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REGULAR MEETING OF THE PERRY CITY COUNCIL
February 20, 2018
6:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.
4. Recognition(s)/Presentation(s): Mayor James E. Faircloth, Jr.
 - 4a. Introduction of new hires Taylor Mills, and Blair Newell – Chief S. Lynn
 - 4b. Introduction of Chris Kemp, Building Inspector – Mr. B. Wood
 - 4c. Recognition of Chief Steve Lynn’s 5 years of service – Mayor Faircloth
 - 4d. Recognition of Council Member Bynum-Grace for achieving Certificate of Dedication Award – Mayor Faircloth
 - 4e. Ellen Palmer and Perry Area Convention and Visitors Bureau present the Perry Promotion Video.
5. Appointment(s) to Boards/Commissions/Authorities – Mayor James E. Faircloth, Jr.
 - 5a. Mayor and Council Appointments.
 - Perry Area Convention and Visitors Bureau Authority
 - Mayor Faircloth
 - Council Member Robert Jones
 - 5b. Mayor/Council Joint Appointments.
 - Perry Area Convention and Visitors Bureau Authority At-Large Appointments
 - 5c. Mayor and Council Appointments.
 - Downtown Development Authority
6. Citizens with Input.

7. Review of Minutes: Mayor James E. Faircloth, Jr.
 - 7a. Council's Consideration – Minutes of the February 5, 2018 work session, February 6, 2018 pre council meeting, February 6, 2018 council meeting, February 12, 2018 special meeting, and February 13, 2018 special meeting.
8. Old Business: Mayor James E. Faircloth, Jr.
 - 8a. Ordinance(s) for Second Reading(s) and Adoption:
 1. **Second Reading** of an ordinance relative to mobile food vendors - Mr. B. Wood.
 - 8b. Special Events Application(s): Chief S. Lynn.
 1. Land to Hand Inc. in partnership with Perry Main Street Advisory Board will be hosting Brews and Beards on Saturday, March 17, from 4 p.m. until 10 p.m.

Street closure(s) requested:
 - 800 block of Carroll Street
 - Ball Street between Commerce Street and Main Street
 - Carroll Street between Jernigan Street and Ball Street
Approval of special event alcohol permit license application.
9. Any Other Old Business: Mayor James E. Faircloth, Jr.
 - 9a. Mayor James E. Faircloth, Jr.
 - 9b. Council Members
 - 9c. City Manager Lee Gilmour
 - 9d. Assistant City Attorney Matthew Hulbert
10. New Business: Mayor James E. Faircloth, Jr.
 - 10a. Matters referred from February 20, 2018 pre council meeting.
 - 10b. Resolution(s) for Consideration and Adoption:
 1. Resolution appointing Mr. Robert Smith Assistant City Manager – Mayor Faircloth.
 2. Resolution for Declaration of Official Intent to Reimburse Cost of Acquiring Vehicles and Equipment with Tax Exempt Financing – Ms. B. King
 - 10c. Award of Bid(s):

1. Bid No. 2018-22 Fire Rescue Pumper – Chief L. Parker
2. Bid No. 2018-23 Utility Vehicle for Public Safety – Chief S. Lynn
3. Bid No. 2018-24 2-Half Ton Full Size Pickup Truck for Public Safety – Chief S. Lynn
4. Bid No. 2018-26 4-Utility Vehicles for Public Safety – Chief S. Lynn
5. Bid No. 2018-31 Sale of Surplus Land – Mr. L. Gilmour

10d. Alcohol License Application First Reading and Introduction:

1. **First Reading:** Application for Alcohol License Packaged To Go Beer/Wine, Consumed on premises Beer/Wine for Beer and Wine for Bodga Brew, 1025 Ball Street. Manager name is Jodi Daly. – Mr. L. Gilmour. *(No action required at first reading)*

10e. Authorize engineering proposal for Gravity Sewer Basin I&I Rehabilitation – Mr. C. McMurrian.

10f. Authorize an Order On Consent Agreement – Mr. L. Gilmour.

10g. Special Events Application(s): Mayor James E. Faircloth, Jr.

1. Egg-citing Hunt for the Special Needs Community. The event will be held on April 7, from 10 a.m. until 11:30 a.m. at Rozar Park – Ms. H. Myers.

11. Council Members Items:

12. Department Heads/Staff Items.

13. General Public Items:

14. Mayor Items:

15. Adjourn.

MINUTES
WORK SESSION MEETING
OF THE PERRY CITY COUNCIL
February 5, 2018
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the work session meeting held February 5, 2018 at 5:00 p.m.

2. Roll:

Elected Officials Present: Mayor James E. Faircloth Jr.; Mayor Pro-Tempore Randall Walker, Council Members: Phyllis Bynum-Grace, Robert Jones, Riley Hunt, William Jackson, and Willie King.

Elected Official Absent: None

Staff: Assistant City Attorney Matthew Hulbert and Recording Clerk, Nancy Graham

City Departmental Staffing: Major Bill Phelps – Police Department, Brenda King – Director of Administration, Robert Smith – Department of Economic Development Director, Ellen Palmer – Digital Communications Manager, Bryan Wood – Director of Community Development, Kevin Dye – Director of Leisure Services, Haley Myers - Special Events Coordinator, Fire Marshal David Stanton and Fire Chief Lee Parker – Fire and Emergency Services Department.

Guest(s)/Speaker(s): Ms. Ellie Loudermilk, Ms. Darlene McLendon, Mr. Adam Williamson, Jeff Thieme and Mr. Mike Baker

Press: Ms. Kristin Moriarty - Houston Home Journal

3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.

3a. Appearance(s):

1. Perry Area Historical Society – Ms. E. Loudermilk: Ms. Loudermilk gave an update on the task assigned to the Perry Area Historical Society relative to uses for the Sinclair Station at 704 Carroll Street. Ms. Loudermilk advised the following suggestions for uses: (a) Visitors Center or Information Center for Legacy Park, (b) restrooms for Legacy Park, (c) 1930's icon for the depression era and the Dixie Hwy, or (d) a combination of any. Ms. Loudermilk requested an extension of 60 – 90 days with a proposal that included a closure date placed on the City's website and the Perry Area Historical Society continue with petition and pledges. It was the consensus of Council to give a 90 day extension.

Ms. Loudermilk requested Council give consideration to establishing a Historic Preservation Commission.

Ms. Loudermilk requested Council's consideration to keep the five (5) display cases in storage at the Perry Arts Center.

2. Perry Area Chamber of Commerce:

- a. Discussion of 2018 Dogwood Festival: Ms. McLendon stated she was available to answer any questions relative to the 2018 Dogwood Festival City Services request. She advised that the biggest change was that tram service is not needed for the Sunday of the festival. She asked on behalf of the Family Motor Coach Association, that the City consider partnering with the Georgia National Fairgrounds by providing tram service to downtown Perry on March 14, 2018 for the Family Motor Coach event. Mayor Faircloth directed Major Phelps to look into any safety issues that need to be considered in providing this service.
- b. Presentation relative to tourism: Ms. McLendon gave a presentation to Council relative to tourism.

3b. Leisure Services Department:

1. Presentation of Heritage Park Phase 1 – Mr. A. Williamson: Mr. Williamson presented to Council an update on Phase 1 of the Heritage Park project.

3c. Economic Development Department

- 1 Wayfinding implementation – Mr. R. Smith: In continuing with the discussion relative to the wayfinding signage and public facility signage implementation, Mr. Smith referred to the memo to Mayor and Council and documentation including a general analysis of proposed signage juxtaposed with traffic counts. It was the consensus of Council that Mr. Gilmour come prepared to present his recommendation for funding at the next work session.
- 2 Proposed 2018 event calendar – Ms. H. Myers: Ms. Myers presented to Council the proposed 2018 event calendar relative to existing annual events, new annual events, and other potential events for the City of Perry. Council approved the ideas for the 2018 calendar. Council was supportive of the 2018 event calendar presented by Ms. Myers.
- 3 G-Suites proposal – Ms. E. Palmer: Ms. Palmer presented to Council the benefits to the City if they switched from the current email, Microsoft Outlook to G-Suites by Google Cloud. Ms. Palmer referred to the memo provided, which outlined the benefits, testimonials, and cost. Mr. Baker advised that the first year cost would be \$14,000.00 (includes set up fee).

It was the consensus of Council to move forward with the switch from Microsoft Outlook to G-Suites.

3d. Fire and Emergency Services Department

1. Security/Fire Protection

- a. Security lock for City Hall front door – Fire Marshal D. Stanton: Fire Marshal Stanton presented to Council his recommendation to secure the front door of City Hall.

After a question and answer session, it was the consensus of Council to move forward with security lock for City Hall's egress doors and the stairwell door near council chambers.

- b. Fire protection system at Worrall Community Center – Fire Marshal D. Stanton: Fire Marshal Stanton advised that the fire protection system at Worrall Community Center needs to be replaced. Council Member Walker asked about the proposal that was noted in the memo but not provided to Council. Council requested that Fire Marshal Stanton email to them his proposal that includes the cost to upgrade/replace the system for their review.

3e. Police Department

1. Security for council chambers – Chief S. Lynn: Major Phelps requested Council's consideration for security, such as a metal detector or a uniformed officer for their meetings in the council chambers. After discussion, it was the consensus of Council that a uniformed officer would be present at the meetings and if deemed necessary by Police Department to require more, it would be reviewed at that time.

4. Council Member Items:

Mayor Pro Tempore Walker, Council Members King, Bynum-Grace, Jackson, Hunt and Jones had no reports.

Assistant City Attorney Hulbert had no report.

5. Department Heads/Staff Items:

Mr. Dye and Fire Marshal Stanton had no reports.

Major Phelps asked if council received the email he sent relative to a traffic accident. Council responded yes.

Ms. King advised the following: (1) audit reports are in the council members boxes (2) arrangements will be made for a representative from Mauldin & Jenkins to review the audit, possibly at the next work session and (3) there were no findings.

Chief Parker advised Council of a structure fire at 608 Marsha Drive. It is an abandoned house. He also requested Council's recommendation relative to the City's name appearing in the Middle Georgia Firefighter calendar should any of the City's firefighters be selected. Chief Parker stated that all the proceeds will go to Jays Hope and the Georgia Fallen Firefighter Association. It was the consensus of Council that the City of Perry's name not be included in the calendar.

Mr. Smith advised that the Small Business Development Open House is February 8, 2018; 5:00 pm – 6:00 pm in the Council Chambers at Perry City Hall.

Mr. Wood advised that seventeen (17) residential permits were issued in January and the new building inspector will start February 6, 2018.

Ms. Palmer advised, to add a special touch to the Small Business Development Open House, she highlighted a couple of local businesses on Facebook that have started their business from their home.

Ms. McLendon advised that Chamber's Annual Meeting is February 8, 2018 at the Board of Education Annex and Business After Hours is February 22, 2018 at the Canine Clubhouse.

Mayor Faircloth advised the following:

- Pre council and council meetings - February 6, 2018/5:00 p.m. & 6:00 p.m.
- Work session meeting is March 19, 2018 at 5:00 pm / Pre council and council meetings are March 20, 2018 at 5:00 pm/6:00 pm.

6. **Adjournment:** There being no further business to come before Council in the work session meeting held February 5, 2018, Council Member Hunt motioned to adjourn at 6:45 p.m.; Council Member Jackson seconded the motion and it carried unanimously.

MINUTES
PRE COUNCIL MEETING
OF THE PERRY CITY COUNCIL
February 6, 2018
5:00 P.M.

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the pre council meeting held February 6, 2018 at 5:00 p.m.

2. Roll:

Elected Officials Present: *Mayor James E. Faircloth, Jr.; Mayor Pro Tempore Randall Walker, Council Members William Jackson, Riley Hunt, Robert Jones, and Willie King.

* Mayor Faircloth arrived at 5:10 p.m.

