

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson Wayne Adcock Lee Malcom Myoshia Crawford Nathan Purvis Larry Bradley Norman Garrett Nathan Little Jimmy Richardson Ron Rabun Debbie Kirk Paul Rosenthal	Mayor Vice-Mayor Council Member Council Member Council Member Council Member Council Member Council Member Council Member Interim City Administrator City Clerk City Attorney
----------------	--	--

Staff Present: Danny Smith, Jeremiah Still, Keith Glass, Logan Propes, Rodney Middlebrooks, Brian Thompson, Patrick Kelley

Visitors: Sadie Krawczyk, Sharon Swanepoel, Brittney Fitzpatrick, Beverly Harrison, Chris Bailey

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

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

Move Item A under Public Safety Committee – Approval -- Walton County School SRO Program Agreement to Item 5 under Items Requiring Action.

To approve the agenda as amended.

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

II. DEPARTMENT REPORTS

1. August Monthly Reports

The Department heads presented the monthly reports.

III. COMMITTEE INFORMATION

1. Finance

a. Approval – Procurement Card Policy Revision

Finance Director Logan Propes discussed the P-Card Policy, which was originally approved on December 9, 2015.

Purchasing Agent Chris Bailey requested to discuss the P-Card Policy for employees and Elected Officials together, since they are basically the same. He discussed the revisions to the policies. The update will eliminate questions of acceptable spending on gifts and meals, and eliminate the requirement of providing an activity log. He explained that the log will not be necessary with the detail received with the accounting system for the cards.

Mr. Propes explained that due to state law a separate P-Card policy is required for Elected Officials. House Bill 192 requires a separate policy when issuing P-Cards to Elected Officials.

The committee recommends approval of the Procurement Card Policy revisions to Council.

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

b. Approval – Procurement Card Policy for Elected Officials Revision

The committee recommends to Council approval of the revisions to the Procurement Card Policy for Elected Officials.

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

c. Approval – Purchasing Policy Revision

Mr. Chris Bailey discussed the additions and changes to the purchasing policy. He explained that the additions to the policy are Purchasing Cards / P-Cards, Capital Improvement Projects / CIP, and Standing Approval Purchases. He discussed the benefits of adding standard approval of purchases for items such as: the chemicals for Treatment Plants, fuel for Public Works, Airport fuel, and transformers for Electric. These standing approval purchases will not exceed the amount of \$25,000.00. Mr. Bailey explained the changes in limits and requirements in Bids or Price Quotations. He stated that the updated policy will help to eliminate questions regarding purchases.

Council Member Larry Bradley questioned how often the items for standing approval purchases receive bids.

Mr. Bailey answered that those items get bids every time they are purchased. He explained that the bids on fuel are usually time sensitive.

There was also discussion between Council and Staff concerning projects requiring engineering services. They discussed the bidding and the selection process for those types of projects.

The committee recommends approval of the revised Purchasing Policy to Council.

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

d. Approval – Travel Policy Revision

Mr. Chris Bailey discussed the revisions with the policy, which will eliminate questions. He explained that when meals are provided, a per diem will not be allowed for those meals, and credit cards and P-Cards are not to be used in place of a per diem for meals. Mr. Bailey also went over restrictions and what is allowable concerning business meals when traveling. He explained the change concerning mileage expense. When traveling the mileage should be calculated from City Hall to the destination, using the shortest most economical route available.

Council and Staff discussed what charges could appropriately be applied to P-Cards when traveling.

The committee recommends to Council approval of the revised Travel Policy.

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

e. Discussion – Hiperweb 311

Finance Director Logan Propes presented the Hiperweb 311 Program as an alternative to the See, Click, Fix app. It will fully integrate into the product that is already being used for the Water, Sewer, and Gas Departments. He explained that this system also allows for citizen input, and the price would be comparable or a little less. The See, Click, Fix Program will continue running until the new program is completely in place, so there will not be a gap in services. The new product will be heavily marketed as Council has instructed.

Mr. Brian Thompson stated that the Hiperweb 311 system engages the customer more. He explained that after a customer reports a problem and leaves an email address each time there is a change concerning that work-order they will get an update. The work-order is created automatically, and once the employee completes the work-order the update is automatic.

Interim City Administrator Ron Rabun stated this will make the work-order system more uniform.

Mr. Propes stated that the Hiperweb 311 is a more streamlined system. He explained that getting the releases for the branding process will take a few weeks. The system will be branded as Monroe 311.

No Action.

2. Airport

No Items Scheduled.

3. Public Works

No Items Scheduled.

4. Utilities**a. Purchase – Vehicle for Sewer Department**

Mr. Rodney Middlebrooks discussed the request to purchase a truck for the Sewer Collection Department. The truck would replace a truck with high mileage. He is requesting to purchase a 2017 Ford F350 Crew Cab 4-Wheel Drive with a service body. The lowest bid came from Courtesy Ford for the amount of \$43,035.00, which will come from the 2016 CIP budget.

Council Member Norman Garrett questioned if it would be cheaper to purchase a 2016 truck.

