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REGULAR MEETING OF THE PERRY CITY COUNCIL
December 4, 2018
6:00 P.M.

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor Pro Tempore Randall Walker
4. Recognition(s) / Presentation(s): Mayor Pro Tempore Randall Walker
 - 4a. Introduction of Mitchell Worthington, Assistant Finance Director – Ms. B. King
 - 4b. Fire and Emergency Services: Chief L. Parker
Kenneth Genthner promotion to Fire Captain
Gerald Michel promotion to Fire Lieutenant
5. Community Partner(s) Update(s):
6. Citizens with Input:
7. Review of Minutes: Mayor Pro Tempore Randall Walker
 - 7a. Council's Consideration – Minutes of the November 19, 2018 work session, November 20, 2018 pre council meeting, and November 20, 2018 council meeting.
8. Old Business: Mayor Pro Tempore Randall Walker
 - 8a. Ordinance(s) for Second Reading(s) and Adoption:
 1. **Second Reading** of an ordinance to amend FY 2018 Operating Budget – Mr. L. Gilmour.
9. Any Other Old Business:
 - 9a. Mayor Pro Tempore Randall Walker
 - 9b. Council Members
 - 9c. City Manager Lee Gilmour
 - 9d. Assistant City Manager Robert Smith
 - 9e. City Attorney
10. New Business: Mayor Pro Tempore Randall Walker

10a. Matters referred from December 3, 2018 work session and December 4, 2018 pre council meeting.

10b. Award of Bid(s):

1. Bid No. 2019-09 Five (5) Patrol Vehicles for Police Department – Chief S. Lynn
2. Bid No. 2019-10 Hydraulic Mower – Ms. B. King
3. Bid No. 2019-11 Utility vehicle for Police Department CID – Chief S. Lynn
4. Bid No. 2019-12 SSV utility vehicle for Police Department CID – Chief S. Lynn
5. Striping bids for five (5) city streets – Mr. C. McMurrian

10c. Special Events Application(s) – Chief S. Lynn:

1. Request from the Perry Public Arts Commission for their 6th Annual Buzzard Drop on December 31, 2018 from 6 pm until 12:30 am.

Street closure(s) requested:

Carroll Street between Marion Street and Washington Street
Jernigan Street between Main Street and Commerce Street
Ball Street between Main Street and Commerce Street
City parking lot at Main and Ball Street

Approval of special event alcohol permit license application.

11. Council Members Items:

12. Department Heads/Staff Items:

13. General Public Items:

14. Mayor Pro Tempore Items:

15. Adjourn.

MINUTES
WORK SESSION MEETING
OF THE PERRY CITY COUNCIL
November 19, 2018
5:00 P.M.

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the work session meeting held November 19, 2018, at 5:00 p.m.

2. Roll:

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

Elected Officials Absent: Mayor James E. Faircloth, Jr.

City Staff: City Manager Lee Gilmour, Assistant City Attorney Josh Waters, and Recording Clerk Regan Scott.

Departmental Staffing: Chief Steve Lynn – Police Department, Fire Chief Lee Parker – Fire and Emergency Services, Annie Warren – City Clerk, Brenda King – Director of Finance, Ansley Fitzner – Landscape Manager, Ashley Hardin – Economic Development Director, Bryan Wood – Director of Community Development, Chad McMurrin – Lead Engineering Technician, and Kevin Dye – Leisure Services Director.

Guest(s)/Speaker(s): Ms. Ellie Loudermilk, Mr. Bill Loudermilk, Mr. David Campbell, Ms. Trudie Warren, Dr. D. Scott Westmoreland, Ms. Whitney Miller, and Ms. Brooke Newby.

Media: Mr. James Simpson, II – The Houston Home Journal

3. Items of Review/Discussion: Mayor Pro Tempore Randall Walker

- 3a. Appearance(s):

1. Perry Area Historical Society

- a. Request to place markers in Evergreen Cemetery – Ms. E. Loudermilk: Ms. Loudermilk provided background for her request by sharing information she had received from a national society, United States Daughters of 1812. There are four veterans buried in Houston County that fought in the War of 1812. Two of those veterans, Mr. John Bell Kellon and Colonel Simon Bateman, rest in Evergreen Cemetery. Ms. Loudermilk conveyed a request from Daughters of 1812 to place markers on the grave sites in Evergreen Cemetery. After discussion, it was the consensus of the Council to approve the request.

- b. Request to place a banner recognizing sponsors on the fence at the Sinclair station for a period of one month – Mr. B. Loudermilk: Mr. Loudermilk informed Council that the golf tournament fundraiser for the restoration of the Sinclair station had been cancelled due to inclement weather. Mr. Loudermilk requested permission to place a banner on the fence for a period of one month at the station to honor the sponsors who contributed to the cause. After discussion, it was the consensus of Council to approve the request.

3b. Public Works Department

1. Downtown kiosk installation design – Ms. A. Fitzner: Ms. Fitzner provided a brief presentation outlining the proposed placement and installation of the kiosk for the downtown area. The site is at the intersection of Carroll and Ball Streets. The estimated costs and design fees total \$10,445.00. After discussion, it was the consensus of Council to move ahead with the project.