Elected Official(s) Absent: Council Member Phyllis Bynum-Grace

City Staff: Assistant City Attorney Matthew Hulbert, and Recording Clerk, Joni Ary.

City Staff Absent: City Manager Lee Gilmour

Departmental Staffing: Major Bill Phelps – Perry Police Department, Battalion Chief Ephraim Wheeler – Fire and Emergency Services Department, Brenda King – Director of Administration, Bryan Wood – Director of Community Development, Robert Smith – Economic Development Director, Haley Myers – Special Events Coordinator, and Tracy Hester – Chief Building Official.

Guests: None

Media: Kristin Moriarty – Houston Home Journal

3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.

3a. Discussion of February 6, 2018 council meeting agenda.

4. Recognition(s) and Presentation(s): Mayor Pro Tempore Walker announced items 4a, 4b and 4c are postponed because of illness, and will be rescheduled for a later date. Mayor Pro Tempore Walker reported the PlanFirst award would be presented to Mayor Faircloth at the regular council meeting.

6a. Mayor and Council Appointments to the Perry Main Street Advisory Board. Mayor Pro Tempore Walker reviewed the letter from the Main Street Advisory Board which included corrections and clarification of appointments.

10b. First Reading of an ordinance relative to mobile food vendors. Mr. Wood stated he received a request from Mr. Gilmour relative to information about food vendors around the state. The proposed ordinance is similar to Alpharetta and Roswell. The ordinance defines certain terms related to food trucks and commissary and what is the difference between a mobile food vendor and a push cart vendor. Both, a mobile food vendor and a push cart vendor, requires an annual license and set standards whether they are operating on public property or private property. Operations on public property, city events, and city sanctioned events or special events are allowed on right-of-ways, in parks, and on trails with a contract through the Department of Leisure Services. Operations on private property requirements include 200 feet away from existing restaurants. If a food has a permit for a certain year and if a new restaurant opens within 250 feet, the food truck vendor can continue to use the permit.

10c. Resolution requesting the relocation of a portion of US 341/SR Business. Mayor Pro Tempore Walker stated this is a resolution confirming the move of US 341/SR Business from downtown to Perry Parkway to send to the Department of Transportation.

Mayor Faircloth arrived and assumed his duties as presiding officer.

10d. Approval of Change Order for the Perry Arts Center Improvements project. Mr. Hester advised he submitted a request for a Change Order to include a portion of Phase II for the Perry Art Center into the current Phase I of the construction project. This portion of Phase II will allow the continuation of the project with limited disruption to the gallery area. The total amount for this portion is \$32,676.

10e. Easement authorization at 725 Carroll Street. Mr. Wood stated this is an easement that turned into a license agreement regarding the construction of a handicap ramp at 725 Carroll Street.

10f. Declaring certain vehicles surplus. Ms. King reported the vehicles listed on the memo dated February 2, 2018 have been taken out of service and requested the vehicles be declared surplus for proper disposal.

10g. Peaches to Beaches agreement. Mayor Faircloth reviewed the Peaches to Beaches agreement and stated provisions have been made for parking and access to the Houston County Government Building.

10h (1). Special Event Application for Land to Hand Brews and Beards event on March 17, 2018. Council concurred to postpone action on this event until additional information is provided.

10h (2). Special Event Application for 2018 Dogwood Festival "Perry Proud!" Kick-Off event on March 17, 2018. Major Phelps reviewed and recommended approval of the request.

10h (3). Special Event Application for 2018 Dogwood Festival. Major Phelps reviewed the request and recommended including all of Jernigan Street to Commerce Street relative to the street closures.

11a. Mayor and Council Appointments to Downtown Development Authority. Council concurred not to take action.

4. Council Member Items:

Council Members King, Jones, Jackson, and Hunt had no reports.

Mayor Pro Tempore Walker reported the City was recognized today as 1 of 9 cities in the State receiving PlanFirst award and had their picture made with Governor Deal.

Assistant City Attorney Hulbert had no reports.

5. Department Head Items:

Ms. King, Mr. Wood, Mr. Smith, Major Phelps, and Battalion Chief Wheeler had no reports.

Ms. Myers advised Mayor and Council of a special event application that she is completing relative to a special needs Easter egg hunt with sensory specific prizes and asked if this is okay with council. Council concur the special needs Easter egg hunt is okay.

6. Adjourn: There being no further business to come before Council in the pre council meeting held February 6, 2018 Council Member Hunt motioned to adjourn the meeting at 5:28 p.m.; Council Member Jones seconded the motion and it carried unanimously.

MINUTES
REGULAR MEETING OF THE PERRY CITY COUNCIL
February 6, 2018
6:00 P.M.

1. Call to Order: James E. Faircloth, Jr., Presiding Officer, called to order the regular meeting of the Perry City Council held February 6, 2018 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor James E. Faircloth, Jr.; Mayor Pro Tempore Randall Walker; Council Members William Jackson, Robert Jones, Willie King, Phyllis Bynum-Grace and Riley Hunt.

Elected Official(s) Absent: None

Staff: Assistant City Attorney Matthew Hulbert, and Recording Clerk, Janet Duffin.

City Staff Absent: City Manager Lee Gilmour

City Departmental Staffing: Major Bill Phelps – Perry Police Department, Battalion Chief Ephraim Wheeler – Fire and Emergency Services Department, Bryan Wood – Director of Community Development, Robert Smith – Economic Development Director, Brenda King – Director of Administration, and Haley Myers – Special Events Coordinator.

Guest(s): Allison Hamsley – Perry Area Convention and Visitors Bureau, and Darlene McLendon - Perry Area Chamber of Commerce.

Media: Kristin Moriarty - Houston Home Journal and Marigrace Segó – ComSouth 100.

3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.

Reverend King of Faith Bible Fellowship Church rendered the invocation and Council Member Jones led the pledge of allegiance to the flag.

4. Recognition(s)/Presentation(s): Mayor James E. Faircloth, Jr.

4a. Introduction of Officers Taylor Mills, Blair Newell, and David Rice – Chief S. Lynn

4b. Recognition of Chief Steve Lynn’s 5 years of service – Mayor Faircloth

4c. Recognition of Council Member Bynum-Grace for achieving Certificate of Dedication Award – Mayor Faircloth

Mayor Faircloth advised items 4a, 4b and 4c are postponed until a later date.

Mayor Pro Tempore Walker, Council Members Jones and King, Mr. Smith, and Mr. Wood presented to Mayor Faircloth the PlanFirst Award.

5. Community Partner(s) Update(s):

- 5a. Perry Area Convention and Visitors Bureau Authority Marketing and Promotions update – Ms. A. Hamsley.

Ms. Hamsley gave an update on the marketing informational efforts to help draw tourism to Perry. Ms. Hamsley also passed out literature to Mayor and Council.

Ms. McLendon of the Perry Area Chamber of Commerce reminded everyone of the Chamber's Annual meeting on February 8 and Business After Hours on February 22.

6. Appointments to Boards/Commissions/Authorities: Mayor James E. Faircloth, Jr.

- 6a. Mayor and Council Appointments.

- Perry Main Street Advisory Board

Mayor Faircloth directed everyone's attention to the memo dated January 29 from Ms. Edgemon relative to nominations for the Perry Main Street Advisory Board and clarification of an appointment.

To clarify, Yetoria Lumpkin DeShazier was nominated for the Perry Public Arts Commission seat to succeed Bill O'Neal, who declined reappointment. Her term will expire on Dec. 31, 2020.

The Main Street Nominating Committee recommends Andrew Presswood be reappointed as the Perry Convention and Visitors Bureau's representative for a term to expire on Dec. 31, 2020.

The Main Street Nominating Committee recommends Trish Cossart to fill the unexpired term of John Hulbert, ending Dec. 31, 2019, as the Perry Area Chamber of Commerce's representative.

The Main Street Nominating Committee recommends Dianna Hall for the seat that is available to a downtown district business or property owner. This seat replaces the merchants' association seat in the recent ordinance amendment. Her term will expire Dec. 31, 2020.

Council Member Jones motioned to accept as submitted; Council Member King seconded the motion and it carried unanimously.

7. Citizens with Input. None

8. Review of Minutes: Mayor James E. Faircloth, Jr.

- 8a. Council's Consideration – Minutes of the January 16, 2018 pre council meeting, January 16, 2018 council meeting, and January 29, 2018 special meeting.

Council Member Hunt motioned to accept the minutes as submitted;
Council Member Jones seconded the motion, and it carried unanimously

9. Old Business: Mayor James E. Faircloth, Jr.

- 9a. Mayor James E. Faircloth, Jr. - None
9b. Council Members – Council Member King inquired when would Striplings Grocery open. Mr. Wood did not know.
9c. City Manager Lee Gilmour - Absent
9d. Assistant City Attorney Matthew Hulbert - None

10. New Business: Mayor James E. Faircloth, Jr.

- 10a. Matters referred from February 5, 2018 work session and February 6, 2018 pre council meeting. None

10b. Ordinance(s) for First Reading(s) and Introduction:

1. **First Reading** of an ordinance relative to mobile food vendors - Mr. B. Wood. *(No action required by Council)*

10c. Resolution(s) for Consideration and Adoption:

1. Resolution requesting the relocation of a portion of US 341/ SR Business 11 – Mayor Faircloth.

Adopted Resolution No. 2018-09 requesting the relocation of a portion of US 341/SR Business 11. Mayor Faircloth stated this resolution addresses moving a portion of US 341 to reroute to keep trucks out of downtown per Georgia Department of Transportation making specific request. Mayor Pro Tempore Walker motioned to approve the resolution as submitted; Council Member Jones seconded the motion and it carried unanimously. *(Resolution No. 2018-09 has been entered into the City's official book of record).*

10d. Approval of Change Order for the Perry Arts Center Improvements project – Mr. B. Wood.

Mr. Wood stated this is a request for a Change Order in the amount of \$32,676.00 this will take a portion of Phase II and move to Phase I to avoid having to redo some of the work in Phase I and avoid disruption to the art center all at one time. Council Member King motioned to approve the Change Order for the Perry Arts Center Improvements project as described; Council Member Jackson seconded the motion and it carried unanimously.

- 10e. Easement authorization at 725 Carroll Street – Mr. B. Wood. Mr. Wood advised this is a license agreement between the City and property owner to allow the property owner to construct a handicap ramp into the building on City property, the agreement relieves the City of liability and maintenance. Council Member Jones motioned to authorize the easement at 725 Carroll Street; Mayor Pro Tempore Walker seconded the motion and it carried unanimously.
- 10f. Declaring certain vehicles surplus – Ms. B. King. Ms. King referred to the list of vehicles and equipment provided to Mayor and Council and asked that vehicles and equipment be declared as surplus for proper disposal. Council Member King motioned to declare certain vehicles and equipment surplus; Council Member Jones seconded the motion and it carried unanimously.
- 10g. Peaches to Beaches agreement – Mayor Faircloth. Mayor Faircloth stated the Peaches to Beaches agreement establish the parameters for the use of the grounds. During the first part of the event there will be qualifying going on and access to the parking lot is necessary, also the police department to close appropriate streets. Council Member Jones motioned to approve the Peaches to Beaches agreement as described; Council Member Hunt seconded the motion and it carried unanimously.
- 10h. Special Events Application(s): Chief S. Lynn.

1. Land to Hand Inc. in partnership with Perry Main Street Advisory Board will be hosting Brews and Beards on Saturday, March 17, from 4 p.m. until 10 p.m.

Street closure(s) requested:

- 800 block of Carroll Street
- Ball Street between Commerce Street and Main Street
- Carroll Street between Jernigan Street and Ball Street

Approval of special event alcohol permit license application.

Mayor Faircloth stated additional information is needed and asked Council to postpone this item until the next meeting. Council concurred to postpone this item.

2. 2018 Dogwood Festival “Perry Proud!” Kick-Off on Saturday, March 17, 2018 (Rain Date Saturday, March 24, 2018) from 10 a.m. until 1p.m.

