

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Myoshia Crawford	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk

Staff Present: Danny Smith, Jeremiah Still, Keith Glass, David Jahns, Rodney Middlebrooks, Mike McGuire, Patrick Kelley

Visitors: Sadie Krawczyk, Beverly Harrison, Chris Bailey, Beth Thompson, Adam Fraley, Joyce Cox, James Draper III, Leon Boyce, Holly Springer, Cindy Butler, Jonathan Stertzbach, Walter Cox Jr.

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

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

Mayor Thompson welcomed Logan Propes as the new City Administrator.

II. DEPARTMENT REPORTS

1. June Monthly Reports

The Department Heads presented the monthly reports.

III. COMMITTEE INFORMATION

1. Finance

a. FY2016 Audited Financial Statements (CAFR)

Mr. Adam Fraley, with Mauldin & Jenkins, presented highlights from the FY2016 Audit. He discussed the Annual Audit Agenda, stating the audit went smoothly. Mr. Fraley explained that they rendered an unmodified audit report, meaning a clean opinion of the audit for the year ending December 31, 2016. He stated that Mr. Propes and his team should be commended for having a single audit report with only two findings, one material weakness and one significant deficiency. Mr. Fraley also commended the City of Monroe for the preparing and reporting of the CAFR at such a high standard.

No Action.

b. Commercial Utility Deposit Policy

City Administrator Logan Propes discussed the proposed revisions to the commercial deposit requirements. He stated it to be an administrative policy revision. He explained the current requirements can sometimes create an unexpected high cost burden on start-up businesses; this revision will help lower the start-up costs for those businesses. He stated the revision is similar to the policy for residential utility deposits. Mr. Propes explained the proposed policy will give businesses the option to apply their personal credit score against the deposit requirements. If a business chooses not to use their credit, the current requirements would apply. He explained the changes could be made administratively, but he wanted to hear comments from Council.

Council Member Lee Malcom stated she appreciates the idea of trying another avenue for making things more customer friendly.

No Action.

2. Airport**a. May 10, 2017 Airport Commission Minutes**

The minutes are for informational purposes only.

No Action.

Mr. Chris Bailey gave an update. He stated that April was the largest month for sales at the fuel farm so far. The automated weather observation system (AWOS) is being installed this week. He explained that the repairs on the Jet Fuel truck are costing more than it is worth. He will bring it for approval to surplus in August. He explained they are looking at other options for Jet fuel, such as possibly leasing a Jet Fuel truck. Mr. Bailey discussed the update for the Standard Operating Procedures at the Airport, and explained currently the minimum standards are a summarization of about one page. Barge, Waggoner, Sumner & Cannon, the Airport consultants, have helped develop a detailed set of procedures and minimum standards for the Airport. The Aviation Department of the Georgia Department of Transportation has given approval to proceed with the new Standard Operating Procedures.

3. Public Works**a. Transfer Station Emergency Purchase**

Mr. Danny Smith explained there was an emergency purchase made for the quick repair of a collapsed section of a metal wall at the Transfer Station on May 12, 2017. He stated that it was a major safety concern. The repairs were done by R&R Welding and Fabricators for the amount of \$21,220.19.

The committee recommends approval of the emergency repair of the Transfer Station wall for the amount of \$21,220.19 to Council.

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

b. Approval – Tires for John Deere Loader

Mr. Danny Smith discussed the purchase of tires for the loader at the Transfer Station, which is a budgeted item. He stated the lowest bid that meets specifications to be from SETCO, for the amount of \$30,832.00. He explained the lowest bid was for pressed tires instead of solid tires, which would require quicker replacement.

The committee recommends the purchase of the tires for the loader at the Transfer Station, from SETCO, for the amount of \$30,832.00 to Council.

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

c. Approval – North Broad Street LCI Construction Management Contract

City Administrator Logan Propes explained the project is a 3.5 million dollar project that is run through the Department of Transportation, even though it is a Federal project. He stated that with the size and scope of the project that he recommends keeping the engineers, Keck & Wood, on as the construction manager. The total construction management fee is \$45,000.00, which will count towards the reimbursable match portion for the City. He stated that the project will be from Marable Street to the Highway 78 bridge area.

The committee recommends to Council approval of the construction management contract with Keck & Wood for the amount of \$45,000.00.

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

d. Approval – North Broad Street Right of Way Mowing, Maintenance, and Sidewalk Agreement

City Administrator Logan Propes stated the agreement with the Georgia Department of Transportation to be standard with enhancement projects. He explained the agreement basically states that the City will be responsible for all of the maintenance and upkeep of the right-of-way area along State Route 11 from Marable Street to Highway 78.

