62°31'24"W 155.90'
N 61°40'34"E 157.62' B* TO 'C'
'B* TO 'C' IS PROP. LINE
BASED ON PINS FOUND ('A' & 'B')
ACCORDING TO P.B. 3, PG. 276.
CALC. PT. 'C'
JOHN'S SUPERMARKET, INC.
P.B. 3, PG. 276



Plat Showing 211 house & lot
AND Lot 213

APPROVED FOR RECORDING
Frank Ross
10-20-03



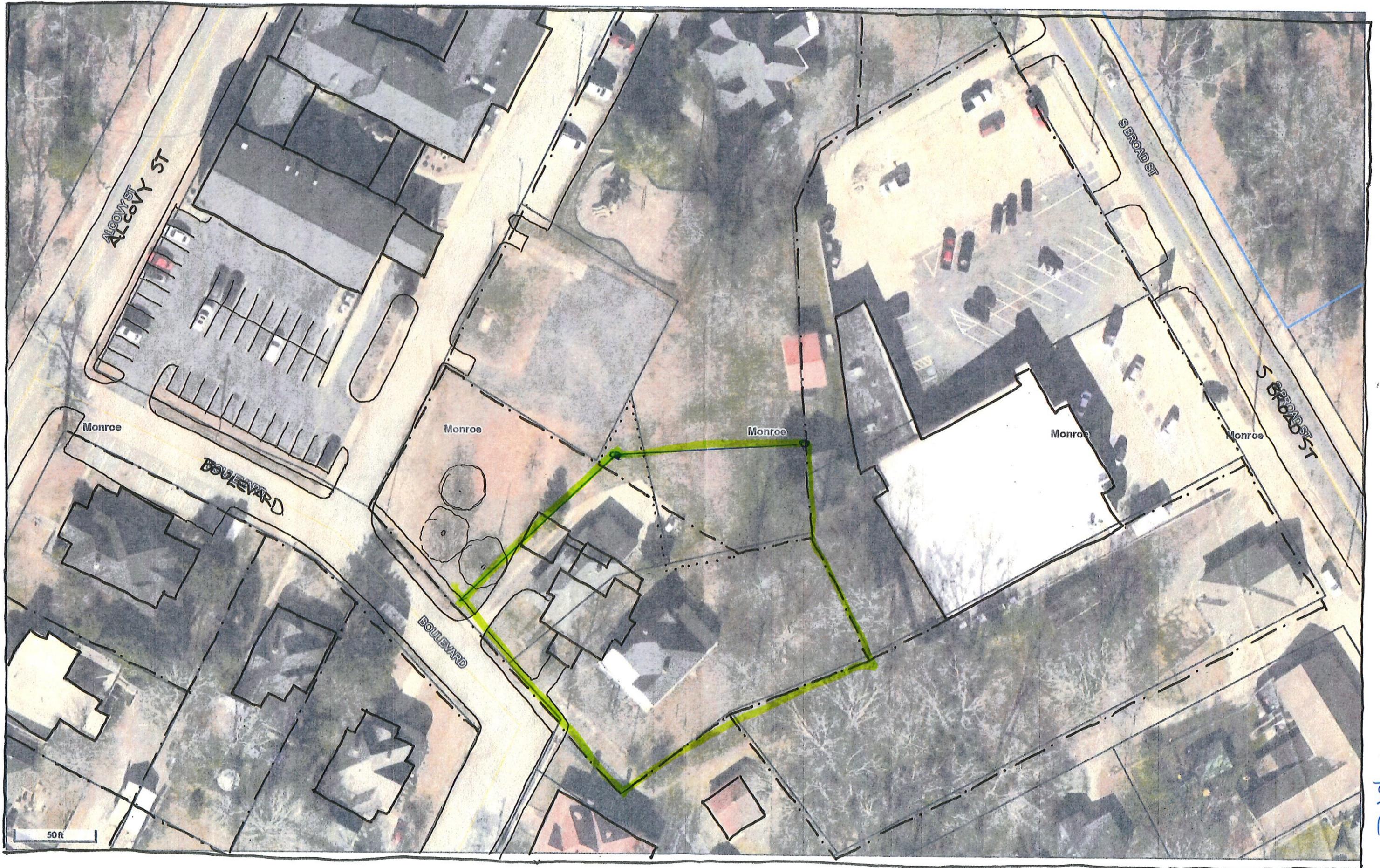
THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FLOOD HAZARD AREA.

FILED AND RECORDED 10-20-03
AT 2:00 AM/PM PAGE 4
KATHY K. TROST
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA HK

SURVEY FOR
FIRST UNITED METHODIST CHURCH
LOCATED IN L165 - 3RD LAND DISTRICT,
MONROE TOWN G.M.D. 419,
WALTON COUNTY, GEORGIA
SURVEYED BY:
SIMS SURVEYING CO.

SCALE: 1"=40' OCT 15, 2003





APC
707

Debbie Adkinson

From: Rick Holder <j.rickholder@gmail.com>
Sent: Monday, July 15, 2019 1:44 PM
To: Debbie Adkinson
Subject: methodist plan

This conceptual plan shows the house placement and the over all plan. It doesn;t show the playground as that will be adjusted with the parking to the side of the house and to the rear. A larger lot for the house is depicted on the composite plat and the aerial view already in the application package. this is a better and clearer presentation of the overall master plan.

Current Church

EXISTING

NEW CONSTRUCTION

- New Entry Plaza
- New Welcome Center
- New Family Life Center
- New Classrooms
- Remodel Children's Classroom for Administrative Area
- Remodel Offices for Music Space and Library
- Additional Parking
- Master Definition Pond

architecture

City of Monroe
Louisiana Planning and Zoning
Department

NOT FOR CONSTRUCTION

FIRST UNITED METHODIST CHURCH OF MONROE

ALL RIGHTS RESERVED
WITHOUT LIABILITY

THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE ARCHITECT'S SERVICES ARE LIMITED TO THE DESIGN OF THE BUILDING AND DO NOT INCLUDE THE DESIGN OF MECHANICAL, ELECTRICAL, PLUMBING, OR STRUCTURAL SYSTEMS. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE AMOUNT OF FEES PAID TO THE ARCHITECT.

A103

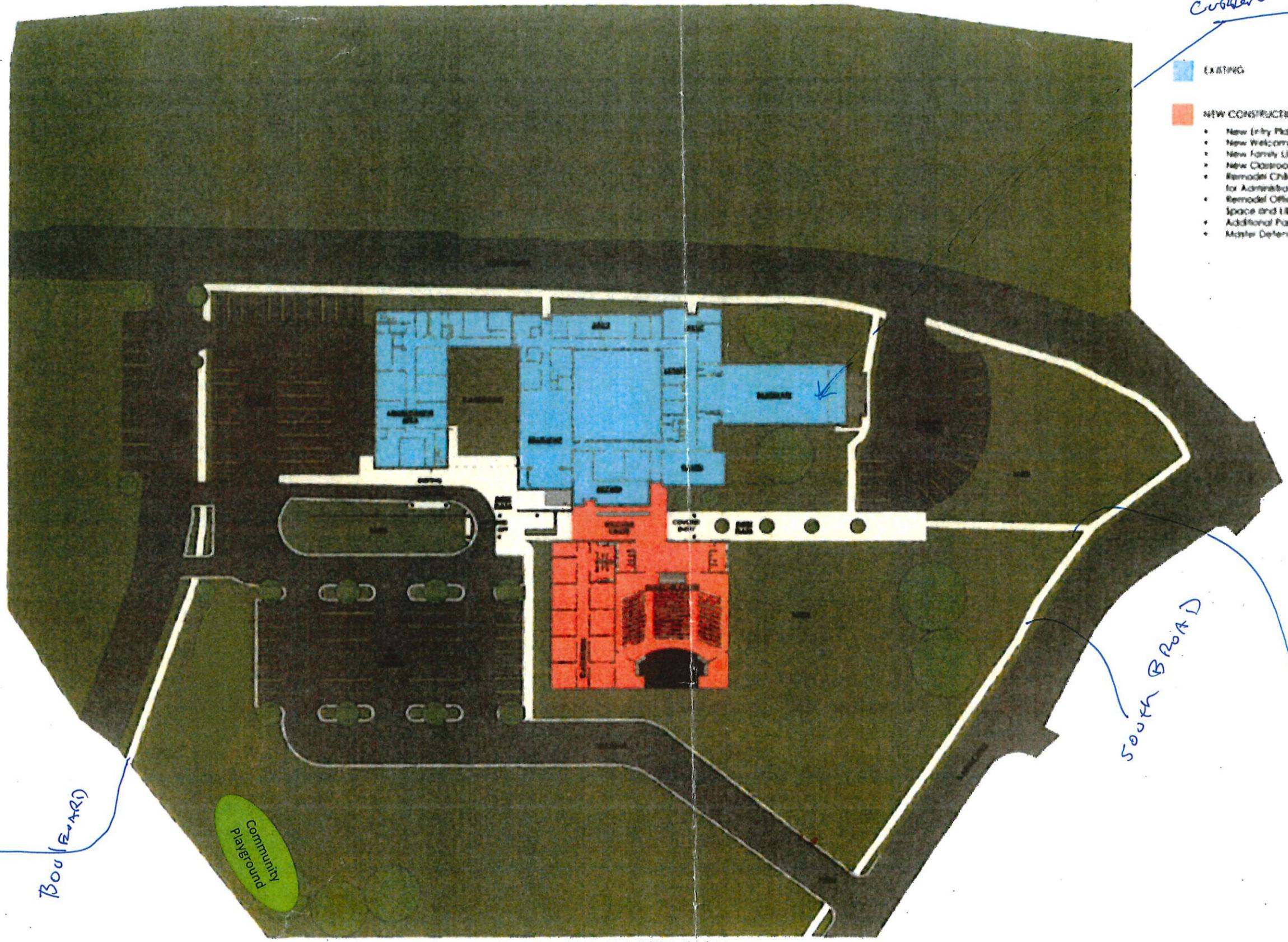
CHURCH CAMPUS MASTER PLAN
CAS ARCHITECTURE