Street closure(s) requested:

- Carroll Street between Washington Street and Macon Road or
- Jernigan Street between Carroll Street and Commerce Street

Major Phelps reviewed the 2018 Dogwood Festival “Perry Proud!” Kick-Off application and recommended approval of Perry Area Chamber of

Commerce request. Council Member Hunt motioned to approve the street closures as submitted; Council Member Jones seconded the motion and it carried unanimously.

3. 30th Annual Dogwood Festival on Saturday & Sunday, April 14 & 15, 2018

Street closure(s) requested:

- Main Street between Jernigan Street and Ball Street
- Carroll Street between Jernigan Street and Washington Street
- Ball Street between Main Street and Commerce Street
- Jernigan Street between Main Street and Carroll Street

Major Phelps reviewed the 2018 Dogwood Festival application and recommended approval of Perry Area Chamber of Commerce request to include all of Jernigan Street to Commerce Street in the street closures. Council Member King motioned to approve the street closures including Jernigan Street to Commerce Street; Council Member Jones seconded the motion and it carried unanimously.

11. Other Business/Supplemental Agenda: Mayor James E. Faircloth, Jr.

11a. Appointment(s) to Boards/Commissions/Authorities – Mayor James E. Faircloth, Jr.

1. Mayor and Council Appointments.

- Downtown Development Authority

Mayor Faircloth asked that this item be postponed until additional information is provided. Council concurred to postpone.

12. Council Members Items:

Council had no reports.

Assistant City Attorney Hulbert had no report.

13. Department Heads/Staff Items.

Ms. King, Mr. Wood, Major Phelps, and Battalion Chief Wheeler had no reports.

Mr. Smith invited everyone to Small Business Development open house on February 2, at 5pm – 6pm in Council Chambers.

14. General Public Items: None

15. Mayor Items:

- February 12 & 13, Special meetings

- February 20th, Pre Council and Council (February 19th, President's Day holiday)

Mayor Faircloth entertained a motion to enter into executive session for the purpose of real estate acquisition.

16. Executive Session entered at 6:30 p.m.: Mayor Pro Tempore Walker moved to adjourn the regular meeting and enter into executive session for the purpose of real estate acquisition. Council Member King seconded the motion and it carried unanimously.
17. Executive Session adjourned 6:58 p.m.; Council regular meeting reconvened. Council adjourned the executive session held February 6, 2018 and reconvened into the council regular meeting.
18. Adopted Resolution No. 2018-10 stating purpose of executive session held February 6, 2018 was to discuss real estate acquisition. Council Member Bynum-Grace moved to adopt a resolution stating the purpose of the Executive Session held on February 6, 2018 was to discuss real estate acquisition. Council Member Hunt seconded the motion and it carried unanimously. *No action was taken. (Resolution 2018-10 has been entered in the City's official book of record).*
19. Adjournment: There being no further business to come before Council in the reconvened meeting held February 6, 2018 Council Member Jackson motioned to adjourn the meeting at 7:00 p.m. Council Member Jones seconded the motion and it carried unanimously.

MINUTES
SPECIAL MEETING
OF THE PERRY CITY COUNCIL
February 12, 2018
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the special meeting of the Perry City Council held February 12, 2018 at 5:00 p.m.

2. Roll.

Elected Officials Present: Mayor James E. Faircloth, Jr. Mayor Pro Tempore Randall Walker and Council Members Bynum-Grace, Riley Hunt, Robert Jones, Willie King and William Jackson.

Elected Official Absent: None

Staff: City Manager Lee Gilmour

Mayor Faircloth entertained a motion to enter into executive session for the purpose of personnel.

3. Executive Session entered at 5:03 p.m.: On a motion by Mayor Pro Tempore Walker, seconded by Council Member Jones and carried unanimously, Council went into Executive Session for the purpose of personnel.
4. Executive Session adjourned at 7:58 p.m.; Council's special meeting reconvened. Council adjourned the Executive Session held February 12, 2018 and reconvened into Council's special meeting.
5. Adopted Resolution No. 2018-11 stating purpose of the executive session held on February 12, 2018 was for the purpose of personnel. On a motion by Council Member Hunt, seconded by Council Member Bynum-Grace and carried unanimously adopted Resolution No. 2018-11 stating the purpose of the Executive Session held on February 12, 2018 was for personnel. No action was taken. (*Resolution No. 2018-11 has been entered in the City's official book of record*).
6. Adjournment: On a motion by Council Member Jackson, seconded by Council Member King and carried unanimously, the reconvened special meeting of Council held February 12, 2018 was adjourned at 8:00 p.m.

**MINUTES
SPECIAL MEETING
OF THE PERRY CITY COUNCIL
February 13, 2018
6:00 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the special meeting of the Perry City Council held February 13, 2019 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor James E. Faircloth, Jr. Mayor Pro Tempore Randall Walker. Council Members Bynum-Grace, Robert Jones, Willie King and William Jackson.

Elected Official Absent: Council Member Riley Hunt

Staff: City Manager Lee Gilmour

3. Items discussed: Mayor James E. Faircloth, Jr.

- Opioid class action suit discussed by Mayor. More information to be provided to Council.
- Council will not provide night security to the Peaches to Beaches event.
- Council will not provide tram service to the Perry Area Chamber of Commerce for its 2018 Dogwood Festival.

Mayor Faircloth entertained a motion to enter into executive session for the purpose of personnel.

4. Executive Session entered at 6:20 p.m.: On a motion by Council Member Jones, seconded by Council Member Bynum-Grace and carried unanimously, Council went into Executive Session for the purpose of personnel.

5. Executive Session adjourned 7:28 p.m.; Council's special meeting reconvened. Council adjourned the Executive Session held February 13, 2018 and reconvened into Council's special meeting.

6. Adopted Resolution No. 2018-12 stating purpose of the executive session held on February 13, 2018 was for the purpose of personnel. On a motion by Council Member Jackson, seconded by Mayor Pro Tempore Walker and carried unanimously adopted Resolution No. 2018-13 stating the purpose of the Executive Session held on February

13, 2018 was for personnel. (*Resolution No. 2018-12 has been entered in the City's official book of record*).

7. **Adjournment:** On a motion by Council Member King, seconded by Council Member Jones and carried unanimously, the reconvened special meeting of Council held February 13, 2018 was adjourned at 7:30 p.m.

ARTICLE XVII. - MOBILE FOOD VENDORS

Sec. 15-2200. - Purpose.

The general purpose of this article is to promote the health, safety, and general welfare of the citizens of Perry, Georgia by requiring that new and existing mobile food vendors provide residents and customers with a level of cleanliness, quality and safety.

It is also the intent of this article to establish reasonable guidelines and restrictions for mobile food vendors in relationship to established restaurant businesses and ensure the safe and convenient use of the public rights-of-way.

Sec. 15-2201. - Definitions.

Commissary shall mean an approved catering establishment, restaurant, or other approved place in which food, containers or supplies are kept, handled, prepared, packaged or stored.

Director shall mean the director of community development or its designee.

Ice cream truck shall mean a motor vehicle in which pre-packaged ice cream, popsicles, ice sherbets or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city. For the purpose of this article, the term "ice cream truck" shall not include vendors who prepare ice cream, popsicles, ice sherbets or other frozen desserts of any kind.

Mobile food vendor shall mean any person selling food from a mobile food vendor vehicle.

Mobile food vendor vehicle shall mean a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to prepare and serve food.

Pushcart shall mean a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food, unless the equipment is commercially designed and approved to handle food preparation and service. Pushcarts shall not be required to comply with mobile vehicular safety requirements.

Restaurant shall mean an establishment where food and drink are prepared, served, and consumed primarily within the principal building.

Temporary food establishment shall mean a retail food establishment, other than a licensed mobile food vendor or pushcart, that is not intended to be permanent and that operates at a fixed location for a period of time of not more than fourteen (14) consecutive days in conjunction with a single event or celebration.

Sec. 15-2202. - License required.

- (a) It shall be unlawful for any person to sell, or offer for sale, food of any type from a commissary, mobile retail food establishment vendor, ice cream truck, pushcart or temporary food establishment without a license first having been granted under this section, except as part of a city-sponsored or sanctioned special event.
- (b) An application for a license or a permit hereunder shall be submitted to the director setting forth all information required hereunder and in compliance with this article. The director shall develop an appropriate application form(s) for the purpose of compliance with this article.
- (c) The following information shall be provided with each application for a mobile food vendor vehicle, or push cart permit:
 - (1) Name of the mobile food vendor;
 - (2) Make, model, and license plate number of vending vehicle;
 - (3) Owner's contact information;

- (4) Operator's contact information;
 - (5) Type of vendor (street vending unit or sidewalk vending unit);
 - (6) Copy of approved permit from the Houston County Health Department;
 - (7) List of operating locations and times;
 - (8) Signatures from property owners indicating consent for the use of their property;
 - (9) Signature of applicant indicating agreement to the listed requirements.
- (d) The following information shall be provided with each application for an ice cream truck permit:
- (1) Name of the mobile food vendor;
 - (2) Owner's contact information;
 - (3) Operator's contact information;
 - (4) Type of vendor (street vending unit or sidewalk vending unit);
 - (5) Copy of approved permit from the Georgia Department of Agriculture;
 - (6) Signatures from property owners indicating consent for the use of their property, if applicable;
 - (7) Signature of applicant indicating agreement to the listed requirements.
- (e) Every license issued under the provisions of this article shall expire on December 31 each year.

Sec. 15-2203. - Prohibited conduct and requirements.

- (a) Operation on public property. Except for ice cream trucks, no mobile food vendor vehicle shall conduct business or operate on any street, sidewalk, alley, trail or other right-of-way or on any city-owned property, including plazas and parks, except:
- (1) As part of a city-sponsored or city-sanctioned special event;
 - (2) Through a contract with the department of leisure services; or
 - (3) When parked in a city-designated mobile food vendor vehicle parking space within the assigned dates and times.
- (b) Operation on private property.
- (1) A mobile food vendor shall not operate on any private property without the prior written consent of the property owner.
 - (2) Except as may be allowed as part of a city-issued special event permit, mobile food vendors are permitted on a given property no more than five (5) days in any calendar month. A minimum of two (2) calendar days must transpire between operating periods on any given property.
 - (3) Except as may be allowed as part of a city-issued special event permit, no more than two mobile food vendors may operate on any single property at any one time.
 - (4) Except as may be allowed as part of a city-issued special event permit, mobile food vendors may occupy no more than ten (10) percent of the designated parking spaces on a given property, and at no time shall the operation of a mobile food vendor reduce the number of parking spaces on a property below the minimum required by City Code or ordinance.
 - (5) Vending structures shall not be left unattended or stored at any time on the open vending site when vending is not taking place or during restricted hours of operation.
- (c) A mobile food vendor who prepares food shall maintain a one million dollar (\$1,000,000.00) liability insurance policy. Proof of current liability insurance, issued by an insurance company licensed to do business in Georgia, protecting the mobile food vendor and the public from all claims for damage to

MOBILE FOOD VENDORS ORDINANCE DRAFT revised 2/5/2018

property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days advanced written notice to the city.