3c. Office of the City Manager

1. Consider possible incentives for heliport installation – Mr. L. Gilmour: Mr. Gilmour introduced Dr. Westmoreland and Mr. Campbell to discuss the benefits of having Air Evac Lifeteam adjacent to Perry Hospital. Mr. Campbell conveyed to Council that this is an opportunity for Perry to offer a lifesaving benefit to all citizens of south Houston County. Dr. Westmoreland enumerated the benefits of the Perry Hospital location. Council Member Bynum-Grace expressed concerns about boring under Morningside Drive for the construction and Mayor Pro Tempore Walker requested that the City Manager's office share additional information regarding the scope of the project so that Council could fully consider possible incentives.

Ms. Miller of Air Evac Lifeteam, Atlanta, arrived later in the meeting and the subject was revisited. Ms. Miller stated that she expects the creation of at least 15 new jobs in the Houston County area as a result of the heliport installation. The entire footprint of the project is expected to be around 1 acre, including an office and hangar location of approximately 1,700 sq. ft. Ms. Miller said they anticipate breaking ground in January 2019.

3d. Community Development Department

1. Transient Merchant/Fruit Stands Ordinance Amendment – Mr. B. Wood: Mr. Wood reviewed the Ordinance including the modification from the first reading. Council agreed that fruit stands should continue to be allowed on the Macon Road corridor, subject to stipulation that structures, signs, and other items would be removed at the end of each business day in the downtown area. Mr. Wood advised that the second reading would take place at the November 21, 2018 Council Meeting.
2. Supporting the creation of a Community Development Corporation in Perry – Mr. B. Wood: Mr. Wood provided Council with an outline of the benefits of

the creation of a Community Development Corporation (CDC) in Perry. As a 501(c)(3), it would be a nonprofit organization and could serve struggling citizens of Perry through revitalization projects and housing development. Mr. Wood offered to invite Mr. Don Oglesby, the founder of Homes of Hope in Greenville, SC, to share more information with Council and members of the community in the future. Council Member King stated he would like to work with Mr. Wood on researching this project in order to better assist citizens of Perry. Council Member Hunt expressed concerns about interfering with the work of Habitat for Humanity in the community. After discussion, Council members reached a consensus to move ahead with Mr. Wood's research and to invite Mr. Oglesby to do a presentation.

3. Water and Sanitary Sewer Standard Specifications update – Mr. C. McMurrian: Mr. McMurrian provided an outline of the recommendations from Carter and Sloope. The proposed changes consist of amendments to current ordinances regarding sewer use, water pipe standards, backfill and compaction requirements for streets, water and sewer crossing requirement standards, manhole size requirement standards, and the measure and payment procedure for city owner utility installation. The proposal also includes the establishment of City of Perry guidelines for a Grease Management Program. Mr. Gilmour stated that the proposed modifications have merit. Mr. Wood advised that the Planning Commission is still reviewing the amendments.

3e. Department of Economic Development

1. Consider incentives for Project Tucson – Ms. A. Hardin: Ms. Hardin reported to Council that an Italian-inspired restaurant with a brewery, is considering a location in the Agricultural Village. It is a \$1.2 million dollar project with a 6,000 sq. ft. structure including an outdoor, rooftop deck overlooking the fairgrounds. Ms. Hardin stated the owner asked about possible incentives. Council members agreed they would like to learn more about the project before considering incentives. Ms. Hardin stated she would invite the owner to visit a future Council meeting to provide additional information about the project.

4. Supplemental Agenda:

- 4a. 1931 Marshallville Road request for sewer extension – Mr. B. Wood: Mr. Wood stated that the property owner at 1931 Marshallville Road has approximately 12 acres contiguous to the city limits. The owner has built apartments in the past and has spoken with an Atlanta developer regarding the possibility of apartment construction on the Marshallville Road property. Mr. Wood informed Council that the property owner has requested Council to consider running sewage lines to his property. Council Member Jones observed that this could be an expensive undertaking for the city. Council Member Hunt asked Mr. Wood if the city line would be sufficient to handle flow from an apartment community. Mr. Wood and Mr. McMurrian stated there are two different ways to accomplish running sewage lines to the property. Council Members Jackson and Bynum-Grace said

that without more information from the property owner, they did not wish to grant the request. Mr. Gilmour asked Mr. Wood to request more information from the property owner.

5. Council Member Items:

Council Members Bynum-Grace, Jackson, Jones, and King had no reports.

Council Member Hunt inquired about the status of the tennis court improvements at Barbara Calhoun Park. Mr. Gilmour advised that he has received proposals from construction management firms and they will be forwarded to Council.

Mr. Gilmour and Attorney Waters had no reports.

6. Department Heads/Staff Items:

Mr. McMurrian, Ms. King, Ms. Fitzner, and Ms. Warren had no reports.