The committee recommends approval of the Mowing, Maintenance, & Sidewalk Agreement with the Georgia Department of Transportation to Council.

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

4. Utilities

a. Purchase – Ground Penetrating Radar

Mr. Chris Bailey presented the request to purchase the Ground Penetrating Radar (GPR) for locating underground utilities and detecting approximate size of the pipe or utility line and their actual depth. He explained the purchase will eliminate the need for renting the equipment, and can be used to locate all underground utilities. The request is to purchase from C&S Solutions East, the lowest bidder, for the amount of \$13,500.00.

The Committee recommends to Council the purchase from C&S Solutions East for the amount of \$13,500.00.

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

b. Approval – Windstream Relocation Agreement

City Administrator Logan Propes explained that the North Broad Street LCI Project will require the relocation of Windstream services attached to various poles within the scope of the project. He stated that it is an extensive relocation. It will be the responsibility of the City to pay for these relocations at a cost of \$23,498.41. Mr. Propes explained that this amount will count toward the project match amount for the City.

The committee recommends approval of the Relocation Agreement with Windstream to Council.

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

c. Approval – CDBG 2018 Grant Writing Agreement

City Administrator Logan Propes presented the grant writing agreement with Allen-Smith Consulting for the 2018 CDBG application. He explained in 2016 the City was awarded \$500,000.00 in grant funds for the sewer rehabilitation work on 5th and 6th Streets. This application will potentially allow for additional sewer rehabilitation funding. The total fees for this service are \$10,000.00 with \$4,000.00 of the total being paid upfront. Mr. Propes recommended amending the budget from a couple of other operating line items to cover the cost.

The committee recommends to Council the approval of the Grant Writing Agreement with Allen Smith Consulting for the amount of \$10,000.00.

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

d. Approval – Highway 78 Jack and Bore

Mr. Rodney Middlebrooks requested approval to contract with J&M Unique Septic Systems, LLC to perform a jack and bore under Highway 78 at Jim Daws Road. The contract will include installation of a 16" casing and an 8" water main line. He stated the low bid of \$44,800.00 to be from J&M Unique Septic Systems. This will complete the loop in the system, improve reliability, and help with water pressure on Unisia. The overall project will be approximately \$100,000.00 less than the CIP Budgeted amount.

The committee recommends approval to contract with J&M Unique Septic for the jack and bore on Highway 78 for the amount of \$44,800.00 to Council.

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

e. Approval – Purchase and Installation of VFD

Mr. Rodney Middlebrooks discussed the request for purchase and installation of a Variable-Frequency Drive (VFD) for the wastewater pump. He explained that the VFD is a motor controller, which allows the motor and pump to run at different speeds. It enables the pump to accommodate the fluctuating demand at lower speeds, using less energy. Mr. Middlebrooks explained the amount of \$13,675.14 from PRB Electronics, Inc. to be the lowest bid. He stated that the third bid could not provide the labor, which eliminated their quote.

The Committee recommends to Council the purchase and installation of a variable frequency drive from PRB Electronics for the amount of \$13,675.14 to Council.

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

5. Public Safety

No Items Scheduled.

6. Economic Development

Economic Development Specialist Sadie Krawczyk gave an update. She stated that the Community Impact Day & Housing Expo will be on July 8 at the Community Center. DDA will be hosting the event in partnership with Hope Monroe and the Walton-Barrow Board of Realtors. There will be vendors from DCA and USDA. The Police and Fire Departments will be present. Information will be available, and there will be lots of activities for the kids. There has been a lot of interest for buildings and businesses downtown. The First Friday Concert had a great crowd, and the May Concert that was rained out has been rescheduled for July 7.

IV. ITEMS OF DISCUSSION

1. Upcoming Public Hearings
 - a. Variance – Legends Drive
 - b. Variance – 2140 West Spring Street
2. Approval – Official Zoning Map
3. Discussion – Motorized Carts Ordinance
4. Resolution – Comprehensive Plan Update
5. Service Delivery Strategy Extension

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


V. ITEMS REQUIRING ACTION

1. Application – Beer & Wine On-Premise Consumption – Kaity's Downtown
To approve the application.

*Motion by Adcock, seconded by Malcom.
Voting no Crawford.
Passed 6-1.*

VI. ADJOURN

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


MAYOR


CITY CLERK