- (d) Except for ice cream trucks, a mobile food vendor shall not make sounds or announcements to call attention to the mobile food vehicle either while traveling on the public rights-of-way or when stationary. At all times said mobile food vendor, ice cream truck, or push cart shall be in compliance with the city noise ordinance.
- (e) The license under which a mobile food vendor vehicle, ice cream truck, or push cart is operating must be firmly attached and visible on the vehicle or pushcart at all times.
- (f) Any driver of a mobile food vendor vehicle or ice cream truck must possess a valid Georgia driver's license.
- (g) Each licensed mobile food vendor must maintain for patrons' use, a litter receptacle of sufficient size to accept the litter being generated by the sales from the vendor's vehicle at the point of sales. City receptacles shall not be utilized for this purpose. Each vendor shall pick up litter which is associated with the vendor's sales in the vicinity of the vendor's place of business prior to departing the sales location. A pattern of leaving excessive litter shall be a basis for suspension or revocation of the license.
- (h) Liquid waste and grease shall only be disposed of in a container approved for such substances.
- (i) Except for ice cream trucks, mobile food vendors are allowed only in C-1, C-2, C-3, IMU, MUC, and NMU zoning districts, except as part of a special event sponsored by a homeowners association or similar official neighborhood organization.
- (j) Mobile food vendors shall not operate within 25 feet of any street intersection, pedestrian crosswalk or driveway except as part of a city-sponsored or sanctioned special event.
- (k) Mobile food vendors shall not operate within 250 feet of the door of a lawfully established eating establishment that is actively open for business serving customers, unless the mobile food vendor provided documentation, which is signed by the eating establishment owner, that the eating establishment owner interposes no objection to a closer proximity. If an eating establishment opens within the 250-foot zone after the mobile food vendor is licensed, the mobile food vendor may remain in that location until the following annual permit is due.
- (l) Mobile food vendors shall not be located within 1,000 feet of any city-sponsored or sanctioned special event.
- (m) Except as may be allowed as part of a city-issued special event permit or by contract with the department of leisure services, a mobile food vendor may operate only between the hours of 7:00 a.m. and 10:00 p.m. At the end of each business day's operation, the vendor shall remove from the premises the mobile food vendor vehicle and all materials associated with the business.
- (n) No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile food vendor unless each side of the vehicle is marked, in letters and numbers at least three (3) inches in height, with the name and address of the mobile food vendor licensee.
- (o) The mobile food vendor shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all licenses required by any other health organization or governmental organization having jurisdiction over this subject matter.
- (p) Except as otherwise allowed and described within this section, a mobile food vendor must operate from a motorized, wheeled vehicle that may lawfully be driven upon streets and roadways within the state.
 - (1) The owner of a licensed restaurant located within the city may, with a valid Perry mobile food vendor permit, engage in mobile food vending from a wheeled mobile trailer, pushcart, or motorized vehicle as an ancillary location of said restaurant, provided that all other provisions of this article are met and adhered to.

- (2) As allowed by a city-issued special event permit, a mobile food vendor that holds a valid Perry mobile food vendor permit may operate from a wheeled mobile trailer, pushcart, or motorized vehicle.
- (q) The following safety regulations shall apply to any and all vehicles operating under this article or used for mobile retail food establishments:
 - (1) Every self-propelled vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level.
 - (2) Every self-propelled vehicle shall be equipped with two (2) rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle.
- (r) The mobile food vendor may sell food and non-alcoholic beverage items only. The sale of nonfood and drink items shall be limited to merchandise displaying the mobile food vendor company logo and/or branding. No items shall be displayed outside of the vehicle.

Sec. 15-2204. - Indemnity.

As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the City of Perry, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.

Sec. 15-2205. - Revocation and suspension.

- (a) The director shall have the right to suspend or revoke a mobile food vendor license under the conditions set forth in this section. In the event the director seeks to suspend or to revoke a license, the director shall give written notification to the licensee of such action and such notice shall contain a specification of the violation or violations for which cause the action is being taken.
- (b) The director shall be authorized to suspend or revoke a license in the event of any one or more of the following:
 - (1) A licensee gave false or misleading information in the original application or renewal process;
 - (2) A licensee has knowingly allowed a violation of this mobile food vendor ordinance to occur or did not make a reasonable effort to prevent any such occurrence;
 - (3) A licensee fails to pay any fee, license fee, or other amount of money due to the City of Perry under this article or any other licensing ordinance of the city.
- (c) In the event that the director determines that a license violation has occurred, such license shall be suspended for thirty (30) days for the first violation. For a second violation occurring within any consecutive twelve (12) month period, the license shall be suspended for ninety (90) days. Any license that has been suspended two (2) times within any consecutive twelve (12) month period that is determined to have committed a subsequent license violation with twenty-four (24) months of the second suspension shall be revoked. Provided, however, that the licensee shall be authorized to continue its business operations until the date of the hearing scheduled in accordance with subsection (e) hereafter. Should a license be revoked, the owner and/or operator shall not be eligible to apply for a mobile food vendor license for a period of three (3) years from the date of revocation.
- (d) In the event of a revocation by the director, the licensee may appeal the decision of the director to the city manager by filing a written notice of appeal with the director within ten (10) business days from the date of the written notice issued to licensee in accordance with subsection (a) of this section. The notice of appeal shall be accompanied by a written document fully stating the grounds for such appeal and all arguments in support thereof. The director may submit a memorandum in response to the document filed by the licensee on appeal to the city manager. The director's decision shall be final unless an appeal is timely filed. An appeal shall stay the director's decision until the appeal is heard or withdrawn.

- (e) When an appeal is received, the city manager shall, within ten (10) business days from the date on which the notice of appeal is received by the director take either of the following actions:
- (1) Set a hearing date before the city manager and instruct the director to give such notice of hearing as may be required by law; or
 - (2) Appoint a hearing officer and fix the time and place of hearing. The director shall assume responsibility for such publication of notice as may be required by law.
- In either event, the hearing shall be held within thirty (30) calendar days of the date the appeal is filed, unless a continuance of such date is agreed to by the licensee and the director.
- (f) The city manager or assigned hearing officer may sustain, overrule, or modify the action of the director. The decision of the city manager or hearing officer shall be final.

Sec. 15-2206. - Fees.

The fee for every application for license under this section shall be set by resolution of City Council.



Where Georgia comes together.

City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name: Land to Hand Inc
Name of individual representing sponsor organization: Jodi Daley
Street address: 1025 Elko Rd
City/State/Zip code: Elko GA 31025
Mailing address if different from above:
Cell phone: 478-225-7626
Email address: jodi@landtohand.org
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.
If this event benefits a City of Perry non-profit organization, which one? Land to Hand - Perry Farmers Market
Contact person on site for day of event: Jodi Daley
Cell phone: 478-225-7626
Is this a first time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If held before, when and where? March 2017 on Carroll St (sponsored by PDMA)

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert/Music <input checked="" type="checkbox"/> Other
* For parades, races and block parties, please, request the event applications specific to those events.
If other, specify: Music Craft Beer, Dancing
Event title: Brews and Beards
Event date: Saturday, March 17th, Thursday
Event hours: Start: 4pm End: 10pm
Set-up: Date: 3/17/18 Time: 10am
Break down: Date: 3/17/18 Time: 10pm
Expected attendance: Participants: 20 Spectators: 500

Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

Fund raiser for the Perry Farmers Market which will include live entertainment, local food vendors, and two family friendly contests. Proceeds of this public event will benefit the Perry Farmers Market. There will also be a 50/50 raffle for Land to Hand - the organization

+ host runs the market

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. Yes No

Applicant has requested to partner with Perry Main Street. 11/31/18 *CE*

Event Details

Attach schedule or brochure for all activities associated with event.

Will items or services be sold at the event? Yes No

If yes, describe: Beer and local food concessions

Will event have amplified sound? Yes No

If yes, describe: Live Music

Is the event free to the public? Yes No

Will vendors cook or heat food? Yes No

If yes, describe: Cook on site: Boiled Peanuts, pork skins, arepas, empanadas, corned beef and hash, et

Will any areas be fenced off or barricaded? Yes No

If yes, describe: by closure of street

If event is downtown, will downtown businesses be open during the event? Yes No

If event includes music, please, list names of bands and their websites or Facebook pages below:

Dave and Annie - No face book page
~~THE~~ Double Run - facebook.com/DoubleRunBand

Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

Insurance form(s) attached

Alcohol Permit Information

* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages? Yes No

If yes, describe: Beer

* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol: Just Tap'd

Street address of business serving alcohol: 3123 Watson Blvd. Warner Robins, GA

City/State/Zip Code: Warner Robins, GA 31093

Mailing address if different from above:

Cell phone: 571-421-6209

Email address: jimenez.dana@gmail.com

Name of licensee: _____ License number: _____

Is a copy of the licensee's alcohol license attached? Yes No

Hours alcohol will be served at event: 4 - 9:30pm

Is alcohol serving area open to public? Yes No

Is this an open container request? Yes No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached? Yes No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached? Yes No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.

Licensee's name: Dana Jimenez Date: 1-31-18

Licensee's signature: Dana Jimenez

Sworn and attested before me on this 31 day of Jan, 20 18

Signature of special event organizer/applicant: Judi Ann Daley

Name, signature and stamp of Notary Public: [Signature]

ELIZABETH NELSON
NOTARY PUBLIC

* The sale of alcohol/mixed drinks requires excise reporting.

HOUSTON COUNTY, STATE OF GEORGIA
MY COMMISSION EXPIRES 03/29/2020

Street Closure Requests

Names of streets to be closed: 800 Block of Carroll St

Street: Call Between: Commerce and: Main

Street: Carroll Between: Jennigan and: Ball

Street: Between: and:

Street: Between: and:

Street: Between: and:

Street: Between: and:

Street: Between: and:

When are you requesting the street closure(s)?

Why are you requesting the street closure(s)? public safety, set up of band stand, restrooms

Type of street closure: Complete Rolling

If event includes a parade, describe the parade route:
N/A

Parade assembly area: Parade disbanding area:

The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:
Will provide flyers to businesses.

Restroom Facilities

Will event organizer provide portable restroom facilities? Yes No

Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan? Yes No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

~~Plenty of trash receptacles will be on hand and volunteers will keep area clean.~~

Sanitation

Describe your clean-up plan for during and after the event: ~~Plenty of trash receptacles will be on hand and volunteers will keep area clean.~~

Electricity and Water

Will your event require access to electricity? Yes No

If so, where? 800 block of Carroll

What electrical load will you require?

~~2~~ 5 110 outlets

Will your event require access to water? Yes No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes No

Police/Security

* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- * Based on the event, the Police Department will determine how many officers will be required.
- * An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested:

Total hours for officers requested:

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

Weather Emergency Procedures

* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes No

Health Department

I understand that the City of Perry does not schedule Health Department inspections. Vendors and/or event organizers are responsible for scheduling any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event. Yes No

Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at ellen.palmer@perry-ga.gov.

Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes Land to Hand / Jodi Daicy (Special event organizer/applicant) to utilize the sites(s) known as 800 Green Corral for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant: Jodi Daicy

Name, signature and stamp of Notary Public: [Signature]

ELIZABETH NELSON
NOTARY PUBLIC

Date: 1/31/18

WASHINGTON COUNTY, STATE OF GEORGIA
MY COMMISSION EXPIRES 03/29/2020

Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name:

Signature:

Date:

- Special event application fee enclosed
 Special event alcohol permit application section enclosed

Please, send completed application

to: City of Perry
Attn: City Clerk
P.O. Box 2030
Perry, GA 31069
(478) 988-2736
(478) 988-2705 (fax)
annie.warren@perry-ga.gov

Hand-deliver completed application to:

City Clerk at
Perry City Hall
1211 Washington Street
Perry, GA 31069

OR

Office Use Only

Date received:	
<input type="checkbox"/> Special event application fee received	
<input type="checkbox"/> Council approval for event received	Council approval date:
<input type="checkbox"/> Proof of liability insurance coverage naming the City as additional insured received	
<input type="checkbox"/> Proof of alcohol liability insurance coverage naming the City as additional insured received	
<input type="checkbox"/> City staff will notify affected businesses, residents and utility holders if event is downtown	

Signatures Required for Approval

Police Department	<u><i>[Signature]</i></u>
Date received: <u>2/1/18</u>	
<input checked="" type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial <i>RE: street closures & police staffing</i>	
<input type="checkbox"/> Recommend approval with conditions	
Approval conditions:	

Fire and Emergency Services	<u><i>[Signature]</i></u>
Date received:	
<input checked="" type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial	
<input type="checkbox"/> Recommend approval with conditions	
Approval conditions:	