Chief Lynn informed Council that the Fall Stuff the Cruiser event held Saturday, November 17th resulted in 10 cruisers of donated goods and approximately \$611.00 donations for Loaves & Fishes Community Food Bank. Chief Lynn stated that the feedback from community members at the event was very positive.

Ms. Hardin shared that the Your Perry Mobile app is in the final stages of testing and set for a public launch January 7, 2019. The visit with Georgia Department of Economic Development's Tourism Team went well. Ms. Hardin stated that team members were able to tour the city parks and even walk on Weleetka Trail in spite of the rain. Ms. Ellen Palmer and Ms. Haley Myers have created a presentation outlining some of the observations from the Tourism team and it is available to all City of Perry Council Members and staff.

Mr. Dye reported that Leisure Services will be offering an adult basketball league. Registration will take place December 3rd – December 8th and teams will play January and February 2019.

Mr. Wood stated that the Planning Commission discussed street width recommendations with Fire and Emergency Services and has inquired about the density with respect to the on-street parking. Mr. Wood also informed Council that Planning Commission discussed the length of cul-de-sacs and other ways to manage traffic.

Chief Parker advised Council that Robins Air Force Base will conduct an off-base exercise on December 4, 2018 at 8:00 a.m. at the Guardian Center. This exercise will involve a plane crash simulation and the base has invited Perry first responders to participate in the exercise. Chief Parker recommended sharing this information with constituents who may be concerned by a large plume of dark smoke coming from the area near the Guardian Center.

Chief Parker also reminded all present that Houston County Fire Chief Jimmy Williams has been diagnosed with cancer and area fire chiefs are coordinating fundraising efforts. On Black Friday, Houston County and Perry Fire Departments will be holding a Boot Drive for four hours at the Kroger and Wal-Mart parking lots.

7. **Adjournment:** There being no further business to come before Council in the work session held on November 19, 2018, Council Member Hunt motioned to adjourn the meeting at 6:15 p.m.; Council Member Jones seconded the motion and it carried unanimously.

MINUTES
PRE COUNCIL MEETING
OF THE PERRY CITY COUNCIL
November 20, 2018
5:00 P.M.

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the pre council meeting held November 20, 2018 at 5:00 p.m.

2. Roll:

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

Elected Official(s) Absent: Mayor James Faircloth.

City Staff: City Manager Lee Gilmour, Josh Walker and Recording Clerk Joni Ary.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Finance, Bryan Wood – Director of Community Development, Ashley Hardin – Director of Economic Development and Ellen Palmer – Digital Communication Mgr.

Guests: Mrs. Terre Walker

Media: None

3. Items of Review/Discussion: Mayor Pro Tempore Randall Walker

3a. Discussion of November 20, 2018 council meeting agenda.

6a. Petition for Special Exception Application No. SE-18-05: Mr. Wood reviewed the Special Exception Application for applicant Coretta Collier to allow a residential business to operate as a beauty salon for the property located at 814 Oak Ridge Drive. Mr. Wood stated that the Planning Commission recommended approval with the following conditions: shall be limited to a beauty salon only, limited to the applicant, not transferable, shall comply with the provisions of Section 4-4.3 of the Land Management Ordinance regarding home occupation and residential business, all local, state and federal laws and no sign advertising business shall be posted or displayed on the property

6b. Petition for Special Exception Application No. SE-18-06. Mr. Wood reviewed the Special Exception Application for applicant Kimberly Spivey to allow a residential business to operate as a family child care facility serving up to six children located at 246 Black Hawke Lane. Mr. Wood stated that the Planning Commission recommended approval with the following conditions: shall be limited to a family child-care for up to six children only, limited to the

applicant, not transferable, shall comply with the provisions of Section 4-4.3 of the Land Management Ordinance regarding home occupation and residential business, all local, state and federal laws, no sign advertising business shall be posted or displayed on the property and required State of Georgia license shall be submitted to the Community Development Department as part of the City Business License application.

8a (1). Second Reading of an ordinance amending City Code Chapter 15, Article VI, Transient Merchants, and Article IX, Fruit Stands. Mr. Wood reviewed with council the ordinance to amend City Code Chapter 15. Fruit and vegetable stands can operate in the downtown district on Macon Road from Main Street up to Macon Road and Northside Drive with hours of operation from 7:00 a.m. to 10:00 p.m. and all structures, signs and display cases must be removed at the end of every business day.

8b(2). Second Reading of an ordinance relative to “Brunch Bill”. Mr. Wood stated this is the second reading of ordinance that the voters of the City of Perry approved the Sunday sales of alcohol by the drink beginning at 11:00 a.m. by the referendum held on November 6, 2018.

10c(1). Resolution for GEFA Loan Modification. Ms. B. King reviewed with Council the request to approve a GEFA loan modification to increase the loan for the Water Treatment Plants and Wells for additional funding for a total of \$11,250,000.00.

10c (3). Resolution renaming certain streets. Mr. Wood reviewed with Council the request to approve renaming certain sections of US Hwy 341 due to GDOT rerouting. The GDOT is going to be changing US 341 route, shifting the route onto Perry Parkway, therefore, the south portion will be renamed Main Street and the north portion will be renamed Sam Nunn Blvd. Mr. Wood stated all affected property owners have been notified.