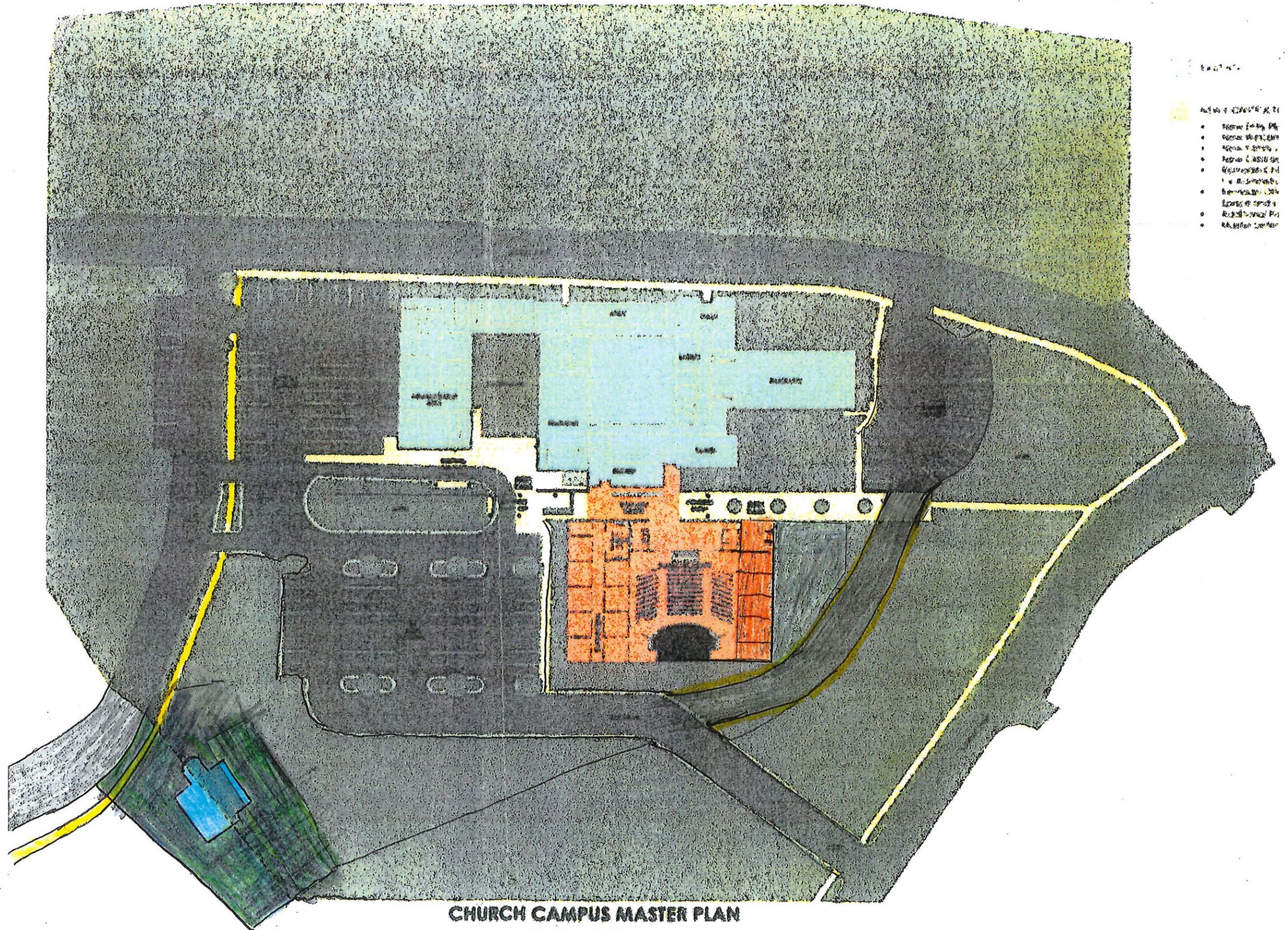
Boulevard

Community Playground

SOUTH BOARD

STREET CLOSED





- Service (to be) Pk
 • Service (to be) Pk

CHURCH CAMPUS MASTER PLAN

CAS ARCHITECTURE

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a Certificate of Appropriateness to relocate the house at 213 Boulevard. A public hearing will be held on June 25, 2019 before the Historic Preservation Commission, at 6:00 P. M.

The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.

Please run on the following date:

June 9, 2019

Debbie Adkinson

From: Rick <j.rickholder@gmail.com>
Sent: Wednesday, July 31, 2019 10:03 AM
To: Debbie Adkinson
Subject: Appeal

Debbie please consider this as my request to file an appeal on the two actions denied by the HPC at the July 23 rd meeting concerning the demolition of 213 Boulevard and the moving of 404 S Broad thank you Rick Holder Sent from my iPhone



City of Monroe
 215 N. Broad Street
 Monroe, GA 30655
 (770)207-4674

Plan Report

Plan NO.: HP-00001 189

Plan Type: Historic Preservation

Work Classification: Historic Preservation Request

Plan Status: Issued

Apply Date: 05/16/2019

Expiration:

Location Address

Parcel Number

404 S BROAD ST, MONROE, GA 30655

M0160149

Contacts

JAMES HOLDER Applicant
 120 SECOND ST STE 101, MONROE, GA 30655
 (678)256-9185

Description: REQUEST FOR COA TO MOVE HOUSES - HPC MTG 5/28/19 @6:00 PM - 215 N BROAD ST

Valuation: \$0.00
 Total Sq Feet: 0.00

| Fees | Amount |
|-------------------------------|----------------|
| Historic Preservation Request | \$10.00 |
| Total: | \$10.00 |

| Payments | Amt Paid |
|--------------------|----------------|
| Total Fees | \$10.00 |
| Cash | \$10.00 |
| Amount Due: | \$0.00 |

Condition Name

Description

Comments

Public Admin

Issued By:

James R Holder

Plan_Signature_1

Plan_Signature_2

May 16, 2019

Date

Date

Date

REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4th Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

Please read the following directions for completing the Request for COA Application.

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC's duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A "material change in appearance" means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

I acknowledge that I have read this material and will abide by the ordinances set forth.

James R. Hilly
Signature of Applicant

May 16 - 2019
Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MONROE HISTORIC PRESERVATION COMMISSION

Please read the Historic Preservation Ordinance (Code Sections 8-4-1 through 8-4-91). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: May 16 2019

APPLICANT: JAMES R HOLDER

APPLICANT'S ADDRESS: 120 2nd St Suite 101
Monroe, LA 70655

TELEPHONE NUMBER: 678 246 9185

PROPERTY OWNER: Houma - 1st Methodist Church

OWNER'S ADDRESS: Alcorn St Monroe

LAND - 200 Alcorn St. owner 1st Methodist Church

TELEPHONE NUMBER: 770-689-9818 pastor DANK

PROJECT ADDRESS: 200 South 200 Alcorn LAND
404 S Broad and 213 Blvd.

Brief description of project: Houma
I want to move two homes
belonging to the 1st Methodist Church to
property @ 200 Alcorn St, Monroe, I will
locate the homes on the property accordy
to a design attached.

(Continue on separate sheet, if necessary.)

James R Holder
Applicant

May 16 2019
Date

I AM REQUESTING PERMISSION
TO MOVE THE TWO HOUSES.

THE PLAN IS TO MOVE THE HOUSES
WITH THE CHIMNEYS AND PORCHES.

WITH THE EXCEPTION OF THE GLASSED
PORCH ADDITION TO THE HANSON HOUSE LOCATED
ON THE NORTH SIDE. THIS ROOM
CAN'T BE MOVED WITH THE HOUSE.

I PLAN TO MOVE THE HOUSES WITH
THE ROOFS IN PLACE AND I THINK
THIS REPRESENTS THE BEST HOPE
THAT THEY CAN BE PRESERVED
IN USABLE & RESTORABLE CONDITION.

I THINK THE LOCATION ^(200 ALOU) IS SUITABLE
FOR THE RELOCATION OF THESE HOMES.

I HAVE EMPLOYED A PROFESSIONAL
LAND PLANNER / LANDSCAPE ARCHITECT
TO HELP GET THE DETAILS RIGHT
ABOUT SITING LAY OUT ETC.

THIS IS AN AMBITIOUS PROJECT
YOUR HELP WOULD BE APPRECIATED.

Showing Lots - Drives - Lots

Typical Set Backs
on Alcony 30-40 ft
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THE 213 BLD HOUSE WOULD BE
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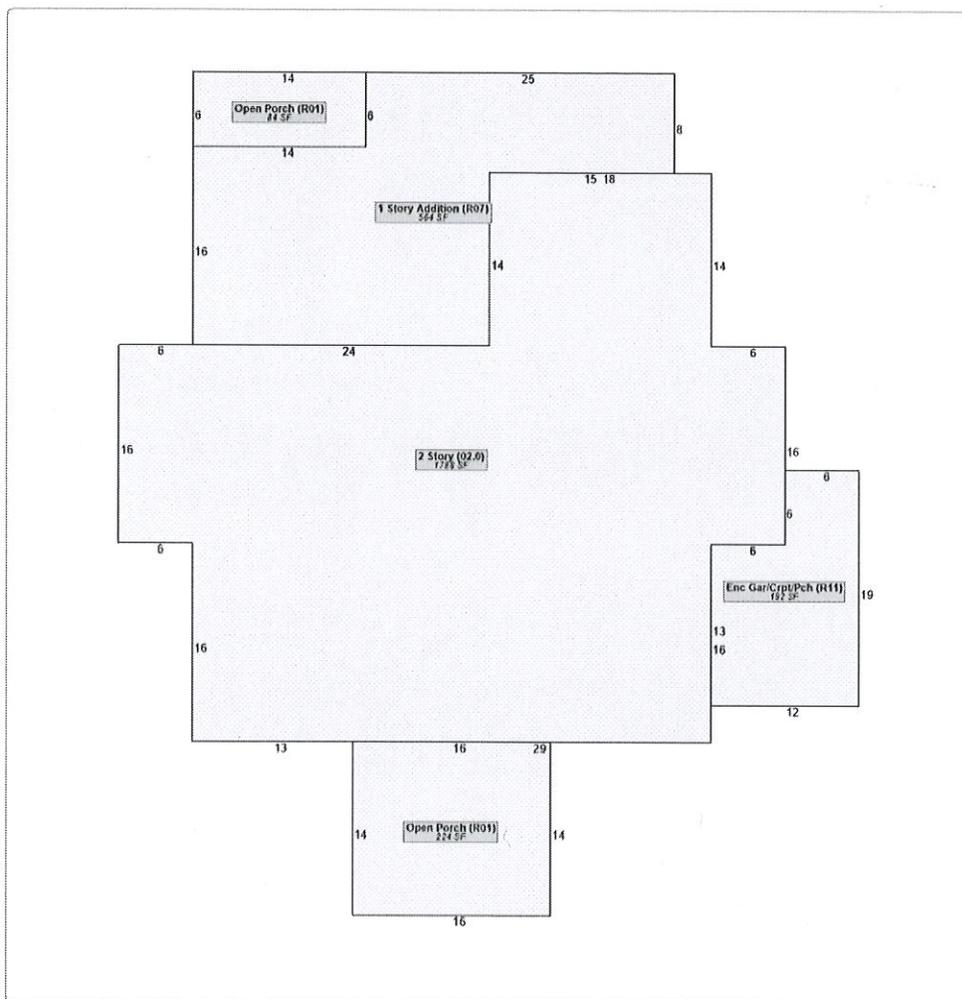
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Rick Holder Application

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Rick Holder

Narrative To The HPC Members-

In retrospect I realize that what I was asking for at the June 25 meeting was not a reasonable request. You did not have enough information prior to the meeting to make an informed decision. It was my understanding you would have the needed information as I was told I didn't need to amend my application. Several city representatives trying to work out a solution for the church and all parties involved approached representatives of the church and suggested moving The Henson House to Boulevard instead of Alcovy Street. This meeting was probably in response to concerns from those interested in preserving the area around The Tichenor House.