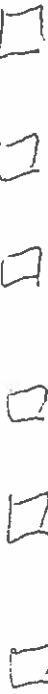
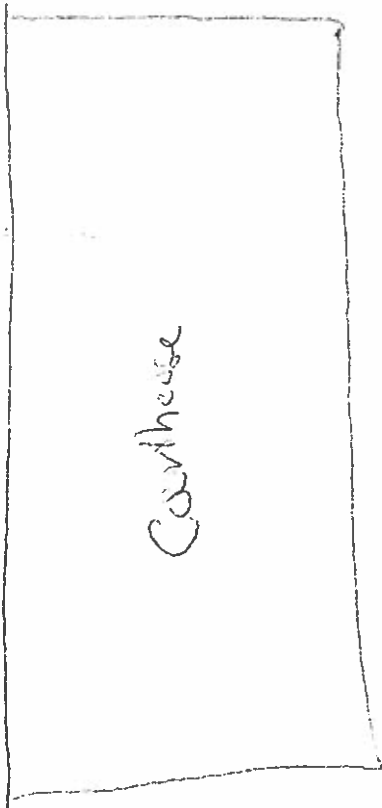
Public Works	<u><i>[Signature]</i></u>
Date received:	
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial	
<input type="checkbox"/> Recommend approval with conditions	
Approval conditions:	

Other as needed	<u><i>[Signature]</i></u>
Date received:	
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial	
<input type="checkbox"/> Recommend approval with conditions	
Approval conditions:	

City of Perry *applicant request to partner with Perry* Page 14
Main Street

Ball St

Jernigan



Food Vendors

Stage

200B Carroll St

Rusty's

Porta potty

STATE OF GEORGIA - DEPARTMENT OF REVENUE

License to Sell Alcoholic Beverages
As set forth and defined in Title 3
Georgia Alcoholic Beverage Code and Regulations Pertaining Thereto

Not Valid Without Local License If Required - Non Transferable

EFFECTIVE DATE 01-Jan-2018

LICENSE EXPIRES 31-Dec-2018

BOND EXPIRES

STATE TAXPAYER IDENTIFIER
20232584467

LICENSE NUMBER
0075287

DATE ISSUED
07-Nov-2017

LICENSE FEE
\$50.00

LOCAL LICENSE ISSUED BY
City WARNER ROBINS

THIS LICENSE AUTHORIZES THE BELOW LICENSEE TO SELL
DANA JIMENEZ: Retail - Beer

DBA
JUST TAP'D

AT THE FOLLOWING LOCATION
3123 WATSON BLVD STE 200 WARNER ROBINS GA 31093-9604

COUNTY
HOUSTON

DJ SOUTHERN HOLDINGS LLC
115 LOOKOUT TRL
WARNER ROBINS GA 31093-6321

Failure to pay any tax accruing under said Act to the Department of Revenue, or violation of any provisions of said Act or any valid rule and regulation made pursuant thereto, shall be grounds for cancellation of this license by the Commissioner of Revenue

Jane T. Riley

COMMISSIONER, Georgia Dept. of Revenue

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491312

ST-2

THIS CERTIFICATE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW



SALES TAX CERTIFICATE OF REGISTRATION

STATE OF GEORGIA
DEPARTMENT OF REVENUE
Taxpayer Services Division

Issued Pursuant to the Retailers' and Consumers' Sales and Use Tax Act of 1951, as Amended
Said Person Named Hereon is Authorized and Empowered to Collect Georgia Sales and Use
Tax, Local Option, Special County, Motor Fuel, Homestead, Education, and MARTA.

STATE TAXPAYER IDENTIFIER: 20232584453	EFFECTIVE DATE: 02-Mar-2015	SALES TAX NUMBER: 308600379	COUNTY NAME: HOUSTON
NAICS: 445310 - Beer, Wine, and Liquor Stores		Secondary NAICS: None	

DJ SOUTHERN HOLDINGS LLC
JUST TAP'D
115 LOOKOUT TRL
WARNER ROBINS, GA 31093-6321

IMPORTANT - This Certificate is
NON TRANSFERABLE

Jane T. Riley

COMMISSIONER OF REVENUE

192476

EACH PLACE OF BUSINESS MUST BE REGISTERED SEPARATELY.

THIS IS THE FACE OF THIS DOCUMENT HAS A MULTICOLORED BACKGROUND ON WHITE PAPER • TRUE WATERMARK • 11 PAGES • PER FORN



Where Georgia comes together.

**City of Perry
Police Department**

1207 Washington Street
Post Office Box 2030
Perry, Georgia 31069

SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION

1. Date of Application: 1-31-18
2. Organization Requesting Permit: Land to Hand (Perry Farmers Market)
3. Organization Address: 2415 Elko Rd, Elko, GA 31025
4. Representative / Contact Person: Jodi Anne Daley
Signature: Jodi Anne Daley
- Cell Phone: 478-225-7606 Work Phone: _____
- Email: jodi@landtohand.org
5. Name of Organization Serving Alcoholic Beverage: Just Tap'd
6. Name of Alcoholic Beverage License Holder: Just Tap'd
7. Permit Expiration Date: _____
8. Description of Special Event: _____

9. Location of Event: 800 Block of Carroll St

10. Estimated Number of Attendees: 200-300

11. Event Start Date & Time: Saturday, March 17 4pm - 10pm

12. Event End Date & Time: Saturday, March 17 - 10pm

13. Number of Off-Duty Officers Requested: Two per PPD - 8
(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes ___ No ___

List of Notifications: Will be passing out flyers since approved

15. Citizen's Petition Attached: Yes ___ No ___

16. Type of Beverages Licensed to be Served: (check all that apply)

- a. Malt Beverage (beer) by the drink X
- b. Wine by the drink ___
- c. Distilled Liquor by the drink ___

Special Event Alcoholic Beverage Permit Fee \$107.00 Paid ___ Not Paid ___
regarding a waiver due to partnering with Perry Main Street

Recommended by Chief of Police: [Signature] Date: 2/2/18

Not Recommended by Chief of Police: _____ Date: _____

_____ Date: _____
Lee Gilmour, City Manager

Council Approval Date: _____

**A RESOLUTION APPOINTING
MR. ROBERT SMITH AS
ASSISTANT CITY MANAGER**

WHEREAS, the Council followed its normal process to fill the Assistant City Manager position; and

WHEREAS, Article III Administration, Sec 3.10 Administrative and Service Departments (d) requires appointment by resolution;

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF PERRY HEREBY RESOLVES that Mr. Robert Smith be appointed Assistant City Manager effective February 20, 2018.

SO RESOLVED, this 20th day of February 2018.

CITY OF PERRY

By: _____
JAMES E. FAIRCLOTH, JR., MAYOR

City Seal

Attest: _____
ANNIE WARREN, CITY CLERK

RESOLUTION FOR DECLARATION OF OFFICIAL INTENT TO REIMBURSE COSTS OF ACQUIRING VEHICLES AND EQUIPMENT WITH TAX-EXEMPT FINANCING

WHEREAS, the City of Perry (the "Issuer") plans to acquire and/or equip (SUV (1), Pick-up Truck (2), and Hurst Cutter, Sprayer, RAM, charger, power supply and accessories); and

WHEREAS, the Mayor and Council (the "Governing Body") desires to declare its official intent to reimburse costs of the Equipment through the use of a lease-purchase or other financing mechanism to provide such reimbursement,

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body hereby declares pursuant to Treasury Regulations Section 1.150-2 its official intent to reimburse the costs of the Equipment through the use of a lease-purchase or other obligations for the purpose of paying or reimbursing costs of the Project up to approximately \$104,000.00.

BE IT FURTHER RESOLVED, that a copy of this Resolution be placed in the official records of actions of the Governing Body.

ADOPTED, this ____ day of _____, _____.

CERTIFICATE OF ADOPTION

The undersigned hereby certifies that the foregoing resolution was duly adopted at a meeting called and held by the Governing Body on the date set forth in the foregoing, at which a quorum was present and acting throughout, and that said resolution has not been repealed, and is in full force and effect, and copy of which is contained in the official records of the Governing Body in my control.

James E. Faircloth, Mayor

Annie Warren, City Clerk
City of Perry GA



MEMORANDUM

TO: Lee Gilmour, City Manager
FROM: Brenda King, Director of Administration
DATE: February 14, 2018
SUBJECT: Recommendation of Award
Bid #2018-22

Description: Fire Rescue Pumper

FUND:

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Fireline Inc. – E-One, Winder GA	E-One Typhoon Custom Fire Pumper	\$406,275.00
Ten-8 Fire & Safety Equipment of GA – Forsyth GA	Pierce Saber Top Mount Pumper	\$433,093.00

Department recommendation: Award the bid in the amount of \$433,093.00 to Ten-8 Fire & Safety Equipment of GA.

2018 New "Stock" Pumper

Received 2 bids from companies that had stock vehicles available

- | | | |
|------------------|-----------|-------------------------|
| 1) Pierce Saber | \$433,093 | Met every spec |
| 2) E-One Typhoon | \$406,275 | Did not meet every spec |

Specification issues not met:

- E-One compartment doors are not painted
- E-One offers Hale pump (all others pumps in FD are Waterous pumps)
- E-One fuel tank is only 50 gallons (spec was for 65 gallon tank)
- E-One has no removable hose trays
- E-One interior door skin is not stainless steel

Other preferences of staff:

- Service/Maintenance for the Pierce is handled by Ten-8 out of Forsyth, GA (50 miles North) as opposed to Fireline out of Winder, GA (125 miles North) servicing the E-One.
- The Pierce truck has better visibility through a one piece panoramic windshield and larger windows on the driver and passenger doors (safety issue)
- Pierce has more cab space in the rear (where FF sit) and in the front where the driver and officer sit; better accommodates FF wearing gear.
- Pierce has more storage space designated for spare SCBA cylinders
- Pierce allows for placement of the accessory equipment according to specifications and buyers wishes... (E-One will have to modify accessory equipment location)

Staff recommendation is to accept the Pierce bid of \$433,093.00



MEMORANDUM

TO: Lee Gilmour, City Manager

FROM: Brenda King, Director of Administration

DATE: February 15, 2018

SUBJECT: Recommendation of Award
Bid #2018-23

Description: Utility Vehicle for Public Safety – Admin Chief

FUND: General

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Wade Ford, Inc. – Smyrna, GA	2018 Ford Interceptor	\$29,354.00
Perry Ford - Perry, GA	2018 Ford Explorer	\$29,741.08
Allan Vigil Ford – Morrow, GA	2018 Ford Explorer	\$30,533.00
Brannen Motor Company – Unadilla, GA	2018 Ford Interceptor	\$31,172.00
Jeff Smith Ford – Byron, GA	2018 Ford Explorer	\$33,631.00

Department recommendation: Award the bid in the amount of \$29,354.00 to Wade Ford.



Where Georgia comes together.

PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

MEMORANDUM

TO: Brenda King, Director of Administration
FROM: Chief Steve Lynn
DATE: February 15, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2018 – BID 2018-23**

In reference to the bid for one Ford Utility Vehicle, the low bid was in the amount of \$29,354.00 from Wade Ford. Perry Ford's bid was in the amount of \$29,741.08 and qualifies for the local 7% preference if they choose.

The other bids are as follows:

- Allen Vigil \$30,533.00
- Brannen \$31,172.00
- Jeff Smith \$33,631.00

We recommend accepting the low bid of \$29,354.00 from Wade Ford.

Please let me know should you have any questions.

SDL/jsd



MEMORANDUM

TO: Lee Gilmour, City Manager
FROM: Brenda King, Director of Administration
DATE: February 15, 2018
SUBJECT: Recommendation of Award
Bid #2018-24

Description: 2-Half Ton Full Size Pickup Truck for Public Safety – CID & Patrol Admin

FUND: General

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Wade Ford, Inc. – Smyrna, GA	2018 Ford F-150 XL	\$61,178.00
Allan Vigil Ford – Morrow, GA	2018 Ford F-150	\$65,076.00
Brannen Motor Company – Unadilla, GA	2018 Ford F-150 XLT	\$72,758.00
Perry Ford - Perry, GA	2018 Ford F-150	\$73,016.32
Hamby Automotive – Perry, GA	2018 Chevrolet Silverado	\$74,836.20
Jeff Smith Ford – Byron, GA	2018 Ford F-150	\$77,512.00

Department recommendation: Award the bid in the amount of \$61,178.00 to Wade Ford.