10c (4). Resolution to amend stormwater utility fee. Mr. Gilmour reviewed with Council the request to increase the stormwater utility fee to meet the City obligations per State regulations.

10d. Consider extending moratorium for tiny houses for an additional ninety days. Mr. Wood presented to Council the request to extend the current moratorium for tiny houses for an additional ninety days. This item is scheduled to go before Planning and Zoning at their December meeting and to bring back to Council at their January meeting.

10g. Fire headquarters remediation. Mr. L. Gilmour reviewed with Council the current issues at fire headquarters. They are as follows: Bats and mold and revamp or redo HVAC system. Administration recommended authorization to proceed with funding coming from SPLOST 18.

10h. Affirm agreement with Downtown Development Authority. Ms. Harding reviewed a request from the DDA to have a signed agreement with the City for a loan up to \$200,000 for DDA to purchase the Old Theater.

4. Council Member Items:

- Council Member Riley Hunt inquired about the Heliport. Mr. Gilmour state based on last night's discussion, recommend Council to wait until the revised plan will be brought back Council at the next work session to review.
- Council Member King inquired about Gardner Street the dilapidated home and leak in front of Faith Bible Fellowship Church and was advised those items are being reviewed by staff.
- Mayor Pro Tempore Walker, Council Members Jackson, Jones, Hunt, and Bynum-Grace had no items

5. Department Head Items:

- Mr. Gilmour, Mr. Waters, Ms. King, Mr. Wood, Chief Parker, Chief Lynn, Mr. Dye, Ms. Hardin and Ms. Palmer had no items.

6. Mayor Pro Tempore Items:

- Mayor Pro-Tempore Walker stated that Ms. Palmer does an outstanding job marketing Perry.

7. Adjourn: There being no further business to come before Council in the pre council meeting held November 20, 2018 Council Member Jackson motioned to adjourn the meeting at 5:44 p.m.; Council Member Hunt seconded the motion and it carried unanimously.

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

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the regular meeting of the Perry City Council held November 20, 2018 at 6:00 p.m.

2. Roll.

Elected Officials Present: Council Members Phyllis Bynum-Grace, William Jackson, Robert Jones, Willie King, and Riley Hunt.

Elected Officials Absent: Mayor James E. Faircloth, Jr.

Staff: City Manager Lee Gilmour, City Attorney Josh Waters and Recording Clerk Joni Ary.

City Departmental Staffing: Chief Steve Lynn – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Finance, Bryan Wood – Director of Community Development, Ashley Hardin – Director of Economic Development.

Guest(s): Mr. and Mrs. Bill and Ellie Loudermilk; Sheryl Secrist and, Vickie Graham, 2018 Your City Program participants; George Peak, Jessica Niederkorn, Kathy Hayman, Megan Jones, Savannah Camp, Debra Cox, Yvette Singletary, Joanne Toomer, Glenn Anderson, Vickie Graham, Michael Hayman, Scott Cox, Barbara Hill and Bree Wilcox.

Media: James Simpson, II - Houston Home Journal and Kellie McWilliams – Comsouth 100

3. Invocation and Pledge of Allegiance to the Flag: Mayor Pro Tempore Randall Walker.

Council Member Willie King rendered the invocation and Council Member Riley Hunt led the pledge of allegiance to the flag.

4. Recognition(s)/Presentation(s): Mayor Pro Tempore Randall Walker.

- 4a. Presentation to Mayor and Council.

Ms. Loudermilk presented a check to Mayor and Council for the money raised by Historical Society to save the Sinclair station. Ms. Loudermilk thanked Mayor Pro Tempore and Council for giving them the time to save the Sinclair station and stated that each member of Council received a one-of-a-kind Christmas ornament with the new City of Perry logo.

- 4b. Mayor Pro Tempore Randall Walker recognized Ms. Vickie Graham and Ms.

Sheryl Secrist for achieving Municipal Revenue Administration Certificate from Georgia Municipal Association.

- 4c. Mayor Pro Tempore Walker recognized and presented certificates for the 2018 *Your City* Program participants: George Peak, Jessica Niederkorn, Kathy Hayman, Megan Jones, Savannah Camp, Debra Cox, Yvette Singletary, Joanne Toomer, Glenn Anderson, Vickie Graham, Michael Hayman, Scott Cox, Barbara Hill and Bree Wilcox.
- 4d. Mayor Pro Tempore Walker read a proclamation recognizing Small Business Saturday on November 24th and presented the proclamation to Ms. Ashley Hardin.

5. Citizens with Input: None.

6. PUBLIC HEARING CALLED TO ORDER AT 6:17 P.M. Mayor Pro Tempore Walker called to order a public hearing at 6:17 p.m. to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 36-67A-3 (c).