The trustees of the church then told me that they had decided to preserve the land on Alcovy St. and hold it for future use and they wanted The Henson House moved to Boulevard. The next day I went to the city with this new plan and asked if I should amend my original application or put in a new

application. I was told I no and that I could still be heard at the June meeting.

The goal has always been to move The Henson House and preserve it by moving it to a location where it can stay and be renovated. And, at the same time keep the price low enough to attract someone to buy the house and restore it to its former glory. While we currently watch the house deteriorate, it could once again be one of the prettiest homes in Monroe.

I approached this house moving matter in a problem solving way with the beginning premise that the house could not stay in its current location. I thought it was common knowledge that the church has no plans for the house and wants it removed from their property. What I thought I was offering was a solution that was measured, well thought out and researched and a way to solve everyone's problem. I have been working on reasonable solution for these houses for 4 months. We have historic houses left to deteriorate all over the city . I believe my solution would be a benefit to the community and it is the best solution to save these houses.

9-30-97

LOCATED IN A HAZARD AREA.
SURVEY FOR
LOCATE

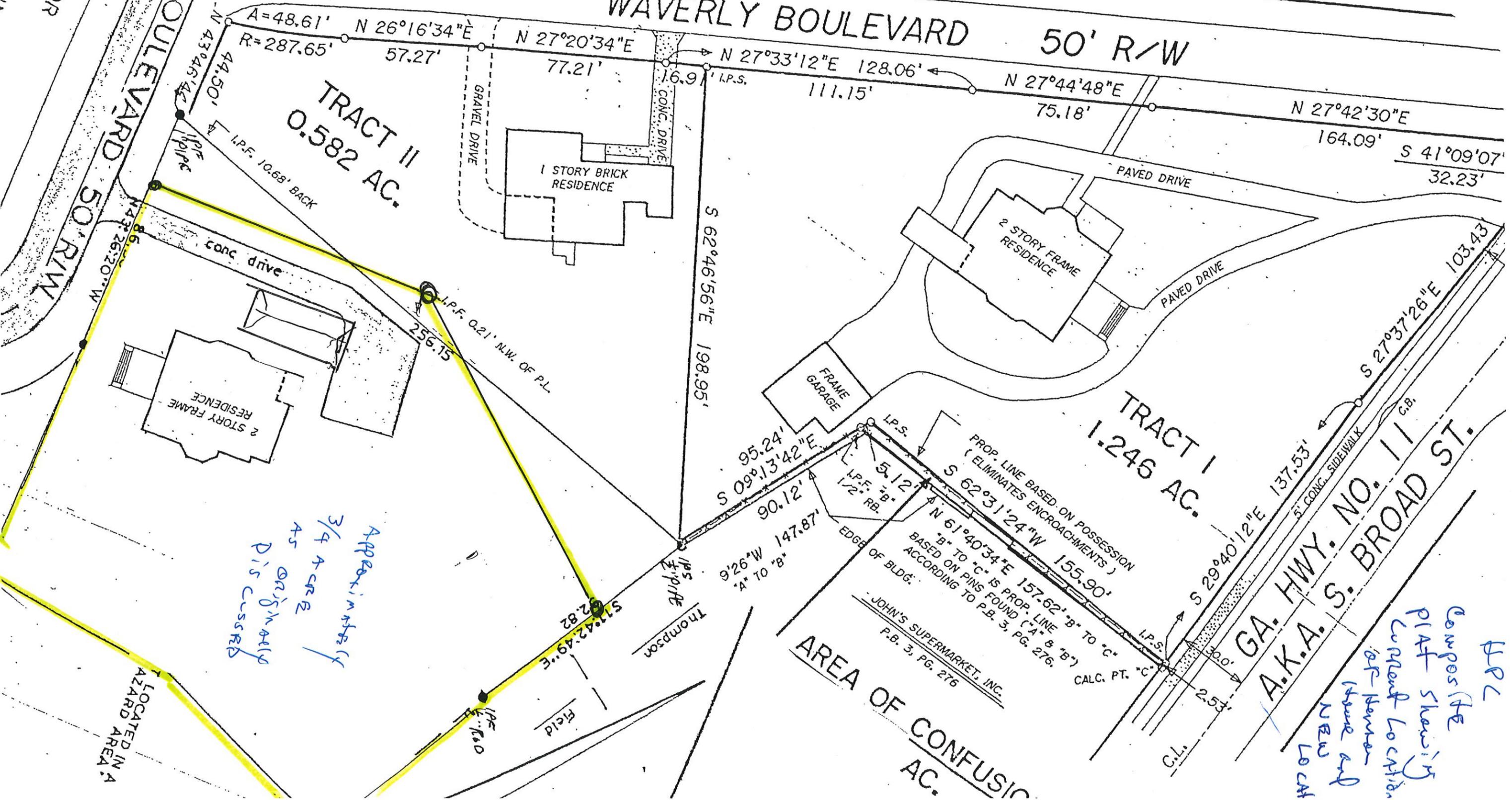
BOULEVARD 50' R/W

WAVERLY BOULEVARD 50' R/W

TRACT II
0.582 AC.

TRACT I
1.246 AC.

GA. HWY. NO. 111
A.K.A. S. BROAD ST.



Approximately
3/4 acre
as originally
discussed

APL
Compos the
plat showing
current location
of corner
(Home and
New
Locat

AREA OF CONFUSION
AC.

PROP. LINE BASED ON POSSESSION
(ELIMINATES ENCROACHMENTS)
S 62°31'24"W 155.90'
N 61°40'34"E 157.62' B* TO C*
"B" TO "C" IS PROP. LINE
BASED ON PINS FOUND ("A" & "B")
ACCORDING TO P.B. 3, PG. 276.
CALC. PT. C*
JOHN'S SUPERMARKET, INC.
P.B. 3, PG. 276

Thompson

Field

2 STORY FRAME
RESIDENCE

2 STORY FRAME
RESIDENCE

1 STORY BRICK
RESIDENCE

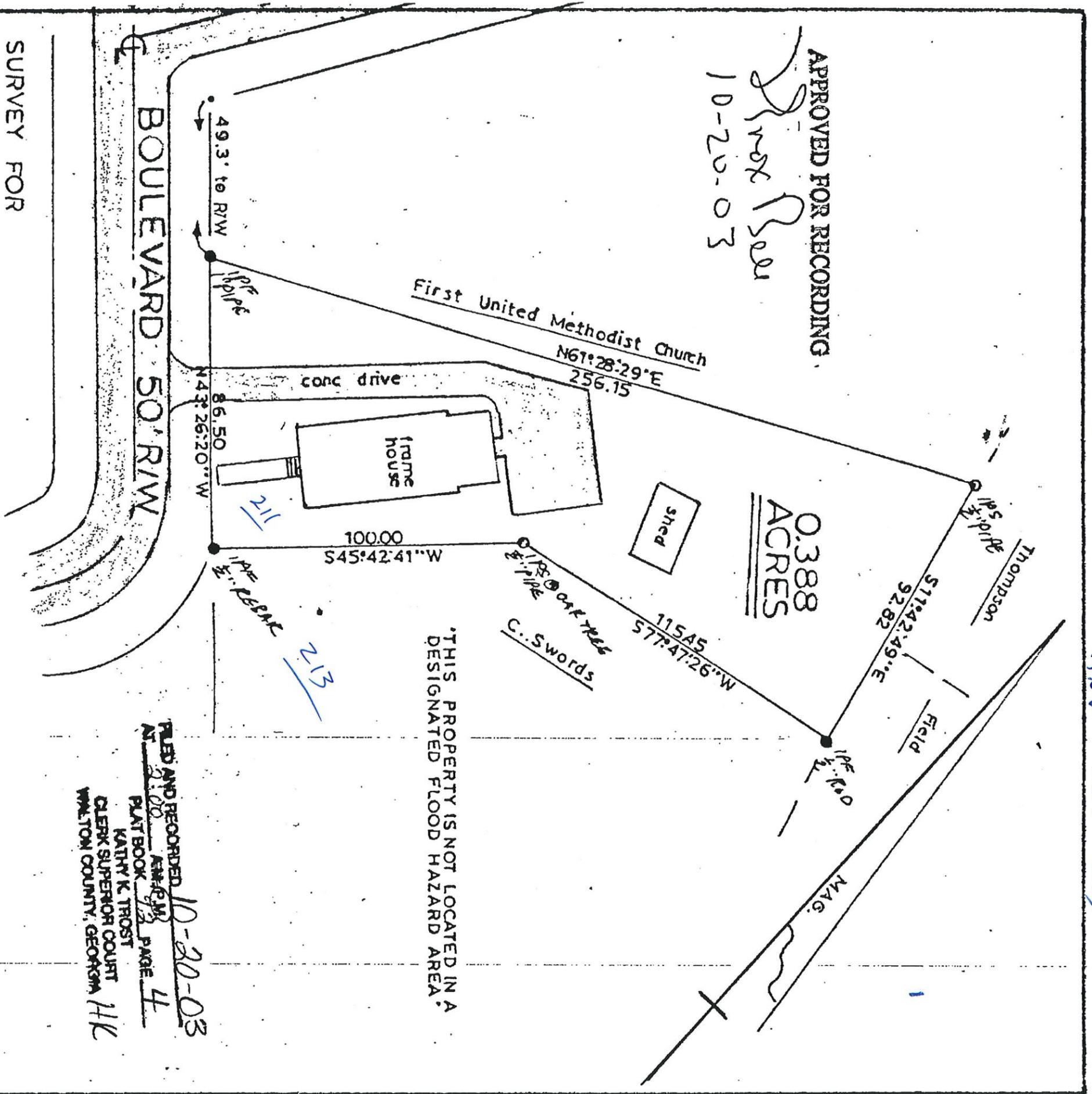
FRAME
GARAGE

LOCATED IN A HAZARD AREA.