Where Georgia comes together.

PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

MEMORANDUM

TO: Brenda King, Director of Administration
FROM: Chief Steve Lynn
DATE: February 15, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2018 – BID 2018-24**

In reference to the bids for two trucks, the low bid was in the amount of \$30,589.00 from Wade Ford.

The other bids are as follows:

- Allen Vigil \$32,538.00
- Brannen \$36,379.00
- Perry Ford \$36,508.16
- Hamby \$37,418.10
- Jeff Smith \$38,756.00

We recommend accepting the low bid of \$30,589.00 from Wade Ford.

Please let me know should you have any questions.

SDL/jsd



MEMORANDUM

TO: Lee Gilmour, City Manager
FROM: Brenda King, Director of Administration
DATE: February 15, 2018
SUBJECT: Recommendation of Award
Bid #2018-26

Description: 4-Utility Vehicles for Public Safety – Patrol

FUND: General

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Wade Ford, Inc. – Smyrna, GA	2018 Ford Interceptor	\$115,940.00
Allan Vigil Ford – Morrow, GA	2018 Ford Explorer	\$118,624.00
Perry Ford - Perry, GA	2018 Ford Explorer	\$118,964.32
Brannen Motor Company – Unadilla, GA	2018 Ford Interceptor	\$121,580.00
Jeff Smith Ford – Byron, GA	2018 Ford Explorer	\$128,244.00

Department recommendation: Award the bid in the amount of \$115,940.00 to Wade Ford.



Where Georgia comes together.

PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

M E M O R A N D U M

TO: Brenda King, Director of Administration
FROM: Chief Steve Lynn
DATE: February 15, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2018 – BID 2018-26**

In reference to the bids for four Patrol Ford Utility Vehicles, the low bid was in the amount of \$28,985.00 from Wade Ford. Perry Ford's bid was in the amount of \$29,741.08 and qualifies for the local 7% preference if they choose.

The other bids are as follows:

- Allen Vigil \$29,656.00
- Brannen \$30,395.00
- Jeff Smith \$32,061.00

We recommend accepting the low bid of \$28,985.00 from Wade Ford.


Please let me know should you have any questions.

SDL/jsd



MEMORANDUM

TO: Lee Gilmour, City Manager

FROM: Brenda King,  Director of Administration

DATE: February 14, 2018

SUBJECT: Recommendation of Award
2018-31

Description: Surplus Land Sale – Parcel OP0350 004000

<u>Bidder</u>	<u>Bid Amount</u>
Mid State Automotive – Perry, GA	\$25,000.00

**City Of Perry
1211 Washington St
P O Box 2030
Perry, GA 31069**

Memo

To: Mayor & Council

From: Anna Elizabeth Nelson 

Date: 02/13/2018

Application for Alcohol License (Packaged to go Beer/Wine, Consumed on premises Beer/Wine):

**Bodega Brew
1025 Ball St
Perry GA 31069**

Manager: Jodi Daly (478-224-3499)

1st reading _____

2nd reading _____

**Cc: Lee Gilmour
Brenda King
Steve Lynn**



1222 Main Street
Perry, GA 31069
(478) 235-0307

www.georgiawaterservices.com

February 2, 2018

Mr. Chad McMurrian
Lead Engineering Technician
City of Perry
PO Box 2030
Perry, GA 31069

**Re: Gravity Sewer Basin I&I Rehabilitation
Engineering Proposal for Services**

Dear Mr. McMurrian,

Please accept this letter as Georgia Water & Environmental Services, LLC. (GWES) proposal for services for the Washington, Ball, Evergreen, and Jernigan Streets Gravity Sewer Basin I&I Rehabilitation Project for the City of Perry (City), Georgia. We thank you for the opportunity to assist the City with this important project.

SCOPE

Per City and ESG, Inc. approval of the *Infiltration and Inflow Study, An Evaluation of Jernigan, Ball, Washington, and Evergreen Streets* prepared by GWES and dated September 15, 2017, recommendations for potential improvements related to gravity sewer main, manholes, and associated service laterals included rehabilitation alternatives via point repair and replacement from the 30-inch gravity sewer outfall to Main Street.

GWES' scope includes coordinating with the City and ESG, Inc. on design alternatives, preparing preliminary and final design drawings and specifications, and performing bid and construction administration services for potential improvements associated with infiltration and inflow.

TASK 1 - ENGINEERING SERVICES

We propose to provide the following engineering services for the subject project:

- Develop a Civil3D dwg file for use in engineering design based upon previously verified GIS information.
- Conduct jurisdictional waters delineation on existing sewer easements in areas requiring earthwork.
- Coordinate with the City and ESG on gravity sewer main and service line design preferences and methods of point repair (pipe bursting or cured in place pipe) and/or replacement.
- Update Civil3D dwg file with GPS located underground and above ground utilities.
- Coordinate with utility companies on infrastructure size, location, and depth.
- Develop civil design drawings and specifications at a 75% milestone benchmark for City review and approval.
- Prepare an Opinion of Probable Construction Cost for City's review at 75% and 100% milestone submissions.
- Prepare, submit, and coordinate Nationwide 404 Permit Application for wetland disturbance or Notice of No Jurisdictional Impact.
- Revise design drawings and specifications a maximum of one (1) time according to City and ESG review comments.
- Prepare and submit 100% Contract Documents for gravity sewer main and service line point repairs to the City for use and record.

TASK 2 - BID SERVICES

We propose to perform the following bid services for the subject project:

- Conduct a mandatory pre-bid conference.
- Provide Request for Information (RFI) and Clarification responses to bidders.
- Prepare addenda(s) for bidder review and use.
- Conduct bid opening.
- Perform bid evaluation and coordinate evaluations with the City.
- Provide a Recommendation of Award to the City.
- Coordinate execution of contracts between the City and Successful Bidder (Contractor).

TASK 3 - CONSTRUCTION ADMINISTRATION

We propose to perform the following construction administration services for the subject project:

- Conduct a pre-construction conference with the Contractor and the City.
- Perform civil submittal reviews.

- Coordinate and respond to RFIs.
- Conduct monthly on-site construction review meetings and periodic construction observations.
- Perform monthly pay request review.
- Perform punch list inspection and review with Contractor and the City.
- Complete and submit Record Drawings to the City based upon information provided by the Contractor.
- Perform project closeout activities.

ASSUMPTIONS

- A kickoff meeting with Mr. McMurrin and ESG staff will be scheduled to discuss project schedule, expectations, lines of communication, etc.
- No additional Closed Circuit Television (CCTV) services are necessary.
- No topographic survey is necessary for the subject project. Vertical information shown for manholes and associated pipe slope will be based upon field verified depths; therefore, vertical elevations will not be shown on the design drawings.
- Underground utility locates will be provided by 811 design ticket and located with GPS equipment for design purposes.
- Land Disturbing Activity (LDA) permit application will not be required with land disturbance less than 1 acre and negligible increase in impervious area.
- All work shall be complete within the City's rights-of-way and/or utility easements. State, County, and City ROW permits are not required.
- No utility temporary and permanent easements are necessary for rehabilitation work.
- A Georgia Environmental Protection Division stream buffer variance permit application may not be required for the subject work. This may be confirmed in jurisdictional water delineation efforts. Additional permitting efforts may be necessary based upon completion of field work.
- No roadway, sidewalk, and lighting improvements will be performed within the project areas. Replacement of these items will be included in design drawings and specifications.
- Construction administration services are based upon a five (5) month construction period.
- Smoking testing for sewer lateral leaks is considered outside of scope.
- The project does not include areas of I&I outside of those identified in the previous study prepared by GWES.

ADDITIONAL SERVICES

We may provide the following services upon request from the City for additional fees:

- Perform underground utility locates in designated locations of point repair via replacement.
- Provide topographic survey with manhole elevations.
- Set benchmark marks and control points provided by professional land surveyor to be included in engineering design.
- Provide more CCTV services upon City's request. Additional initial cleaning and CCTV services may be provided as requested.
- Identify service lateral "leaks" via smoke testing.
- Develop temporary construction and/or permanent utility easements and agreements.
- Provide daily on-site construction inspection services.

FEE

We propose to provide the above engineering services on a time and materials basis including expenses with a not to exceed limit as follows:

Services	Fee
Task 1 – Engineering	\$41,179.00
Task 2 - Bid	\$4,052.00
Task 3 - Construction Administration	\$14,476.00
Total	\$59,707.00

GWES shall submit an invoice in the first week of the month for services rendered during the previous month. Invoices shall be accompanied by a description of services rendered and progress schedule for completion of the work. Payment is expected within net 30 days from receipt of invoice. GWES reserves the right to suspend or terminate work and to charge 1.5% per month for any invoice amount not paid within 30 days.

SCHEDULE

We are prepared to begin with these services within ten (10) days upon proposal approval. Our schedule will be dependent upon weather, utility locates, potential environmental permitting issues, and City review periods. We anticipate engineering service completion within four (4) months from issuance of Notice To Proceed.

We greatly appreciate the opportunity to provide this proposal. If the City approves of this proposal, we will provide our professional services agreement for the work. If you have any questions, please contact me.

With Highest Regards,

Georgia Water & Environmental Services, LLC.



Burke B. Murph III, PE, MBA

Principal

478.235.0307

burke@georgiawaterservices.com

COMMISSIONERS:
STAN WISE, CHAIRMAN
TIM G. ECHOLS
CHUCK EATON
H. DOUG EVERETT
LAUREN "BUBBA" McDONALD, JR.



FILED

JAN 23 2018

DEBORAH K. FLANNAGAN
EXECUTIVE DIRECTOR

REECE McALISTER
EXECUTIVE SECRETARY

Georgia Public Service Commission

EXECUTIVE SECRETARY

(404) 656-4501
(800) 282-5813

244 WASHINGTON STREET, SW
ATLANTA, GEORGIA 30334-5701

FAX: (404) 656-2341
www.psc.state.ga.us

BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
STATE OF GEORGIA

In Re:

City of Perry Gas System, Respondent

DOCKET # 37076

DOCUMENT # 170878

)
) Docket No. 37076
) (Inspection Report
) No. LB16-031
)

ORDER ON CONSENT AGREEMENT

This matter comes before the Georgia Public Service Commission ("Commission") as a result of a Consent Agreement entered into between the Facilities Protection Unit Staff ("Staff") and the City of Perry, Georgia ("Respondent" or "Operator") in resolution of Inspection Report No. LB16-031. The Consent Agreement is attached hereto as "Exhibit 'A'" and is incorporated into this Order as if specifically written herein.

On June 9, 2016, a Notice of Probable Violation ("NOPV") was sent by certified mail to Respondent, for Inspection Report JM16-009. The NOPV alleged probable violation of 49 C.F.R. § 192.605 (*infra*) with a proposed civil penalty of \$7,500.

On or about October 31, 2016, Staff and Respondent executed the attached Consent Agreement to resolve Respondent's alleged probable violations of the following Minimum Pipeline Safety Requirements:

Probable Violation: "...the City of Perry failed to follow their procedures to ensure that leaks are repaired and documented as required by Federal and State regulations." (192.605).