- 6a. Petition for Special Exception Application No. SE-18-05: Mr. Wood reviewed the Special Exception Application for applicant Coretta Collier to allow a residential business to operate as a beauty salon for the property located at 814 Oak Ridge Drive. Mr. Wood stated the Planning Commission recommended approval with the following conditions: shall be limited to a beauty salon only, limited to the applicant, not transferable, shall comply with the provisions of Section 4-4.3 of the Land Management Ordinance regarding home occupation and residential business, all local, state and federal laws and no sign advertising business shall be posted or displayed on the property.

Public Input: Mayor Pro Tempore Walker called for any public input for or against the request.

For: None

Against: None

- 6b. Petition for Special Exception Application No. SE-18-06. Mr. Wood reviewed the Special Exception Application for applicant Kimberly Spivey to allow a residential business to operate as a Family Child Care facility serving up to six children located at 246 Black Hawke Lane. Mr. Wood stated the Planning Commission recommended approval with the following conditions: shall be limited to a family child-care for up to six children only, limited to the applicant, not transferable, shall comply with the provisions of Section 4-4.3 of the Land Management Ordinance regarding home occupation and residential business, all local, state and federal laws, no sign advertising business shall be posted or displayed on the property and required State of Georgia license shall be submitted to the Community Development Department as part of the City Business License application.

Public Input: Mayor Pro Tempore Walker called for any public input for or against the request.

For: Mr. Larry Wadsworth of 244 Black Hawk Lane spoke in favor of the applicant having a child care service at her home.

Against: None

Public Hearing closed at 6:25 p.m. Mayor Pro Tempore Walker closed the Public Hearing at 6:25 pm.

7. Review of Minutes: Mayor Pro Tempore Randall Walker

- 7a. Council's Consideration – Minutes of the November 5, 2018 work session and November 6, 2018 pre council meeting and November 6, 2018 council meeting.

Council Member Jones motioned to accept the minutes as submitted;
Council Member Bynum-Grace seconded the motion and carried unanimously.

8. Old Business: Mayor Pro Tempore Randall Walker

8a. Ordinance(s) for Second Reading(s) and Adoption:

1. **Second Reading** of an ordinance amending City Code Chapter 15, Article VI, Transient Merchants, and Article IX, Fruit Stands, to provide for the sale of processed nuts and to modify the locations at which fruit stands and vegetable stands may operate– Mr. B. Wood.

Adopted Ordinance No. 2018-24 to amending City Code to modify Chapter 15, Article VI, Transient Merchants, and Article IX, Fruit Stands, to provide for the sale of processed nuts and to modify the locations at which fruit stands and vegetable stands may operate. Council Member King moved to adopt the ordinance as submitted; Council Member Bynum-Grace seconded and the motion carried unanimously. *(Ordinance No. 2018-24 has been entered into the City's official book of record.)*

2. **Second Reading** an ordinance relative to "Brunch Bill". The voters of the City of Perry approved the Sunday sales of alcohol by the drink from 11:00 a.m. to 12:30 p.m. at the referendum held on November 6, 2018. Council approved the extension to include 11:00 a.m. to 12:30 p.m.

Adopted Ordinance No. 2018-25 relative to "Brunch Bill". Council Member Jones moved to adopt the ordinance. Council Member King seconded and the motion carried unanimously. *(Ordinance No. 2018-25 has been entered into the City's official book of record.)*

9. Any Other Old Business:

- 9a. Mayor Pro Tempore Randall Walker - none
- 9b. Council Members - none
- 9c. City Manager Lee Gilmour - none
- 9d. City Attorney - none

10. New Business: Mayor Pro Tempore Randall Walker

10a. Matters referred from November 19, 2018 work session and November 20, 2018, pre council meeting. None.

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

- 1. **First Reading** of an ordinance to amend FY 2018 Operating Budget. *(No action required by Council.)*
- 2. **First Reading** of an ordinance to amend FY 2019 Operating Budget. *(No action required by Council.)*

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

- 1. Resolution for GEFA Loan Modification – Ms. B. King. Administration recommended approval of a GEFA loan modification to increase the loan for the Water Treatment Plants and wells for additional funding for a total of \$11,250,000.00.

Adopted Resolution 2018-77 to approve the GEFA loan modification for the Water Treatment Plant and Wells for a total of \$11,250,000.00. Council Member Jackson moved to adopt the resolution as submitted; Council Member Bynum-Grace seconded and the motion carried unanimously. *(Resolution 2018-77 has been entered into the City's official book of record.)*

- 2. Resolution ratifying the Declaration of Local Emergency – Mr. L. Gilmour. Administration recommended authorization to approve in order to receive funding for Hurricane Michael.

Adopted Resolution 2018-78 to ratify the Declaration of Local Emergency (FEMA) to receive funding for Hurricane Michael. Council Member Jackson moved to adopt the resolution as submitted; Council Member Jones seconded and the motion carried unanimously. *(Resolution 2018-78 has been entered into the City's official book of record.)*

- 3. Resolution renaming certain streets – Mr. B. Wood. Mr. Wood recommended approval of renaming certain sections of US Hwy 341 due to GDOT rerouting. The GDOT is going to be changing US 341 route, shifting the route onto Perry Parkway, therefore, the south portion will be renamed Main Street and the north portion will be renamed Sam Nunn Blvd.