Plat Showing 211 house & lot 213

APPROVED FOR RECORDING

Frank Ross
10-20-03



THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FLOOD HAZARD AREA.

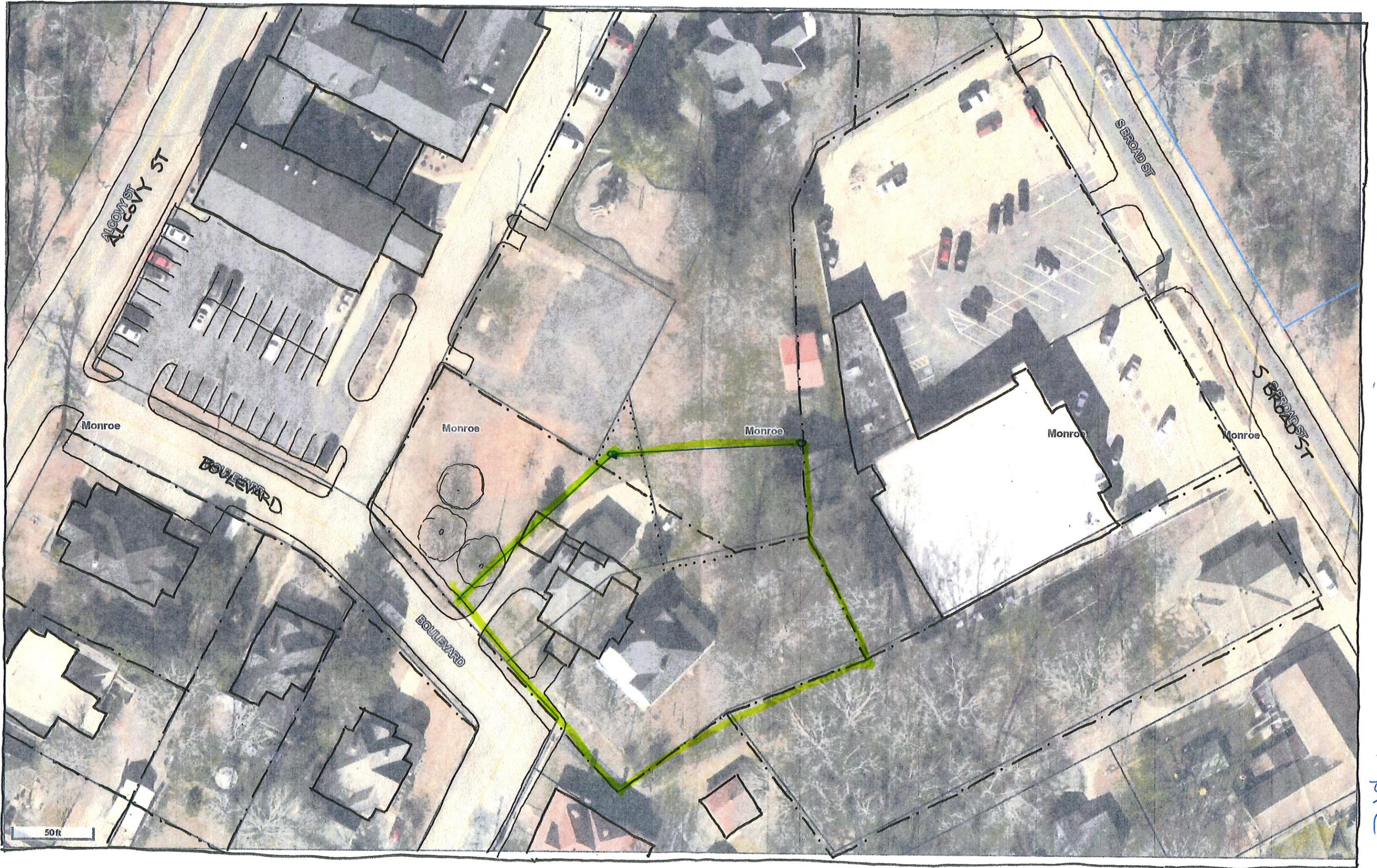
FILED AND RECORDED 10-20-03
AT 9:00 AM PM
PLAT BOOK 123 PAGE 4
KATHY K. TROST
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA *HK*

SURVEY FOR

FIRST UNITED METHODIST CHURCH
LOCATED IN L165-3RD LAND DISTRICT,
MONROE TOWN, G.M.D. 419,
WALTON COUNTY, GEORGIA
SURVEYED BY:
SIMS SURVEYING CO.

SCALE: 1"=40' OCT. 15, 2003





APC
7/21

Debbie Adkinson

From: Rick Holder <j.rickholder@gmail.com>
Sent: Monday, July 15, 2019 1:44 PM
To: Debbie Adkinson
Subject: methodist plan

This conceptual plan shows the house placement and the over all plan. It doesn;t show the playground as that will be adjusted with the parking to the side of the house and to the rear. A larger lot for the house is depicted on the composite plat and the aerial view already in the application package. this is a better and clearer presentation of the overall master plan.



Current Church

EXISTING

NEW CONSTRUCTION

- New Entry Plaza
- New Welcome Center
- New Family Life Center
- New Classrooms
- Remodel Children's Classroom for Administrative Area
- Remodel Offices for Music Space and Library
- Additional Parking
- Master Defender Pond

CAJ architecture

City of Monroe, LA
Architecture, Planning & Urban
Design Services

**NOT FOR
CONSTRUCTION**

**FIRST UNITED
METHODIST
CHURCH OF
MONROE**

400 SOUTH BROAD STREET
MONROE, LOUISIANA 70002

THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THIS PLAN IS THE PROPERTY OF CAJ ARCHITECTURE AND IS NOT TO BE REPRODUCED OR COPIED WITHOUT THE WRITTEN CONSENT OF CAJ ARCHITECTURE.

A103

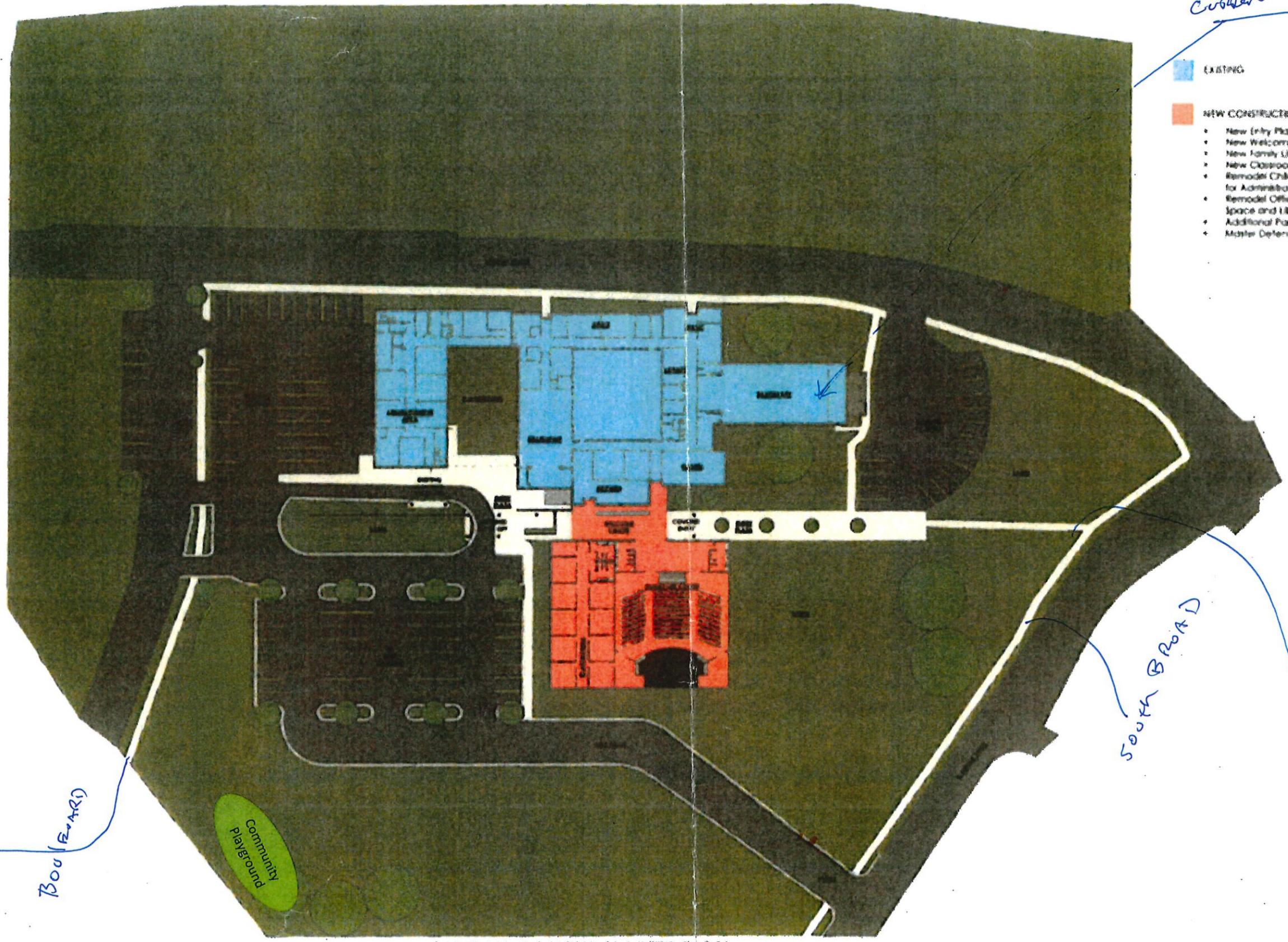
CHURCH CAMPUS MASTER PLAN
CAJ ARCHITECTURE