In accordance with the Consent Agreement, Staff and Respondent have agreed to the following remedial actions in mitigation of the recommended civil penalties, based on the Operator's agreement and adherence to:

- a) Perry shall make a payment of five hundred dollars (\$500.00) within thirty (30) days

- of a Commission Order Adopting this Consent Agreement, which shall be paid in certified funds, payable to the Georgia Public Service Commission;
- b) Perry shall complete a system-wide leak survey no later than December 31, 2016. Based on information provided by Perry during the Informal Conference, this is estimated to cost approximately \$15,000;
 - c) Perry shall provide a summary of the leaks discovered during this survey categorized by grade of leak and disposition such as aboveground and below ground. This shall be provided via email to PSC Inspectors Lynn Buffington and Daphne Jones within thirty (30) days of the completion of the survey.
 - d) Perry shall provide, upon request, a summary of the created work orders for each leak discovered along with the status of each of those leaks.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. THE COMMISSION FINDS AND CONCLUDES that it has jurisdiction over this matter pursuant to *inter alia*: 49 C.F.R. Parts 191 and 192; O.C.G.A. §§ 46-2-20, 46-2-30, 46-2-53, 46- 2-90, 46-2-91, 46-4-1, 46-4-31, 46-4-34, 50-13-1 *et. seq.*; and Commission Rules 515-9-1-.01 *et. seq.*, 515-9-3.01 *et. seq.*, and 515-9-7-.01 *et. seq.*; all regarding the safe installation and operation of gas distribution systems within the State of Georgia.
2. THE COMMISSION FURTHER FINDS AND CONCLUDES that it has jurisdiction over this matter pursuant to Commission Rules 515-9-1-.01 and 515-9-3-.03, which adopt as the Rules of the Commission, the Rules and Regulations prescribed by the United States Department of Transportation applicable to the "Transportation of Natural and Other Gas by Pipeline: Minimum Safety Standards" (49 C.F.R. Parts 40, 191 192, 193 and 199); for the safe installation and operation of all natural gas transmission and distribution facilities by companies subject to the jurisdiction of the Commission.
3. THE COMMISSION FURTHER FINDS AND CONCLUDES that the Facilities Protection Unit Staff of the Commission has the authority to inspect the facilities of all Georgia natural gas providers pursuant to the legal citations contained *supra*.
4. THE COMMISSION FURTHER FINDS AND CONCLUDES that the City of Perry is a natural gas distribution operator that is subject to the jurisdiction of the Commission.
5. THE COMMISSION FURTHER FINDS that Respondent is subject to civil penalties pursuant to O.C.G.A. §46-2-91 for violation of any Commission Order or Statute or Rule administered by the Commission.

6. THE COMMISSION FURTHER FINDS AND CONCLUDES that it may propose a Compliance Order in conjunction with Notices of Probable Violations ("NOPVs") pursuant to the Rules adopted by the Commission.
7. THE COMMISSION FURTHER FINDS AND CONCLUDES that Pursuant to O.C.G.A. § 50-13-13(a)(4), the Commission is authorized to resolve matters by Consent Agreement.
8. THE COMMISSION FURTHER FINDS AND CONCLUDES that Operator's conduct described *supra*, constitutes sufficient grounds for the imposition of sanctions by the Commission pursuant to *inter alia*: 49 C.F.R. §§ 40, 191, 192 and 199; O.C.G.A. §§ 46-2-20, 46-2-21, 46-2-30, 46-2-53, 46-2-90, 46-2-91, 46-4-1, 46-4-31, 46-4-34, 50-13-1 et. seq.; and Commission Rules 515-2-1.04, 515-9-1.01, 515-9-3.03, 515-9-3.04, 515-9-3.06, 515-9-3.07 through 515-7-9-.13.
9. THE COMMISSION FURTHER FINDS AND CONCLUDES that Operator makes no contest to the allegations set forth in the Consent Agreement attached hereto as "Exhibit A," and is not admitting the truth of any of the allegations or acknowledging any impropriety, but is agreeing that the Commission may enter an order based upon the alleged probable violations without the necessity of receiving evidence in support thereof. In so doing, Operator has waived any further Findings of Fact and Conclusions of Law with respect to the above-styled matter.
10. THE COMMISSION FURTHER FINDS AND CONCLUDES that violations found during recent or past inspections other than those delineated in the Consent Agreement ("Exhibit 'A'") or future violations of other Commission Utility Rules or Federal Pipeline Safety Rules in 49 C.F.R. PARTS 40, 191, 192, 193 and/or 199 are intentionally excluded from this Consent Agreement. Any such previous or future violations shall be dealt with as such violations are found by Commission inspectors or otherwise not resolved in a timely manner and come to the attention of the Commission. Moreover, Operator cannot use this Consent Agreement as a defense against violations besides those expressly covered by this Consent Agreement.
11. THE COMMISSION FURTHER FINDS AND CONCLUDES that Respondent is subject to civil penalties pursuant to O.C.G.A. §46-2-91 for violation of any Commission Order or Statute or Rule administered by the Commission.
12. THE COMMISSION FURTHER FINDS AND CONCLUDES that the remedial action agreed to by Staff and Respondent in lieu of the recommended civil penalties (*supra*, and as delineated in the Consent Agreement attached as "Exhibit 'A'"), are an appropriate and reasonable resolution of the probable violations alleged.

13. THE COMMISSION FURTHER FINDS AND CONCLUDES that Respondent shall complete all remedial measures/actions in accordance with the Consent Agreement adopted herein as follows:

- e) Perry shall make a payment of five hundred dollars (\$500.00) within thirty (30) days of a Commission Order Adopting this Consent Agreement, which shall be paid in certified funds, payable to the Georgia Public Service Commission;
- f) Perry shall complete a system-wide leak survey no later than December 31, 2016. Based on information provided by Perry during the Informal Conference, this is estimated to cost approximately \$15,000;
- g) Perry shall provide a summary of the leaks discovered during this survey categorized by grade of leak and disposition such as aboveground and below ground. This shall be provided via email to PSC Inspectors Lynn Buffington and Daphne Jones within thirty (30) days of the completion of the survey.
- h) Perry shall provide, upon request, a summary of the created work orders for each leak discovered along with the status of each of those leaks.

14. THE COMMISSION FURTHER FINDS AND CONCLUDES that should complications arise as to compliance with and/or implementation of this Order and/or Joint Consent Agreement adopted herein, Respondent and Staff agree to work in good faith to resolve any such complications. Any matters not resolved between the parties shall be timely presented to the Commission for consideration and final adjudication.

15. THE COMMISSION FURTHER FINDS AND CONCLUDES that compliance with all parts of the Consent Agreement adopted herein shall begin immediately upon issuance of this Commission Order. All timelines and action items contained within the Consent Agreement shall be incorporated by reference into the body of this Order as if specifically written herein and the failure of Respondent to meet all such timelines and/ or act on all such action items shall be a violation of this Order.

16. THE COMMISSION FURTHER FINDS AND CONCLUDES that Respondent shall abide by all of the terms of this Order and that failure to so comply may Respondent to civil penalties pursuant to O.C.G.A. § 46-2-91.

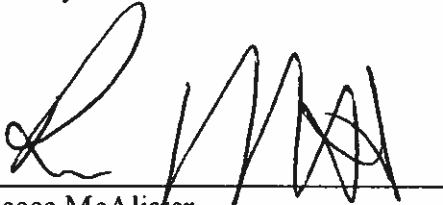
ORDERING PARAGRAPHS

WHEREFORE, IT IS HEREBY ORDERED that all findings of fact and conclusions of law contained within the preceding sections of this Order are hereby adopted as the findings and conclusions of this Commission.

ORDERED FURTHER, that a motion for reconsideration, rehearing or oral argument or any other motion shall not stay the effective date of this Order unless otherwise ordered by the Commission.

ORDERED FURTHER, that jurisdiction over this matter is expressly retained for the purpose of entering such further Order or Orders as this Commission may deem just and proper.

The above by action of the Commission in Administrative Session on the 16th day of January 2018.



Reece McAlister
Executive Secretary



Stan Wise
Chairman

1-23-18

Date

1/23/18

Date

**BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
STATE OF GEORGIA**

In Re:

City of Perry Gas System, Respondent

)
)
) Docket No. 37076
) (Inspection Report
) No. LB16-031
)

EXHIBIT "A"
TO
ORDER ON CONSENT AGREEMENT

IN THE MATTER OF:)
) DOCKET NO. 37076
 City of Perry Gas System, Respondent) (Inspection Report No. LB16-031)
)

BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
 STATE OF GEORGIA

CONSENT AGREEMENT

WHEREAS, the Georgia Public Service Commission ("Commission") Pipeline Safety Staff ("Staff") and the City of Perry Gas System ("Perry" or "Operator" or City") hereby jointly enter into this Consent Agreement to recommend a resolution of the issues as discussed in Inspection Report LB16-031;

WHEREAS, Commission Staff and Perry believe that the terms and conditions of this Consent Agreement constitutes a reasonable resolution of the issues as discussed in LB16-031;

WHEREAS, adoption of this Consent Agreement is in the public interest and represents an efficient, effective and responsible discharge of the Commission's responsibilities in this matter;

NOW THEREFORE, the Commission Staff and Perry mutually agree and propose the following Consent Agreement:

Findings and Conclusions

1.

The Georgia Public Service Commission ("Commission") has jurisdiction over this matter pursuant to inter alia: 49 C.F.R. Parts 191 and 192; O.C.G.A. §§ 46-2-20, 46-2-30, 46-2-53, 46-2-90, 46-2-91, 46-4-1, 46-4-31, 46-4-34, 50-13-1 *et. seq.*; and Commission Rules 515-9-1-.01 *et. seq.*, 515-9-3.01 *et. seq.*, and 515-9-7-.01 *et. seq.*; all regarding the safe installation and operation of gas distribution systems within the State of Georgia.

2.

Pursuant to Commission Rules 515-9-1-.01 and 515-9-3-.03; the Rules and Regulations prescribed by the United States Department of Transportation applicable to the "Transportation of Natural and Other Gas by Pipeline: Minimum Safety Standards" (49 C.F.R. Parts 40, 191 192, 193 and 199) have been made the Rules and Regulations of the Commission for the safe installation and operation of all natural gas transmission and distribution facilities by companies subject to the jurisdiction of the Commission.

3.

The Facilities Protection Unit Staff ("Staff") of the Commission has the authority to inspect the facilities of municipal natural gas providers pursuant to the legal citations contained *supra*.

4.

The Commission may propose a Compliance Order in conjunction with this Notice of Probable Violation ("NOPV") pursuant to the legal citations contained *supra*.

5.

The City of Perry is a natural gas distribution operator that is subject to the jurisdiction of the Commission.

6.

Pursuant to O.C.G.A. § 50-13-13(a)(4), the Commission is authorized to resolve matters by Consent Agreement.

7.

During Staff's March 23-24, 2016 follow-up inspection, Staff determined that Perry had committed probable violations of the minimum federal safety standards required by 49 CFR, Part 192. (See Inspection Report LB16-031). Staff informed Perry of the probable violations during the exit interview.

8.

On June 9, 2016, an NOPV was sent by certified mail to Perry. Said NOPV alleged that the City of Perry failed to follow their procedures to ensure that leaks are repaired and documented as required by Federal and State regulations.

9.

On July 22, 2016, pursuant to Commission Rule 515-9-3-.09(i)(c), Perry requested an informal conference to discuss the probable violations noted in Inspection Report LB16-031.

10.

On August 30, 2016, Commission Staff met with Perry to discuss the probable violations noted in Inspection Report LB16-031. The parties agreed that mitigation of the recommended civil penalty was in the public interest.

11.

Violations found during recent or past inspections other than those mentioned in the previous section (8) or future violations of other Commission Utility Rules or Federal Pipeline Safety Rules in 49 C.F.R. PARTS 40, 191, 192, 193 and/or 199 are intentionally excluded from this Consent Agreement. Any such previous or future violations shall be dealt with as such violations are found by Commission inspectors or otherwise not resolved in a timely manner and come to the attention of the Commission. Moreover, Operator cannot use this Consent Agreement as a defense against violations besides those expressly covered by this Consent Agreement.

12.