Adopted Resolution 2018-79 renaming certain street on US Hwy 341. Council Member King moved to adopt the resolution as submitted; Council Member Hunt seconded and the motion carried unanimously. (*Resolution 2018-79 has been entered into the City's official book of record.*)

4. Resolution to amend stormwater utility fee – Mr. Lee Gilmour. Administration recommended increasing the stormwater utility fee to meet the obligations per State regulations.

Adopted Resolution 2018-80 amending the stormwater utility fee. Council Member Bynum-Grace moved to adopt the resolution as submitted; Council Member King seconded and the motion carried unanimously. (*Resolution 2018-80 has been entered into the City's official book of record.*)

- 10d. Consider extending moratorium for tiny houses for an additional ninety days – Mr. Wood presented to Council the request to extend the current moratorium for tiny houses for an additional ninety days. This item is scheduled to go before the Planning Commission at its December meeting and to be brought back to Council at its January meeting.

Adopted Resolution 2018-81 extending the moratorium for tiny houses for an additional ninety days. Council Member Hunt motioned to adopt a resolution to extend the moratorium for tiny houses for an additional ninety days; Council Member Jones seconded the motion and it carried unanimously. (*Resolution 2018-81 has been entered into the City's official book of record.*)

- 10e. Petition for Special Exception Application No. SE-18-05. Mr. B. Wood reviewed the request for the Special Exception with the conditions previously outlined in the public hearing. Council Member King motioned to approve the petition with the conditions; Council Member Hunt seconded the motion and it carried unanimously.
- 10f. Petition for Special Exception Application No. SE-18-06. Mr. B. Wood reviewed the request for the Special Exception with the conditions previously outlined in the public hearing. Council Member Jones motioned to approve the petition with the conditions; Council Member Bynum-Grace seconded the motion and it carried unanimously.
- 10g. Fire headquarters remediation. Mr. Gilmour reviewed with Council the current issues at fire headquarters. They are as follows: Bats and mold and revamp or redo HVAC system. Administration recommended authorization to proceed with funding coming from SPLOST 18. Council Member Jones motioned to authorize to proceed with remediation for fire headquarters. Council Member King seconded the motion and it carried unanimously.
- 10h. Affirm agreement with Downtown Development Authority. Ms. Harding reviewed a request from the DDA to have a signed agreement with the City for a loan up to \$200,000 for DDA to purchase the old theater. Council Member

King motioned to approve the request for a written agreement between the City of Perry and DDA for a loan up to \$200,000 for DDA to purchase the old theater. Council Member Jones seconded the motion and it carried unanimously.

11. Council Members Items:

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

Mr. Gilmour and Attorney Waters had no reports.

12. Department Heads/Staff Items:

Ms. King, Mr. Wood, Ms. Palmer, Ms. Hardin, Chief Lynn, Chief Parker and Mr. Dye had no reports

13. General Public Items: None

14. Mayor Pro Tempore Randall Walker items:

- Wished everyone a Happy Thanksgiving and safe travels.
- Don't forget Small Business Saturday, November 24, 2018. You will have a chance to win \$300.00 downtown bucks with the passport program. Pickup your passport and visit 12 downtown business and drop off your passport to be entered in drawing.

15. Adjourn. There being no further business to come before Council in regular meeting held November 20, 2018, Council Member Hunt motioned to adjourn the meeting at 6:45 p.m.; Council Member Jackson seconded the motion and it carried unanimously.



MEMORANDUM

TO: Lee Gilmour, City Manager
FROM: Brenda King, *BK* Director of Administration
DATE: November 29, 2018
SUBJECT: Recommendation of Award
Bid #2019-09
Description: Patrol vehicles for Police Department – Quantity 5
FUND: Lease Purchase

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Brannen Motor Company – Unadilla GA	2020 Ford Interceptor	\$37,145.00 per vehicle \$185,725.00
Wade Ford – Smyrna GA	2020 Ford Interceptor	\$35,921.00 per vehicle \$179,605.00


Department recommendation: Award the bid in the amount of \$35,921.00 per vehicle to Wade Ford.



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**PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police**

MEMORANDUM

TO: Brenda King, Director of Administration
FROM: Chief Steve Lynn 
DATE: November 29, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2019-09**

In reference to the bids for five patrol Ford Utility Vehicles, the low bid was in the amount of \$35,921.00 from Wade Ford. Brannen Motor Company's bid was in the amount of \$37,145.00. The other bids are as follows:

We recommend accepting the low bid of \$35,921.00 from Wade Ford.

Please let me know should you have any questions.

SDL/jsd



MEMORANDUM

TO: Lee Gilmour, City Manager
FROM: Brenda King, *BK* Director of Administration
DATE: November 29, 2018
SUBJECT: Recommendation of Award
Bid #2019-10

Description: Purchase of Hydraulic Mower

FUND: Lease Purchase

Vendor	Model	Bid Amount
Flint Construction & Forestry – Macon GA	Alamo Falcon 10	\$28,408.70

Department recommendation: Award bid in the amount of \$28,408.70 to Flint Construction & Forestry, Macon GA.