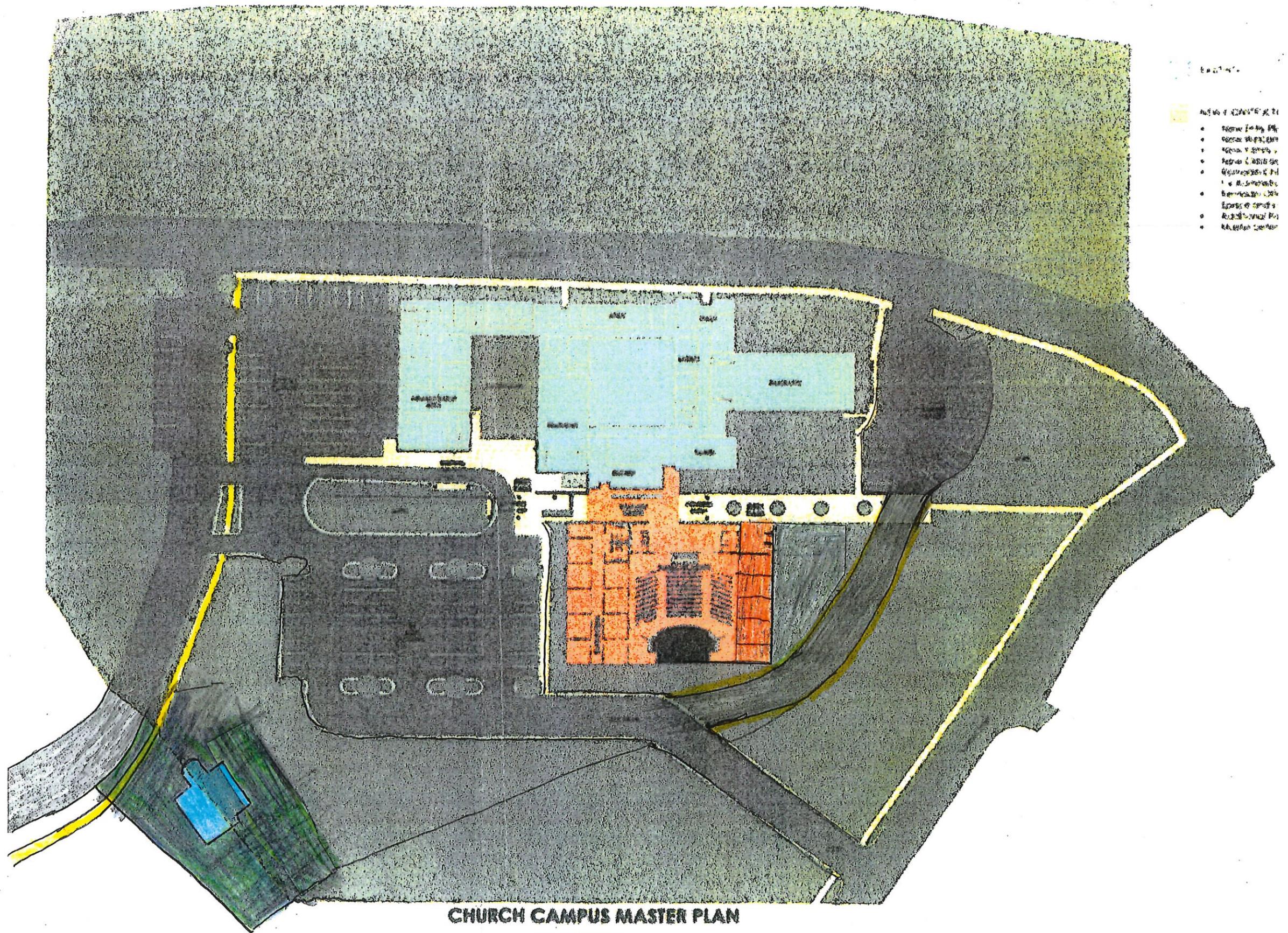
Boulevard

Community
Playground

SOUTH BROAD

STREET
CLOSED





- LEGEND
- Existing Building
 - Proposed Building
 - Proposed Parking
 - Proposed Driveway
 - Proposed Landscape
 - Proposed Fencing
 - Proposed Site
 - Proposed Road
 - Proposed Utility

CHURCH CAMPUS MASTER PLAN

CAS ARCHITECTURE

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a Certificate of Appropriateness to relocate the house at 404 South Broad Street. A public hearing will be held on June 25, 2019 before the Historic Preservation Committee, at 6:00 P. M.

The meeting will be held in City Hall Meeting Room, 215 North Broad Street. All those having an interest should be present.

**Please run on the
following date:**

June 9, 2019



P.O. Box 1249•Monroe, Georgia 30655
(770) 207-4674
Attn: Business License Division

OCCUPATION TAX APPLICATION

BUSINESS NAME The Southern Brewing Company Inc. TELEPHONE (706) 648-7183

ADDRESS 123 Lumpkin St. Monroe, GA 30655 TYPE OF BUSINESS

MAILING ADDRESS 231 Collins Industrial Blvd. Athens, GA 30601 Brewery/Distillery

EMAIL ADDRESS brian@sobrewco.com

OWNER'S NAME Brian Christopher Roth, Richard Goddard TELEPHONE (706) 2552444

EMERGENCY CONTACT PERSON: Brian Christopher Roth

TELEPHONE (706) 2552444

PROPERTY OWNER'S NAME: Mountain Creek Enterprises, Inc.

TELEPHONE (678) 522-6560

**NUMBER OF EMPLOYEES: FULL TIME 2
PART TIME 7 *(Including Owners & Family Members)

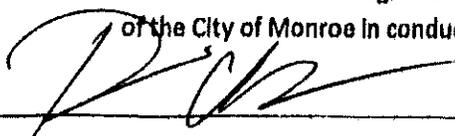
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE

BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES NO

A PERMIT IS REQUIRED FOR ALL SIGNS!!

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States, I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature:  Date 7, 25, 19

Notice: All businesses located in the City of Monroe are subject to inspection by City Code and Fire Officials

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE FEES

| <u>CONSUMPTION ON PREMISE:</u> | <u>LICENSE FEE:</u> | |
|------------------------------------|--------------------------------|------------|
| BEER/WINE | \$1000.00 | _____ |
| NON PROFIT PRIVATE CLUB | \$600.00 | _____ |
| SUNDAY SALES-PRIVATE CLUBS ONLY | \$150.00 | _____ |
| BEER/WINE AMENITIES LICENSE | \$100.00 | _____ |
| | | |
| DISTILLED SPIRITS | \$3000.00 | _____ |
| NON PROFIT PRIVATE CLUB-ONLY | \$600.00 | _____ |
| SUNDAY SALES | \$150.00 | _____ |
| | | |
| <u>PACKAGE:</u> | <u>LICENSE FEE:</u> | |
| BEER/WINE | \$2000.00 | _____ |
| HOTEL/MOTEL IN ROOM SERVICE | \$250.00 | _____ |
| GROWLERS | \$2000.00 | _____ |
| | | |
| <u>MANUFACTURER</u> | <u>LICENSE FEE: 1 FEE ONLY</u> | |
| DISTILLERIES OR MICRO-DISTILLERIES | \$1500.00 | X _____ |
| BREWERY OR MICRO-BREWERIES | \$1000.00 | X _____ |
| | | |
| BREW PUB | \$750.00 | _____ |

WHOLESALE DEALERS:

LICENSE FEE:

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS – NOT IN CITY

\$100.00

TEMPORARY LICENSE:

LICENSE FEE:

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES

\$300.00

REGISTRATION

There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.

There is no application fee for wholesale dealers. This administrative / investigative fee applies to new applications only-does not apply to renewals.

1. Full Name of Business The Southern Brewing Company, Inc.

Under what name is the Business to operate? The Southern Brewing Company

Is the business a proprietorship, partnership or corporation? Domestic or foreign?

Domestic Corporation

2. Address: a) Physical: 123 Lumpkin St. Monroe, GA

b) Mailing: 231 Collins Industrial Blvd. Athens, GA 30601

3. Phone 706.548.7183 Beginning Date of Business in City of Monroe Sept. 20, 2019

4. New Business Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number [REDACTED] Georgia Sales Tax Number [REDACTED]

6. Is business within the designated distance of any of the following: * not applicable

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes _____ No _____

Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No _____

7. Full name of Applicant Brian Christopher Roth

Full Name of Spouse, if Married Jennifer Lynn Roth

Are you a Citizen of the United States or Alien Lawful Permanent Resident? Citizen

Birthplace Grissom - AFB, Indiana

Current Address 460 Calhoun Dr. City Athens St GA Zip 30601

Home Telephone (706) 255-2444

Number of Years at present address 1 year and 4 Months

Previous address (If living at current address less than 2 yrs).

1331 Dove Creek Cir. Winder, GA 30680

Number of years at previous address 13 years 9 Months

8. If new business, date business will begin in Monroe Sept. 20, 2019

If transfer or change of ownership, effective date of this change _____

If transfer or change of ownership, enclose a copy of the sales contract and closing statement.

Previous applicant & D/B/A _____

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer _____

Brian Roth

1331 Dove Creek Cir. Winder, GA 30680

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NO

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? _____

No

12. Do you own the land and building on which this business is to be operated? No _____

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? [] yes or [x] no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

Southern Brewing Co., Inc. 1331 Dove Creek Circle Winder, GA 30680 Domestic Corporation 10/14/2013
Rick Goddard 1750 Lane Creek Dr. Bishop, GA 30621 CEO/ Secretary
Brian Roth 1331 Dove Creek Cir. Winder, GA 30680 CFO

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

Brian Roth 1331 Dove Creek Cir. Winder, GA 30680 25.44%
Richard B. Goddard, 1750 Lane Creek Dr. Bishop, GA 30621 25.44%
Beer Two, LLC 50 Commanders Cove, Missouri City, TX 77459 26.08%

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. N/A

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

N/A

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. _____

No

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain.

There is a sister location in Athens, GA

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) There is a sister location in Athens, GA but it has never been denied a license.

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business?