Operator's conduct described *supra*, constitutes sufficient grounds for the imposition of sanctions by the Commission pursuant to *inter alia*: 49 C.F.R. §§ 40, 191, 192 and 199; O.C.G.A. §§ 46-2-20, 46-2-21, 46-2-30, 46-2-53, 46-2-90, 46-2-91, 46-4-1, 46-4-31, 46-4-34, 50-13-1 *et. seq.*; and Commission Rules 515-2-1.04, 515-9-1.01, 515-9-3.03, 515-9-3.04, 515-9-3.06, 515-9-3.07 through 515-7-9-13.

13.

Operator makes no contest to the allegations set forth in the NOPV. Operator understands that by doing so, it is not admitting the truth of any of the allegations or acknowledging any impropriety but is agreeing that the Commission may enter an order based upon the alleged probable violations without the necessity of receiving evidence in support thereof. Operator hereby waives any further Findings of Fact and Conclusions of Law with respect to the above-styled matter.

Agreements Between the Parties

1.

This Joint Consent Agreement, if approved by the Commission, shall constitute a final resolution of the alleged probable violations in LB16-031. Operator agrees that it will abide by the terms of this Joint Consent Agreement.

2.

Perry is subject to civil penalties pursuant to O.C.G.A. §46-2-91 for violation of any Commission Order or Statute or Rule administered by the Commission. Staff reviewed the circumstances surrounding Perry's probable violations of 49 C.F.R. §192.605 cited in Inspection Number LB16-031 and recommended a civil penalty in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00).

3.

Based upon Staff's review of the facts and circumstances surrounding this inspection and the progress that Perry has demonstrated concerning its Public Awareness Program, Staff recommends the following remedial action in mitigation of the recommended civil penalties, based on the Operator's agreement and adherence to:

1. Perry shall make a payment of five hundred dollars (\$500.00) within thirty (30) days of a Commission Order Adopting this Consent Agreement, which shall be paid in certified funds, payable to the Georgia Public Service Commission;
2. Perry shall complete a system-wide leak survey no later than December 31, 2016. Based on information provided by Perry during the Informal Conference, this is estimated to cost approximately \$15,000;
3. Perry shall provide a summary of the leaks discovered during this survey categorized by grade of leak and disposition such as aboveground and below ground. This shall be provided via email to PSC Inspectors Lynn Buffington and Daphne Jones within thirty (30) days of the completion of the survey.

4. Perry shall provide, upon request, a summary of the created work orders for each leak discovered along with the status of each of those leaks.

4.

Should complications arise as to compliance with and/or implementation of this Joint Consent Agreement, Operator and Commission Staff agree to work in good faith to resolve any such complications. Any matters not resolved between the parties shall be timely presented to the Commission for consideration and final adjudication.


5.

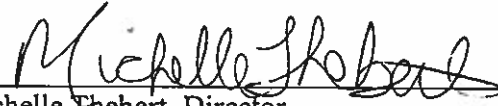
This Joint Consent Agreement shall not become effective until and unless it is approved by the Commission. Operator enters into this Joint Consent Agreement without admission of fault or liability.

6.

The undersigned authorized representative(s) of Operator acknowledge by their respective signatures below that each has read this Joint Consent Agreement and understands its contents. The undersigned hereby further acknowledge that the City has a right to a hearing in this matter and does freely, knowingly, and voluntarily waive such right by entering into this Joint Consent Agreement. The undersigned hereby consent on the City's behalf to the resolution of this proceeding as provided for herein.

IN WITNESS WHEREOF, the parties hereto have executed this Consent Agreement as of the day and year first below written.

By: 
Lee Gilmour, City Manager
City of Perry

By: 
Michelle Thebert, Director
Facilities Protection Unit
Georgia Public Service Commission

Agreed to this 3rd day of October 2016.

BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
STATE OF GEORGIA

IN THE MATTER OF:

Consent Agreement
City of Perry Gas System
Inspection LB16-031 on March 25, 2016

)
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)

DOCKET NO. 37076

CERTIFICATE OF SERVICE

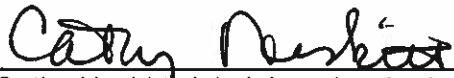
I hereby certify that the *Consent Agreement, City of Perry Gas System, Inspection LB16-031 on March 25, 2016* was filed with the Commission's Executive Secretary in the above-styled Docket, and a copy of same was served upon all parties and persons listed below via electronic mail as indicated by an asterisk. I further certify that the *City of Perry Gas System* was served a hard copy of the above-stated document by U.S. Mail, certified/return receipt requested.

*Reece McAlister, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

*Lee Gilmour, City Manager
City of Perry Gas System
P.O. Box 2030
Perry, GA 31069-6030
lee.gilmour@perry.ga.gov

*Michelle Thebert, Facilities Protection Unit Director
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

Respectfully Submitted this 1st day of February 2018:



Cathy Nesbitt, Administrative Assistant
Georgia Public Service Commission
Facilities Protection Unit
244 Washington Street, SW
Atlanta, GA 30334



Where Georgia comes together.

Department of Economic Development

To: Mayor and Council

CC: Lee Gilmour, City Manager
Annie Warren, City Clerk
Robert Smith, Director of Economic Development
Nancy Graham, Leisure Services Executive Secretary

From: Haley Myers, Special Events Coordinator

Date: February 14, 2018

Re: Egg Hunt for the Special Needs community

I am pleased to provide you with details for the potential “Egg-citing” Egg Hunt for our Special Needs community, their families, and friends. This event benefits Perry residents by serving an underserved and often overlooked population in our community. It is also the only event of its kind in Middle Georgia.

The event will be located at the large fenced-in field at Rozar Park on April 7, 2018. This hunt is family-oriented; giving not only the Special Needs community an event to enjoy, but also their family and friends. Eggs will be filled with prizes that best serve Special Needs participants, including the visually impaired. Some traditional eggs will be available to hunt for siblings and other community participants without a disability.

The Houston County Special Olympics takes place March 15-16, 2018. I will be in attendance to promote this event and distribute printed event information to participants and their families.

I believe this particular event is the beginning of setting the precedent that a community such as ours is inclusive, recognizing and serving various populations the most efficient and creative way possible.

If you have any questions please feel free to contact me at any time. Thank you.



Where Georgia comes together.

City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name: City of Perry
Name of individual representing sponsor organization: Haley Myers
Street address: 1211 Washington Street, PO Box 2030
City/State/Zip code: Perry/Ga/31069
Mailing address if different from above:
Cell phone: 478- 508-6326
Email address: haley.myers@perry-ga.gov
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.
If this event benefits a City of Perry non-profit organization, which one?
Contact person on site for day of event: Haley Myers, Nancy Graham
Cell phone: 478-508-6326
Is this a first time event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If held before, when and where?

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input checked="" type="checkbox"/> Other
* For parades, races and block parties, please, request the event applications specific to those events.
If other, specify: Special Needs Community Egg Hunt
Event title: Egg-citing Hunt for the Special Needs Community
Event date: April 7, 2018
Event hours: Start: 10am End: 11:30pm
Set-up: Date: April 7, 2018 Time: 8am
Break down: Date: April 7, 2018 Time: 12pm
Expected attendance: Participants: 100 Spectators: 100+ (parents, volunteers, etc.)

Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

This is a free event for the whole Special Needs community and their family/friends. This event benefits an underserved community in Perry/Houston County and is the only one of it's kind in Middle GA.

The hunt will begin at 10am and will be first come, first serve.
 We have created an RSVP form for attendees (not mandatory but encouraged) so we know how to best serve event participants and be able to help track expected attendance. Please see attachment for all event details/plan.

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. Yes No

Event Details

Attach schedule or brochure for all activities associated with event.
Will items or services be sold at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, describe: n/a
Will event have amplified sound? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe: House/background music will be playing (not too loud in respect for sound-sensitive participants)
Is the event free to the public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will vendors cook or heat food? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, describe:
Will any areas be fenced off or barricaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe: Fenced-in field at Rozar Park
If event is downtown, will downtown businesses be open during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
If event includes music, please, list names of bands and their websites or Facebook pages below: n/a

Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

Insurance form(s) attached (city insurance would be used because it is a city-sponsored event.)

Alcohol Permit Information

* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages? Yes No

If yes, describe:

n/a

* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol:

Street address of business serving alcohol:

City/State/Zip Code:

Mailing address if different from above:

Cell phone:

Email address:

Name of licensee:

License number:

Is a copy of the licensee's alcohol license attached? Yes No

Hours alcohol will be served at event:

Is alcohol serving area open to public? Yes No

Is this an open container request? Yes No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached? Yes No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached? Yes No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.	
I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.	
Licensee's name:	Date:
Licensee's signature:	
Sworn and attested before me on this _____ day of _____, 20_____	
Signature of special event organizer/applicant:	
Name, signature and stamp of Notary Public:	
* The sale of alcohol/mixed drinks requires excise reporting.	

Street Closure Requests

Names of streets to be closed: n/a		
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
When are you requesting the street closure(s)?		
Why are you requesting the street closure(s)?		
Type of street closure: <input type="checkbox"/> Complete <input type="checkbox"/> Rolling		
If event includes a parade, describe the parade route:		
Parade assembly area:	Parade disbanding area:	
The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:		

Restroom Facilities

Will event organizer provide portable restroom facilities? Yes No

Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan Yes No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:
Community parking lot at Rozar Park

Sanitation

Describe your clean-up plan for during and after the event:
Extra trash receptacles placed around the field at Rozar Park

Electricity and Water

Will your event require access to electricity? Yes No

If so, where? Field at Rozar Park

What electrical load will you require?

Outlet for amplified sound for house/background music

Will your event require access to water? Yes No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes No

Police/Security

* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- * Based on the event, the Police Department will determine how many officers will be required.
- * An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested: Defer to Chief Lynn

Total hours for officers requested: Defer to Chief Lynn

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

Call 911. We Request that 1-2 medical/EMT personnel be provided for this event.

*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

Weather Emergency Procedures

* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes No

Health Department

I understand that the City of Perry does not schedule Health Department inspections. Vendors and/or event organizers are responsible for scheduling any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event. Yes No

Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at ellen.palmer@perry-ga.gov.

Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes Hailey Myers (Special event organizer/applicant) to utilize the sites(s) known as Rozar Park for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant: Hailey Myers

Name, signature and stamp of Notary Public:

Christine Sewell

Date: 2-14-18



Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name: Hailey Myers

Signature: Hailey Myers

Date: 2/14/18

Special event application fee enclosed n/a

Special event alcohol permit application section enclosed n/a

Please, send completed application

to: City of Perry
Attn: City Clerk
P.O. Box 2030
Perry, GA 31069
(478) 988-2736
(478) 988-2705 (fax)
annie.warren@perry-ga.gov

OR

Hand-deliver completed application to:

City Clerk at
Perry City Hall
1211 Washington Street
Perry, GA 31069

Office Use Only

Date received:
<input type="checkbox"/> Special event application fee received
<input type="checkbox"/> Council approval for event received Council approval date:
<input type="checkbox"/> Proof of liability insurance coverage naming the City as additional insured received
<input type="checkbox"/> Proof of alcohol liability insurance coverage naming the City as additional insured received
<input type="checkbox"/> City staff will notify affected businesses, residents and utility holders if event is downtown

Signatures Required for Approval

Police Department _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Fire and Emergency Services _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Public Works _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Other as needed _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Event Description Continued:

There will be a designated hunt area with special "beeping" eggs for the visually impaired population. They can turn in their beeping egg for a feel/touch book in exchange for their beeping egg. There will be a designated hunting area for all other participants. Traditional eggs (candy filled) will be provided for the family members (siblings) or friends of the special needs participant and all blue eggs will be special needs friendly. Each special needs participant will also receive a goody bag filled with appropriate sensory and dietary sensitive prizes. Pictures with the Easter Bunny will be available.

Link to RSVP form: <https://perryegghunt.eventbrite.com>

Potential Graphics

Event Flyer



Facebook Event Cover Photo

