

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Denise Dixon	Council Member
	Nathan Purvis	Council Member
	Larry Bradley	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Matthew Chancey	City Administrator
	Renee Prather	City Clerk
Absent:	Rita Scott	Council Member
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, Debbie Kirk, Chris Bailey, Larry Fussell, Norman Garrett, Pat Kamienski	

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

Mayor Thompson noted that Council Member Rita Scott was absent. There was a quorum.

II. DEPARTMENT REPORTS

1. December Monthly Reports

The Department heads presented the monthly reports.

III. COMMITTEE INFORMATION

1. Finance

a. Approval – Purchasing Policy Amendment

Finance Director Logan Propes explained the revision to be an amendment to the policy. The revision is to meet Georgia Department of Transportation guidelines for the City to be LAP Certified in order to locally administer projects. The update is specifically in regards to Section 2.0 which adds a monetary number for the Federal and State guidelines of small purchase limits when dealing with Federal Aid Highway Program Projects.

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

Motion by Little, seconded by Malcom.
Passed Unanimously

b. Approval – Procurement Card Policy

Finance Director Logan Propes discussed the P-Card Policy, which hopefully will be implemented early next year. He and Purchasing Agent Chris Bailey have been working on this platform. It is a state administered program by the Department of Administrative Services to use purchasing cards with a small rebate on the purchases. This is a comprehensive policy to go along with the program for it to be effectively administered. All City Employees are covered by this policy, but must sign an agreement authorizing they know what the purchasing cards can be used for and the flow of the process.

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

Motion by Malcom, seconded by Little.
Passed Unanimously

c. Approval – Procurement Card Policy for Elected Officials

Finance Director Logan Propes explained that as a result of House Bill 192 a separate policy with more stringent rules are required when issuing P-Cards to Elected Officials. Elected Officials must also sign an agreement authorizing they know what the purchasing cards can be used for and the flow of the process. The language of this agreement is changed in order to apply directly to the Elected Officials.

Council Member Larry Bradley questioned proper flow for the purchasing process and ramifications if not done properly.

Mr. Propes stated the cards could be cut off. He explained that Elected Officials know what purchases can be made with the card and know that the receipts must be turned in to the correct person. If that process is not followed and does not happen then they could be turned in as a violator to Mayor and Council which will be monitored by Finance and Purchasing. If receipts are not turned in by the end of the cycle period, which is approximately 45 days, it would be turned in to the Mayor who would then contact the Council Member. The system can automatically block charges that are not valid.

City Administrator Matthew Chancey explained that the purchasing cards can be set up to allow certain charges, but not others unlike credit cards. The purchases can be controlled better.

Council Member Nathan Little stated it should be the firm policy that any charges without the proper documentation in the right time period should be reported to the Mayor.

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

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

2. Airport**a. November 11, 2015 Airport Commission Minutes**

The minutes are for informational purposes only.

No Action.

b. Approval – Airport Layout Plan Update Agreement

City Administrator Matthew Chancey explained the agreement with Barge, Waggoner, Sumner & Cannon to update the Airport Layout Plan and have the remainder of the security fence installed to fill the gap. Finishing the fencing will completely enclose and secure the area. The City will be responsible for 5% of the total project cost, with 5% being State Funded, and 90% being Federally Funded.

The committee recommends approval of the ALP Update Agreement with Barge, Waggoner, Sumner & Cannon to Council.

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

Mr. Larry Fussell gave an update. He stated that there will be 8,000 gallons of fuel delivered tomorrow. He explained that the Fuel Farm has been approved by FAA and they will be reimbursing the City 90% of the cost from building the Fuel Farm. The Obstacle Survey Study and Earth Works Project will be completed in few weeks which will hopefully help with commercial aspects.

3. Public Works**a. Approval – Lawn Maintenance Bid Results**

Mr. Jeremiah Still discussed the results from the lawn service bids, stating there were four bids received, with three of them being complete. He stated the lowest bid and his recommendation to be North Georgia Landscaping & Erosion Control Group for the amount of \$51,960.00. They are also the same contractor that the City is currently using.

The committee recommends to Council approval to contract with North Georgia Landscaping & Erosion Control Group for the 2016/2017 lawn maintenance services.

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

4. Utilities

No Items Scheduled.

5. Public Safety

No Items Scheduled.

6. Economic Development

Economic Development Specialist Sadie Krawczyk gave an update. She stated that Monroe has been chosen to be a participant in the Georgia Initiative for Community Housing Program. The Monroe Visitors Center and the Monroe Cultural and Heritage Museum have already received 200 visitors since the opening last month. The Shop Small Event was last Saturday. The Christmas Parade will be Thursday night starting at 6:30 and has been extended an extra .8 mile this year.

IV. ITEMS OF DISCUSSION**1. Upcoming Public Hearings**

- a. Zoning Variance – 1401 Alcovy Street
- b. Rezone / Annexation – 389 Gene Bell Road
- c. Rezone / Annexation – 0 Gene Bell Road

2. Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – Cocina Fuentes**3. Approval – Chamber of Commerce Contract****4. Adopt – 2016 Council Meeting Schedule****5. Resolution – MEAG Municipal Competitive Trust Beneficiary****6. Approval – CDBG 2016 Grant Writing Agreement**

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

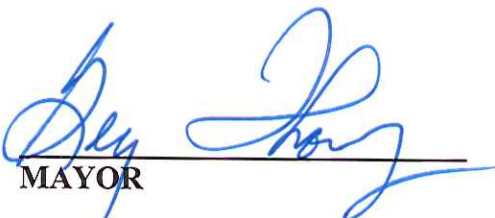
V. ITEMS REQUIRING ACTION**1. Public Hearing****a. 2016 Budget All Funds**

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

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

VI. ADJOURN

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


MAYOR


CITY CLERK