None

22. If a retail grocery business in existence for more than six (6) months:

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. Craig Ford

Name

576 Alexander Farms SW

Address

Marietta

GA

30064

678.637.0613

City

State

Zip

Telephone

2. Glenn Golden

Name

32 McDonough St.

Address

Hampton

GA

30288

404.729.7618

City

State

Zip

Telephone

3. Ryan Davidson

Name

4536 Nopone Rd.

Address

Gainesville

GA

30506

678.617.5414

City

State

Zip

Telephone

This the 23 day of July, 2019.

[Signature] (Signature Applicant)

Managing Member _____ (Title i.e. Partner, General Partner, Manager, Owner, etc.)

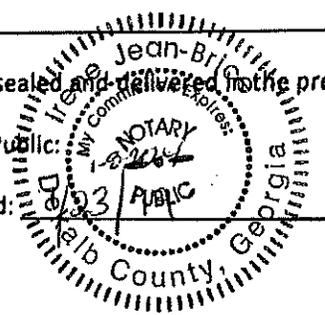
Brian Roth (Print Name)

Or: _____ (Signature of Corporate Officer)

_____ (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: [Signature]

Notary Public: _____
Executed: _____





To: City Council
From: Brian Thompson
Department: Electric
Date: 08/6/2019
Subject: Emergency Restoration Plan

Budget Account/Project Name: N/A

Funding Source: N/A

| | | |
|---------------------------|--------|---------------------------------|
| Budget Allocation: | \$0.00 | |
| Budget Available: | \$0.00 | |
| Requested Expense: | \$0.00 | Company of Purchase: N/A |

Description:

Plan to guide restoration of electric service after a major outage event.

Background:

Staff has worked with Albany, Thomasville, Crisp County, and Cartersville to develop a plan that will facilitate a safe and quick recovery of the electric system after a major event that causes wide area outages. Staff recommends passage.

Attachment(s):

Restoration Plan – 16 Pages



E

Electric Department
Emergency
Restoration Plan

Adopted
August
2019

Table of Contents

| | |
|--|----|
| Process to Implement Plan | 2 |
| Summary of Plan | 3 |
| Emergency Restoration Planning Process | 7 |
| Duties | 12 |
| Damage Assessment Procedures | 16 |

PROCESS TO IMPLEMENT EMERGENCY RESTORATION PLAN

- After or during a major disaster causing wide spread electrical system damage and loss of power within the City of Monroe Electric System (MES)
- The Emergency Restoration Plan will be activated when The Governor, Mayor, or City Administrator declares Monroe in a State of Emergency. This allows staff to bring in outside labor, equipment, and material without prior authorization from City Council. See below the provisions of City of Monroe Procurement Policy Section 1 Subsection C
- Emergency Purchases. Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.
- The Electric Director or his designee will determine when to escalate the need for additional outside help. Through our evaluation process if it is determined we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

EMERGENCY RESTORATION PLAN SUMMARY

CITY OF MONROE ELECTRIC SYSTEM

Revised

When a major disaster causing wide spread electrical system damage and loss of power occurs, the City of Monroe Electric System (MES) Emergency Restoration Plan will be activated. Here is a brief summary of this plan.

- **DECLARATION** – Governor, Mayor, or City Administrator must declare Monroe in a State of Emergency to bring in outside labor, equipment, and material without prior authorization from City Council.
- **SYSTEM EVALUATION** – **No power will be restored in the first 4 – 8 hours after disaster.** This time will be used to perform a system evaluation and determine the level of damage and level of outside forces needed to restore the system. This evaluation is crucial and is proven to be the most effective method to restore power to the masses in the shortest amount of time. Monroe’s crew, foremen, engineering, and metering personnel will be used in two-man teams assigned per distribution circuit to complete this task.
- **REQUEST FOR OUTSIDE ASSISTANCE** – Outside distribution crews, tree crews, equipment, and material will be requested based on the System Evaluation. Agreements are already in place for labor and equipment from many Georgia municipal systems and some systems outside of Georgia. Plans will be put in place with our major material vendors.
- **LOGISTICS FOR OUTSIDE ASSISTANCE** – Agreements shall be put in place and arrangements will be made for blocks of hotel/motel rooms, on-site food catering services, ice services, laundry pick-up/delivery services, and fuel services. Contacts are already in place and purchases will be made for snacks and toiletries.
 - Hotels/Motels – closest lodging available, electricity preferred
 - Catering – set on a site with kitchen and dining facilities
 - Ice – delivery of refrigerated trailer loaded with ice
 - Laundry – pick-up and delivery (not needed until day 5)
 - Fuel – trucks will be fueled early morning by mobile fuel tankers

- **CASH** – Approximately \$5,000.00 in cash will be obtained from accounting initially to purchase incidentals for MES crews and outside crews (communications for credit card transactions likely not available). In-house purchase orders and charge accounts will be used for larger expenses (hotel/motel, laundry, ice, fuel).
- **STAGING AREA** – A large staging area will be set up and operated for 2 to 3 weeks with rest rooms, ice, medical supplies, cooking facilities, dining facilities, material, snacks, toiletries, and laundry service. The area must be large enough to accommodate tractor trailer loads of material, large truck/trailer parking, a meeting area with crewmembers, mobile fuel area, and cooking/dining facilities. The staging area will be arranged in multiple lanes to permit several crews to load material and fuel at the same time. Our planned staging areas are the **Water and Waste Water Facilities**.
- **DAMAGED MATERIAL SITE** – A temporary site will be set up to off load damaged and unusable material (except transformers). This material will be gone through and removed by MES after restoration efforts have been completed. Leaking transformers will be picked up by MES personnel and transported to our transformer containment area at the MES shop. Our planned Damaged Material Site is the inert landfill on Poplar St.
- **WORKING HOURS** – Crews will work 16 hours “ON” during daylight hours and 8 hours “OFF”. Meals take place during the “ON” hours. Example hours are:
 - 6:00 a.m. to 7:00 a.m. - Breakfast, assignments, load material, fuel
 - 7:00 a.m. to 1:00 p.m. - Crews working
 - 1:00 p.m. to 2:00 p.m. - Lunch and break
 - 2:00 p.m. to 9:00 p.m. - Crews working
 - 9:00 p.m. to 10:00 p.m. - Dinner
 - 10:00 p.m. to 6:00 a.m. - Sleeping and rest
- **MEALS** – Hearty nutritious cooked meals will be provided for breakfast and dinner. These will be provided either by on-site caterer or restaurants we have made arrangements with (if available). Lunches will be large sandwiches or similar meals and will be delivered to crews on the work site.
- **PAY** – By agreement, outside crews are paid overtime for the first 8 hours per day, double time for the remaining hours per day, and double time for all hours worked on weekend days and holidays in addition to equipment charges while in use.

- **PRIORITY LEVELS** – The following restoration Priority Levels have been established but cannot be guaranteed depending on system damage:
 - Priority 1: Emergency services – utilities, police, fire, command, communications
 - Priority 2: Essential services - medical, healthcare, shelters
 - Priority 3: Needed services - gas, groceries, restaurants, lodging

- **RESTORATION PROCEDURE** – After the System Evaluation and while outside forces are in route, MES will attempt to restore service to as many priority locations as possible. When outside forces arrive and after attempts to restore Priority Levels are complete, outside crews will be assigned a distribution circuit and instructed to begin at the substation breaker working outward restoring service to the main line. Damaged material that cannot be reused will be left at the base of the pole for later pick up.
 - The main lines only will be repaired first by making repairs and isolating damaged service lines on the main line and branch lines. Main line switches will be opened as sections of line are inspected allowing portions of the main line to be energized.
 - Once an entire main line is energized, then branch lines off of the main line will be repaired, inspected, and restored. Branch lines with the least damage and most customers will become priority.
 - Once branch lines are restored, individual service lines on the main line will be repaired and restored and then individual service lines on the branch lines will be repaired and restored.
 - No line, line switch, or breaker shall be energized without authorization from the MES dispatch office requested through a MES or ECG bird dog.

- **MES PERSONNEL ASSIGNMENTS** – The majority of MES personnel will be involved with outside crew support.
 - Administration - Director and Asst. Director will make crew assignments and provide status information to City Management.
 - Logistics - Key Acct. Rep., Metering Supervisor, and Metering Tech. will make all arrangements to accept and sustain outside crews. Once complete, Key Acct. Rep. will be Command Center Liaison.
 - Dispatch - Engineering (2) will man the dispatch office and conduct all line energizing authorizations.
 - Bird Dogs - Engineering (2), Foremen (2), and Lead Linemen (5) will be assigned to substations and outside crews as “bird dogs”. The bird dogs are responsible for estimating customers restored/customers out and reporting to the MES dispatch office, damage records, all communication between outside crews and dispatch office, distribution switching for their assigned circuits, transmission switching as requested, retrieving material and other necessities for outside crews, and managing outside crews.
 - Material Acquisition - Storeroom personnel (2) responsible for obtaining necessary material from outside sources.
 - Minor Trouble - Linemen will be placed in two-man teams to cure minor cases of trouble that will restore service.
 - Material Transport - Apprentices will be assigned to loading/unloading material, transporting poles and transformers to and from site, and providing equipment to crews as necessary.

- **OTHER CITY PERSONNEL ASSIGNMENTS** – Assistance will be needed from other city departments to support the restoration effort.
 - Administration - needed to serve breakfast/dinner meals and deliver lunch meals to crews on site.
 - Water/Gas - needed to clear debris and pickup damaged material left at the base of each pole and transport to damaged material site.
 - Garage - needed to provide repair in the field of trucks/equipment belonging to outside crews.
 - Police - assumed not available to MES due to looting and public safety concerns but will be needed to patrol staging area at night.
 - Fire - assumed not available to MES due to life saving and public safety concerns but will be called as needed.
 - Public Works - assumed not available to MES due to available personnel clearing roads and removing debris.
 - Telecom – Will assist until a point when they can start restoring Telecom services safely.

EMERGENCY RESTORATION – PLANNING PROCESS

EMERGENCY RESTORATION PLAN

Goal:

Restoration of electric service which ensures minimum outage times for customers, a positive public image for the city, a safe working environment for city employees, and an improved quality of life for the general public.

EMERGENCY PLAN LOGISTICS

Personal Support

Objective:

Advance planning of personnel support – restaurants, motels, fuel, etc., - to insure availability of services, minimize inconvenience for personnel, eliminate wasted time, and provide a billing mechanism for accurate storm cost accounting.