Mr. Chris Bailey stated that the availability for current year vehicles run out as you get later into that year.

Council Member Lee Malcom questioned the XL Value Package on the vehicle.

Mr. Middlebrooks answered the XL to be a base truck.

Mr. Bailey stated that there must be an automatic selection of the available features and that should be the base line.

Council Member Wayne Adcock stated the truck to be \$4,000.00 below the state contract price.

The committee recommends to purchase the truck from Courtesy Ford for the amount of \$43,035.00 to Council.

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

b. Purchase – Arris C4 CMTS

Mr. Brian Thompson explained this will increase the capacity to the cable customers. He explained upgrading the Cable Modem Terminating System (CMTS) will allow us to double the download speeds and quadruple the upload speeds. This will also leave room for future expansion capability. There will be pricing packages which will need approval once everything is completely installed. Mr. Thompson requested approval for the purchase of the Arris C4 CMTS from NetSource Global for the total amount of \$51,395.00 which is a CIP Project.

Council Member Nathan Little questioned the life span of this CMTS, and what will happen with the old one.

Mr. Thompson estimated the useful lifespan of the product to be between four and five years. He explained they will evaluate the system before making a decision, but would like to use the old CMTS as a backup system.

The committee recommends to Council the purchase of the Arris C4 CMTS from NetSource Global for the amount of \$51,395.00.

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

c. Purchase – Vehicle for Cable Department

Mr. Brian Thompson discussed the request to purchase a truck for the Cable Department. The truck would replace a truck with high mileage. He is requesting to purchase a 2017 Ford F250 Crew Cab 4-Wheel Drive with a service body. The lowest bid came from Courtesy Ford for the amount of \$39,849.00, which will come from the 2016 CIP budget.

Council Member Larry Bradley questioned the benefits of a diesel over a gas engine.

Mr. Thompson explained that the diesel engine will last longer, and be able to pull more weight.

Mr. Jeremiah Still stated that when the same parts can be stocked it makes working on them much easier.

The committee recommends to purchase the truck from Courtesy Ford for the amount of \$39,849.00 to Council.

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

5. Public Safety

a. Approval – Walton County School SRO Program Agreement

Moved to Section V. Items Requiring Action – Item 5.

6. Economic Development

Economic Development Specialist Sadie Krawczyk gave an update. She explained that the Georgia Initiative for Community Housing Team will be going to a retreat to Gainesville in September. They are making good progress on the housing assessment. The interns have completed their internship and have returned to college. The First Friday Concert will be Friday night. The Farm to Table Dinner Experience will be held outside on Court Street on Thursday, October 20, 2016 at 6:00 pm. It will be a fundraiser for the Farmers Market using locally grown produce.

IV. ITEMS OF DISCUSSION

1. Upcoming Public Hearings

- a. Conditional Use – 603 South Broad Street**
- b. Zoning Ordinance Code Text Amendments**

2. Appointments (2) – Planning Commission

3. Approval – CHIP Grant Administration Manual

4. Approval – CHIP Grant Policies and Procedures Manual

5. Approval – CHIP Grant Section 3 Policy

6. Approval – Out of State Travel

7. 1st Reading – Zoning Ordinance Code Text Amendments

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

V. ITEMS REQUIRING ACTION

1. Approval – 2016 Millage Rate

Finance Director Logan Propes stated there to be a decrease in the millage rate from 8.115 to 7.802. He proposed the adoption of the full legal rollback rate of 7.802.

To approve the millage rate for 2016 at 7.802 the legal rollback rate.

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

2. 2nd Reading – Property Taxes Sec. 90-33 Ordinance Amendment

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend Chapter 90, Article II, Section 90-33.

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

3. 2nd Reading – Property Taxes Sec. 90-35 Ordinance Amendment

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend Chapter 90, Article II, Section 90-35.

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

4. 2nd Reading – Property Taxes Sec. 90-36 Ordinance Amendment

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend Chapter 90, Article II, Section 90-36.

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

5. Approval – Walton County School SRO Program Agreement

Chief Keith Glass explained that there is no change in the contract for the City providing the SRO services, and the funding amount for program will remain the same amount of \$46,231.00.

To approve the SRO contract with Monroe Area High School for the amount of \$46,231.00.


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

VI. ADJOURN TO EXECUTIVE SESSION

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

VII. ADJOURN

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


MAYOR


CITY CLERK

The Mayor and Council met for an Executive Session.

Those Present:

Greg Thompson
Wayne Adcock
Lee Malcom
Myoshia Crawford
Nathan Purvis
Larry Bradley
Norman Garrett
Nathan Little
Jimmy Richardson
Ron Rabun
Debbie Kirk
Paul Rosenthal

Mayor
Vice-Mayor
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member
Interim City Administrator
City Clerk
City Attorney

I. Approval of Agenda

II. Personnel Issue (s)

1. Personnel

Personnel matters were discussed, including attorney-client discussions.

III. Adjourn to Regular Session

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


MAYOR


CITY CLERK