Facilities

- Arrangements with hotels shall be made – and updated annually – to guarantee blocks of rooms available when a city needs them.
- Master billing will be arranged for motels, restaurants, and gas stations.
- Require name and company on restaurant tickets; name, company, and tag number on gas tickets.
- When outside help has been called, pick up room keys in advance. This eliminates lengthy check-ins for tired people and allows the city to allocate the keys and keep up with the cost.
- If possible, choose facilities where power can be restored relatively soon after the emergency passes.

- 420 N Broad St and 2200 Hwy 83 (Water & Sewer Plants) shall be designated as staging areas for outside crews to assemble. The staging area will be used as a place to park equipment at night, to fuel trucks, to load and unload storm materials, bathroom facilities as well as meals.
 - The staging area will be determined by the severity of the event.

Storm Package

- To be given to the supervisor of each arriving outside crew.
- List of available hospitals, hotels, restaurants, gas, and contact phone numbers. Include hotel room keys in package if possible.
- Road map.
- Circuit one-line diagrams.
- Construction Specifications.
- Hold tags.
- First aid kits available for those without.
- Repair Report forms – To be filled out by the bird dog or the supervisor of the outside crew and to be turned in daily.
- OUTSIDE PERSONNEL AND VEHICLE LIST Form – This should be filled out by incoming crews before they start work.
- Important that bird dog review the information contained in the Storm package with the outside crew before they start work.

Personnel List / Event Accounting

- Prepare and maintain a list of outside personnel help – names, home addresses, home phone numbers, company, vehicle tag numbers, emergency contact name and phone number. Use the form “OUTSIDE PERSONNEL AND VEHICLE LIST” to record the information for the arriving personnel. When outside personnel arrive, contact their home office(s) to advise them of the crews of safe arrival.

Assigned Job Duties

- Each employee has assigned job duties. Each employee is responsible for knowing what his responsibilities are. The supervisor must also be familiar with each of his or her employee’s responsibilities. This will eliminate confusion as to responsibilities once the storm restoration effort begins.

Priority Customers

A list of Critical Customers has been prepared. We have established restoration priorities to the customers in the following order.

- Priority 1: Utilities & Emergency services – police, fire, utilities, radio transmitter.
- Priority 2: Essential services – medical, healthcare, shelters.
- Priority 3: Needed services – gas, groceries, restaurants, lodging.

Substation Feeder Records

The dispatch office is responsible for the following information to minimize overloading feeders and substation banks while switching during service restoration. Recommended feeder records:

- Feeder amps – winter peak
- Feeder amps – summer peak
- Maximum feeder amps
- Substation bank sizes
- Circuit tie points

System Evaluation

Determine extent of system damage as quickly as possible to evaluate restoration time using existing personnel. The evaluation process will determine the need for outside crews and how many crews are needed.

A complete circuit by circuit system evaluation will be performed. All circuits whether de-energized or energized will be ridden. **The evaluation must be completed within 4 hours.** Two-man teams will be assigned to ride each circuit. The team should be made up of one experienced member and one less experienced member. Spread the experience because we have approximately 10 circuits to evaluate. One person will drive, and one will watch the line and tally the damage. The TROUBLE TALLY SHEET will be used to determine the specific number of cases of trouble found. **This information is vital in determining the amount of total repair time.**

When riding an energized circuit, if the team comes across a safety hazard the team will de-energize the hazard or make it safe, report the hazard and proceed with the evaluation. At no time should the team attempt to restore power. Once a team has completed a circuit assessment they should return to headquarters, turn in the TROUBLE TALLY SHEET and receive their next assignment.

The following is a list of trouble items to report:

- Cutout or Arrestor Replacement
- Pole down / broken
- Primary arm broken
- Primary down – 1 phase
- Primary down – 3 phase
- Primary fuse blown
- Primary insulator(s) broken
- Secondary down
- Service down
- Transformer – Replace 1 phase
- Tree on primary / secondary
- Other: Please be specific:

The Electric Director or his designee will determine when to escalate the need for additional outside help. If we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

Restoration Procedure

After the system evaluation and while outside forces are in route, MES will attempt to restore service to as many priority locations as possible. When outside forces arrive and after attempts to restore priority levels are complete, outside crews will be assigned a distribution circuit and instructed to begin at the substation breaker working outward restoring service to the main line. Damaged materials that cannot be reused will be left at the base of the pole for later pick up.

- The main lines only will be repaired first by making repairs and isolating damaged service lines on the main line and branch lines. Main line switches will be opened as sections of line are inspected allowing portions of the main line to be energized.
- Once an entire main line is energized, then branch lines off of the main line will be repaired, inspected, and restored. Branch lines with the least damage and most customers will be priority.
- Once branch lines are restored, individual service lines on the main line will be repaired and restored and then individual service lines on the branch lines will be repaired and restored.
- **No line, line switch, or breaker shall be energized without authorization from the MES dispatch office through a MES or ECG bird dog.**

- Due to efficiency and safety the crews will work 16 hours “ON” during daylight hours and 8 hours “OFF” for rest. A sample of the standard work day is as follows:
 - 6:00 a.m. to 7:00 a.m. - Breakfast, assignments, load material, fuel
 - 7:00 a.m. to 1:00 p.m. - Crews working
 - 1:00 p.m. to 2:00 p.m. - Lunch and break
 - 2:00 p.m. to 9:00 p.m. - Crews working
 - 9:00 p.m. to 10:00 p.m.- Dinner
 - 10:00 p.m. to 6:00 a.m. – Sleeping and rest

The above standard work day is a guide. There will be times when you might need to deviate from the schedule in order to finish what you are working on in order to pick up a large number of customers.

DUTIES

DUTIES OF THE ELECTRIC DIRECTOR

1. Makes the decision on staffing needs including when outside assistance is needed.
2. Keeps abreast of overall storm damage and assessment.
3. Monitors the operations of the Dispatch Center.
4. Assists in coordinating crew.
5. Provide status updates to City Administrator and press as needed.

DUTIES OF THE ASSISTANT DIRECTOR

1. Monitors the operations of the Dispatch Center
2. Coordinates the efforts of the Storm Assessment Team.
3. Provides restoration status updates to Electric Director
4. Assists in decision to call for additional assistance.
5. Assumes duties of Electric Director in his absence.

DUTIES OF OUTSIDE PLANT MANAGER

1. Perform initial System Evaluation.
2. Dispatch office will be manned by Engineering (2) and conduct all line energizing authorizations.
3. Dispatch office will provide regular system status updates to the Director. The update to include estimates of customers restored/customers out as well as progress being made on each circuit.

DUTIES OF DISPATCH – Office will be manned by utility staff (2).

1. Normal operations of the Dispatch Office will be in place during initial restoration to Priority Loads and prior to arrival of outside crews.
2. Once outside crews have been assigned to bird dogs and work areas the dispatch office will conduct all line energizing authorizations. No line, line switch, or breaker will be energized without authorization from the MES dispatch office through a MES or ECG bird dog.
3. Dispatch office will provide regular system status updates to the Director. The update to include estimates of customers restored/customers out as well as progress being made on each circuit.

DUTIES OF DISTRIBUTION SUPERVISOR

1. Assist with initial System Evaluation.
2. Prior to arrival of outside crews, the restoration of service to priority customers will begin.
3. Once outside crews have arrived the following assignments will be made.

Bird Dogs -- This team will consist of Service/Meter Techs (2), Distribution Supervisor (1) and Linemen (5).

1. Take care of the needs of outside crews. Including communications.
2. Make all switching request through dispatch.
3. Provide status updates to dispatch.
4. Fill out Outside crew personnel and vehicle list and provide to administrative assistant daily.
5. Fill out Daily Repair Report for Fema/Gema records.

DUTIES OF ADMINISTRATIVE ASSISTANT

1. Records complete outage list from Call Center.
2. If outage calls are too excessive for Call Center and staff to handle, coordinate with Customer Service and IUC to handle the overflow.
3. Sorts outage information by geographic area.
4. Communicates to dispatch center when receiving a Critical or Priority Outage.
5. Assist management and supervisory personnel with tactical and administrative duties.
6. Assists the Distribution Supervisor with coordinating crew needs

DUTIES OF METERING STAFF

1. Assist with initial System Evaluation.
2. Assist Logistics Manager with arrangements to accept and sustain outside crews.
3. Repair traffic signaling system to normal operation.
4. Perform Metering Functions as the need arises.
5. Back up Engineering Staff if additional assistance as needed.

DUTIES OF KEY ACCOUNTS MANAGER (LOGISTICS MANAGER AND COMMAND CENTER LIASON).

1. Responsible for all arrangements to accept and sustain outside crews.
2. Compile and maintain a list of major customers and their contact info.
3. Report power outages of major customers to Electric Director and Dispatch Center.
4. Provide status updates to major customers as needed.
5. Back-up to Electric Director regarding status updates to press.
6. Perform other duties as assigned by Electric Director.
7. After logistics duties have leveled off report to Command Center

as liaison for Electric Department.

DUTIES OF PURCHASING AGENT AND STAFF

1. Provide a safe and efficient storeroom operation.
2. Contact vendors for storm materials to ensure that necessary materials are on hand for timely power restoration.
3. Set up and make operational the Staging Area.
4. Maintain three (3) complete storm kits and audit on an annual basis.
5. Coordinate with MES bird dogs to provide materials and supplies to field personnel.
6. Update the Vendor List on an annual basis.

DUTIES OF CREW PERSONNEL

1. Perform initial system evaluations.
2. Prior to arrival of outside crews, the restoration of service to priority customers will begin.
3. Once outside crews have arrived the following assignments will be made.

Linemen -- will be placed in two-man teams to cure minor cases of trouble that will restore service.

Apprentices – will be assigned to loading/unloading material, transporting poles and transformers to and from site, and providing equipment to crews as necessary.

A two-man crew will be available to handle after hours emergencies.

DAMAGE ASSESSMENT PROCEDURES

Determining the extent of system damage as quickly and accurately as possible is vital in estimating the amount of total time to restore power as well as material and human resource needs.

A complete circuit by circuit system evaluation will be performed. **The system evaluation must be completed within 4 hours.** A two-man team made up of an experienced person and one less experienced person will be assigned to evaluate each circuit. One person will drive, and one will survey the line and tally the damage. The TROUBLE TALLY SHEET will be used to determine the specific number of cases of trouble found. See TROUBLE TALLY SHEET for more specific information.

If the team comes across a safety hazard the team will make the hazard as safe and proceed with the assessment. Once a team has completed a circuit assessment, they should return to City Hall, turn in the TROUBLE TALLY SHEET and receive their next assignment.

Using the total cases of trouble derived from the TROUBLE TALLY SHEETS the Electric Director or his designee will determine when to escalate the need for additional outside help. If we can't restore all power within 24 hours using our crews then outside help will be requested through Electric Cities of Georgia (ECG).

Request 1 crew for every 50 hours of work.



From: Beth Thompson, Finance Director

Department: Finance

Date: 8/6/2019

Description: 2019 Millage Rate

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: n/a Allocated in each dept. n/a

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

Public Hearing to discuss the 2019 Millage Rate as presented on form PT-38 and present to full Council for approval; total millage rate of 7.802.

Background:

The 2019 tax digest from the County shows an increase of 1.80% if the millage rate was left unchanged from 2018. This would qualify as a tax increase due to inflationary growth (reassessments) in the digest. Due to several changes within the digest it is recommended by staff to increase the millage rate for 2019 by 9.15% to 7.802 mills. This will give the City a prospective increase of \$247,083 more than 2018 at 100% collections.

The net maintenance & operations millage rate is 5.821 mills and the bond millage rate is 1.981, giving a total millage rate of 7.802. This is 0.525 mills higher than 2018.

The five year history of the digest with current year's digest and levy were properly advertised in the City's legal organ on July 28, 2019. Property taxes will be collected by the Walton County Tax Commissioner's office.

Attachment(s):

Form PT-38

Form PT-32.1

Current Levy and Five Year History of Digest

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2018

<http://www.dor.ga.gov>



Complete this form once the levy is determined, and if zero, report this information in Column 1. Mail a copy to the address below or fax to (404)724-7011 and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Service Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax.

Georgia Department of Revenue
Local Government Services Division
4125 Welcome All Road
Atlanta, Georgia 30349
Phone: (404) 724-7003

| | | | | | | |
|--|---|--|--|---|---|-----------------------------------|
| CITY NAME Monroe, Georgia | | ADDRESS 215 North Broad Street | | | CITY, STATE, ZIP Monroe, GA 30655 | |
| FEI # 58-6000626 | CITY CLERK Debbie Kirk | PHONE NO. 770-266-5312 | FAX 770-267-2319 | EMAIL dkirk@monroega.gov | | |
| OFFICE DAYS / HOURS M-F 8am-5pm | ARE TAXES BILLED AND COLLECTED BY THE () CITY OR () COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO. Walton County Tax Commissioner, Derry Boyd | | | | | |
| List below the amount & qualifications for each <u>LOCAL</u> homestead exemption granted by the City and Independent School System. | | | | | | |
| CITY | | | INDEPENDENT SCHOOL | | | |
| Exemption Amount | Qualifications | | Exemption Amount | Qualifications | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills. EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY. | | | | | | |
| CITY DISTRICTS | DISTRICT NO. | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 |
| List Special Districts if different from City District below such as CID's, BID's, or DA's | List District Numbers | Gross Millage for Maintenance & Operations | **Less Rollback for Local Option Sales Tax | Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2) | Bond Millage (If Applicable) | Total Millage Column 3 + Column 4 |
| City Millage Rate | | 10.265 | 4.444 | 5.821 | 1.981 | 7.802 |
| Independent School System | | | | | | 0.000 |
| Special Districts | | | | | | 0.000 |
| | | | | | | 0.000 |
| | | | | | | 0.000 |
| | | | | | | 0.000 |
| **Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School. | | | | | | |

Name of County(s) in which your city is located:

| | | |
|--------|--|--|
| Walton | | |
|--------|--|--|

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2018

Date

Mayor or City Clerk

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2019

COUNTY: **WALTON** TAXING JURISDICTION: **MONROE (01)**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

| DESCRIPTION | 2018 DIGEST | REASSESSMENT OF EXISTING REAL PROP | OTHER CHANGES TO TAXABLE DIGEST | 2019 DIGEST |
|------------------|--------------|------------------------------------|---------------------------------|--------------|
| REAL | 314,850,995 | 12,874,770 | (9,823,229) | 317,902,536 |
| PERSONAL | 120,825,836 | | 6,475,570 | 127,301,406 |
| MOTOR VEHICLES | 4,686,440 | | (800,820) | 3,885,620 |
| MOBILE HOMES | 765,328 | | 31,252 | 796,580 |
| TIMBER -100% | 67,463 | | (41,777) | 25,686 |
| HEAVY DUTY EQUIP | 0 | | 0 | 0 |
| GROSS DIGEST | 441,196,062 | 12,874,770 | (4,159,004) | 449,911,828 |
| EXEMPTIONS | 22,627,411 | 5,405,066 | (192,866) | 27,839,611 |
| NET DIGEST | 418,568,651 | 7,469,704 | (3,966,138) | 422,072,217 |
| | (PYD) | (RVA) | (NAG) | (CYD) |

2018 MILLAGE RATE: **7.277**

2019 MILLAGE RATE: **7.802**

CALCULATION OF ROLLBACK RATE

| DESCRIPTION | ABBREVIATION | AMOUNT | FORMULA |
|--|---------------------------|--------------|-----------------|
| 2018 Net Digest | PYD | 418,568,651 | |
| Net Value Added-Reassessment of Existing Real Property | RVA | 7,469,704 | |
| Other Net Changes to Taxable Digest | NAG | (3,966,138) | |
| 2019 Net Digest | CYD | 422,072,217 | |
| 2018 Millage Rate | PYM | 7.277 | PYM |
| Millage Equivalent of Reassessed Value Added | ME | 0.129 | (RVA/CYD) * PYM |
| Rollback Millage Rate for 2019 | RR - ROLLBACK RATE | 7.148 | PYM - ME |

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

| | | |
|--|--------------------------------|--------------|
| If the 2019 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2) | Rollback Millage Rate | 7.148 |
| | 2019 Millage Rate | 7.802 |
| | Percentage Tax Increase | 9.15% |

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

 Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2019 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2019 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2019 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2019 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

 Responsible Party Title Date

NOTICE

The City of Monroe does hereby announce that the millage rate will be set at a meeting to be held at City Hall located at 215 N. Broad Street, Monroe, GA on August 13, 2019 at 6:00 P.M. and pursuant to the requirements of O.C.G.A. Section 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

CURRENT 2019 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

| CITY WIDE | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Real & Personal | 337,137,101 | 343,780,901 | 378,851,404 | 420,795,985 | 435,676,831 | 445,203,942 |
| Motor Vehicles | 15,490,530 | 11,125,680 | 8,422,990 | 6,318,190 | 4,686,440 | 3,885,620 |
| Mobile Homes | 776,230 | 803,060 | 793,130 | 772,850 | 765,328 | 796,580 |
| Timber - 100% | | | | 23,124 | 67,463 | 25,686 |
| Heavy Duty Equipment | | | | 18,868 | | 0 |
| Gross Digest | 353,403,861 | 355,709,641 | 388,067,524 | 427,929,017 | 441,196,062 | 449,911,828 |
| Less M& O Exemptions | 13,654,853 | 13,888,756 | 21,630,049 | 31,688,869 | 22,627,411 | 27,839,611 |
| Net M & O Digest | 339,749,008 | 341,820,885 | 366,437,475 | 396,240,148 | 418,568,651 | 422,072,217 |
| State Forest Land Assistance Grant Value | | 0 | | | | |
| Adjusted Net M&O Digest | 339,749,008 | 341,820,885 | 366,437,475 | 396,240,148 | 418,568,651 | 422,072,217 |
| Gross M&O Millage | 10.751 | 10.690 | 10.056 | 9.393 | 9.373 | 10.265 |
| Less Rollbacks | 4.734 | 4.956 | 4.474 | 3.975 | 4.075 | 4.444 |
| Net M&O Millage | 6.017 | 5.734 | 5.582 | 5.418 | 5.298 | 5.821 |
| Bond Millage | 2.336 | 2.381 | 2.220 | 2.003 | 1.979 | 1.981 |
| Total Millage Rate | 8.353 | 8.115 | 7.802 | 7.421 | 7.277 | 7.802 |
| Total City Taxes Levied | \$2,837,923 | \$2,773,876 | \$2,858,945 | \$2,940,498 | \$3,045,924 | \$3,293,007 |
| Net Taxes \$ Increase | \$179,453 | -\$64,047 | \$85,069 | \$81,553 | \$105,426 | \$247,083 |
| Net Taxes % Increase | 6.75% | -2.26% | 3.07% | 2.85% | 3.59% | 8.11% |

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MONROE, GEORGIA AUTHORIZING A NAME CHANGE OF THE MONROE-WALTON COUNTY AIRPORT.

WHEREAS, the City of Monroe owns and operates the Monroe-Walton County Airport (D73) for the benefit of its citizens and the local economy; and,

WHEREAS, the City of Monroe desires to change the name of the Monroe-Walton County Airport to honor the late Jason Cyrus "Cy" Nunnally, the former owner and operator of Fair Weather Flights, LLC, which serves as the FBO at the Airport; and,

WHEREAS, the City of Monroe wishes to recognize the servant leadership displayed by Cy Nunnally in his many acts of selfless giving to others and community betterment through aviation at the City's Airport; and,

WHEREAS, the City Administrator and Airport Manager have determined that a name change of the Airport will allow for a proper appreciation of the aviation accomplishments, achievements, and steadfast advancement of the Monroe-Walton County Airport by Jason Cyrus "Cy" Nunnally;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Monroe, Georgia, that the City of Monroe hereby approves a name change of the City's Airport from the Monroe-Walton County Airport to the Cy Nunnally Memorial Airport.

BE IT FURTHER RESOLVED that the City Administrator is authorized to execute any and all documents necessary to carry out the terms of this Resolution. The City Administrator is further directed to submit this Resolution to the FAA and GDOT for consideration and approval of the changes specified herein. The City Administrator shall report to the Council the progress and status of the actions directed herein.

SO RESOLVED this 13th day of August, 2019.

CITY OF MONROE, GEORGIA

By: _____
John Howard, Mayor

Wayne Adcock, Vice Mayor

Larry Bradley, Council Member

Myoshia Crawford, Council Member

Norman Garrett, Council Member

Nathan Little, Council Member

Lee Malcom, Council Member

David Dickinson, Council Member

Ross Bradley, Council Member

Attest: _____
Logan Propes, City Administrator