Alamo Falcon 10 bid recommendation

29-Nov-18

The bid sent in by Flint Equipment, for the purchase of a single wing hydraulic mower, met all specifications.

It is my recommendation to purchase this unit.

\$28,408.70 is the cost, and was the only bid received.

Bob Taylor

Vehicle Maintenance Manager

988-2883



MEMORANDUM

TO: Lee Gilmour, City Manager

FROM: Brenda King, Director of Administration

DATE: November 29, 2018

SUBJECT: Recommendation of Award
Bid #2019-11

Description: Utility vehicle for Police Department Criminal Investigation Division

FUND: Lease Purchase

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Brannen Motor Company – Unadilla GA	2020 Ford Interceptor	\$37,145.00
Wade Ford – Smyrna GA	2020 Ford Interceptor	\$37,047.00

Department recommendation: Award the bid in the amount of \$37,047.00 to Wade Ford.



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PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

MEMORANDUM

TO: Brenda King, Director of Administration
FROM: Chief Steve Lynn 
DATE: November 29, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2019-011**

In reference to the bids for the CID Utility Vehicle, the low bid was in the amount of \$37,047.00 from Wade Ford. Brannen Motor Company's bid was in the amount of \$37,145.00.

We recommend accepting the low bid of \$37,047.00 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: November 29, 2018
SUBJECT: Recommendation of Award
Bid #2019-12

Description: Full size SSV utility vehicle for Police Department Criminal Investigation Division

FUND: Lease Purchase

<u>Vendor</u>	<u>Model</u>	<u>Bid Amount</u>
Brannen Motor Company – Unadilla GA	2019 Ford Expedition	\$40,145.00
Wade Ford – Smyrna GA	2019 Ford Expedition	\$42,740.00
Perry Ford, Perry GA	2019 Ford Expedition	\$40,750.68
Hamby Automotive, Perry GA	2019 Tahoe	\$38,892.00

Department recommendation: Award the bid in the amount of \$40,750.68 to Perry 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: November 29, 2018
RE: **POLICE DEPARTMENT VEHICLE BIDS – FY2019-12**

In reference to the bids for the one SSV full size Utility Vehicle, bids were received as follows:

- Wade Ford – 2019 Expedition in the amount of \$42,740.00
- Hamby Automotive – 2019 Tahoe in the amount of \$38,892.20
- Brannen Motor – 2019 Expedition in the amount of \$40,145.00
- Perry Ford – 2019 Expedition in the amount of \$40,750.68

We recommend accepting the bid of \$40,750.68 from Perry Ford. Although Hamby Automotive had the lowest bid price, they nor Brannen Motor could meet the minimum specifications.

Please let me know should you have any questions.

SDL/jsd



Where Georgia comes together.

Department of Community Development

TO: Lee Gilmour, City Manager
CC: Bryan Wood, Community Director
FROM: Chad McMurrian, Lead Engineering Technician
DATE: November 29, 2018
SUBJECT: Striping bids for Five(5) City Streets.

The attached bid package was submitted to Mid State Construction and Striping, Inc. and Mid-State Striping, Inc. The Bid package included striping of the following streets.

- Inverness Drive – Collector Street, recommended by staff.
- James Street – Requested and recommended by staff.
- Limerock Pkwy – Collector Street, recommended by staff.
- Thompson Road – Collector Street, recommended by staff.
- West Perry Pkwy - Requested and recommended by staff.

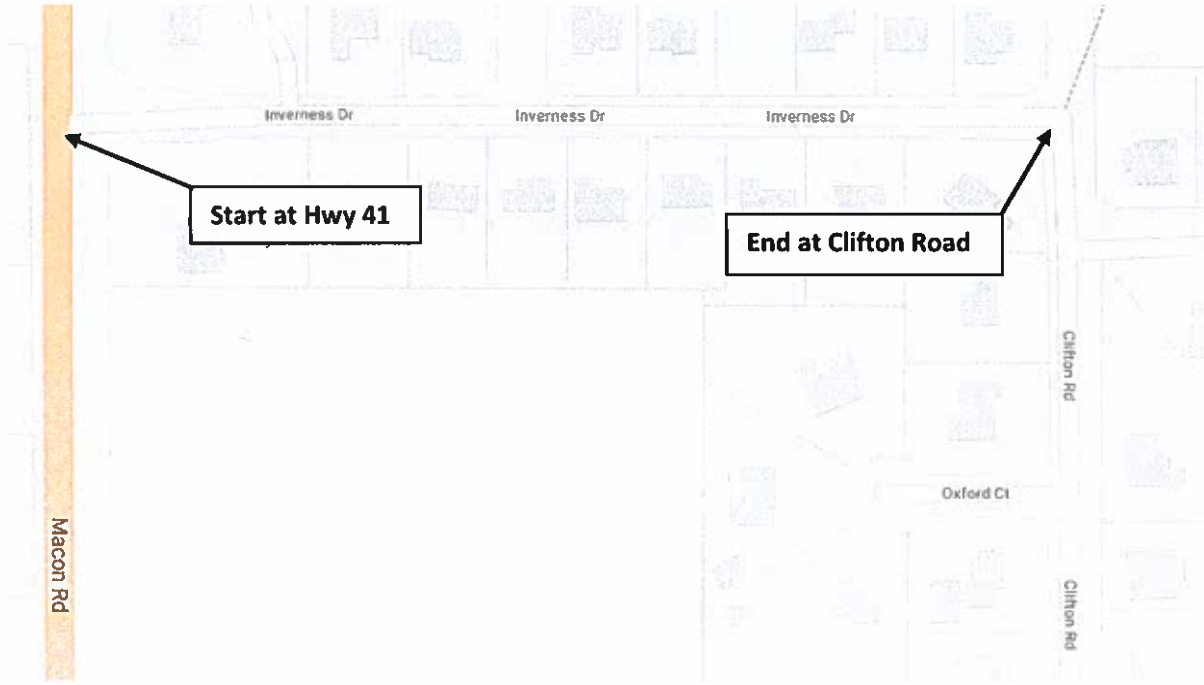
Please find the following quotes attached:

- | | | |
|---|---------------|--------------------|
| 1. Mid State Construction and Striping, Inc. | Quote: | \$12,720.08 |
| 2. Mid-State Striping, Inc. | Quote: | \$13,731.42 |

Staff recommends awarding Mid State Construction and Striping, Inc. this striping project in the amount of \$12,720.

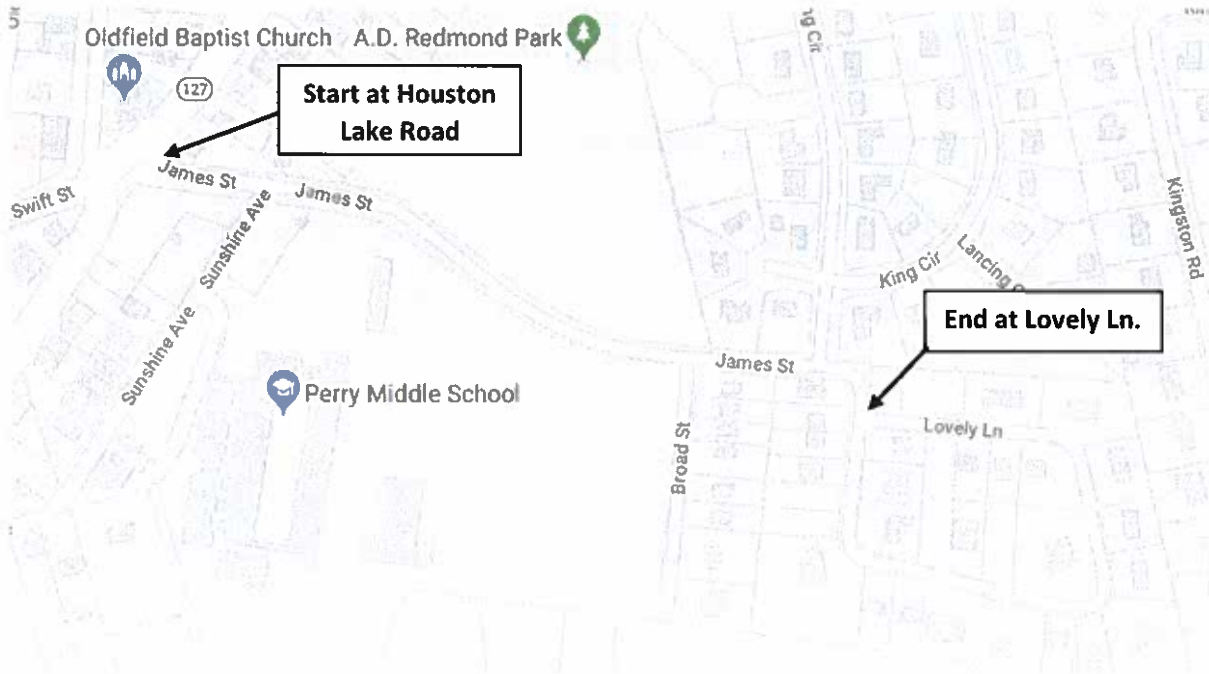
Num	Item #	Description	Unit	Total Quantity	Unit Price	Total Price
		Length				
1	652-2501	Solid Traffic Stripe, 5" White	LF	31,529		
2	652-2502	Solid Traffic Stripe, 5" Yellow	LF	35,234		
3	652-3501	Skip Traffic Stripe, 5" White	LF	19,700		
4	653-1704	Thermo Traffic Stripe, 24" White	LF	53		
					Total	

**City of Perry
2018 Striping
Inverness Dr.**



**2,412 LF of 5" Solid White Stripe
2,518 LF of 5" Solid Yellow Stripe**

**City of Perry
2018 Striping
James St.**



**2,774 LF of 5" Solid Yellow Stripe
14 LF of Thermo 24" White Stripe**

**City of Perry
2018 Striping
Limerock Pkwy**



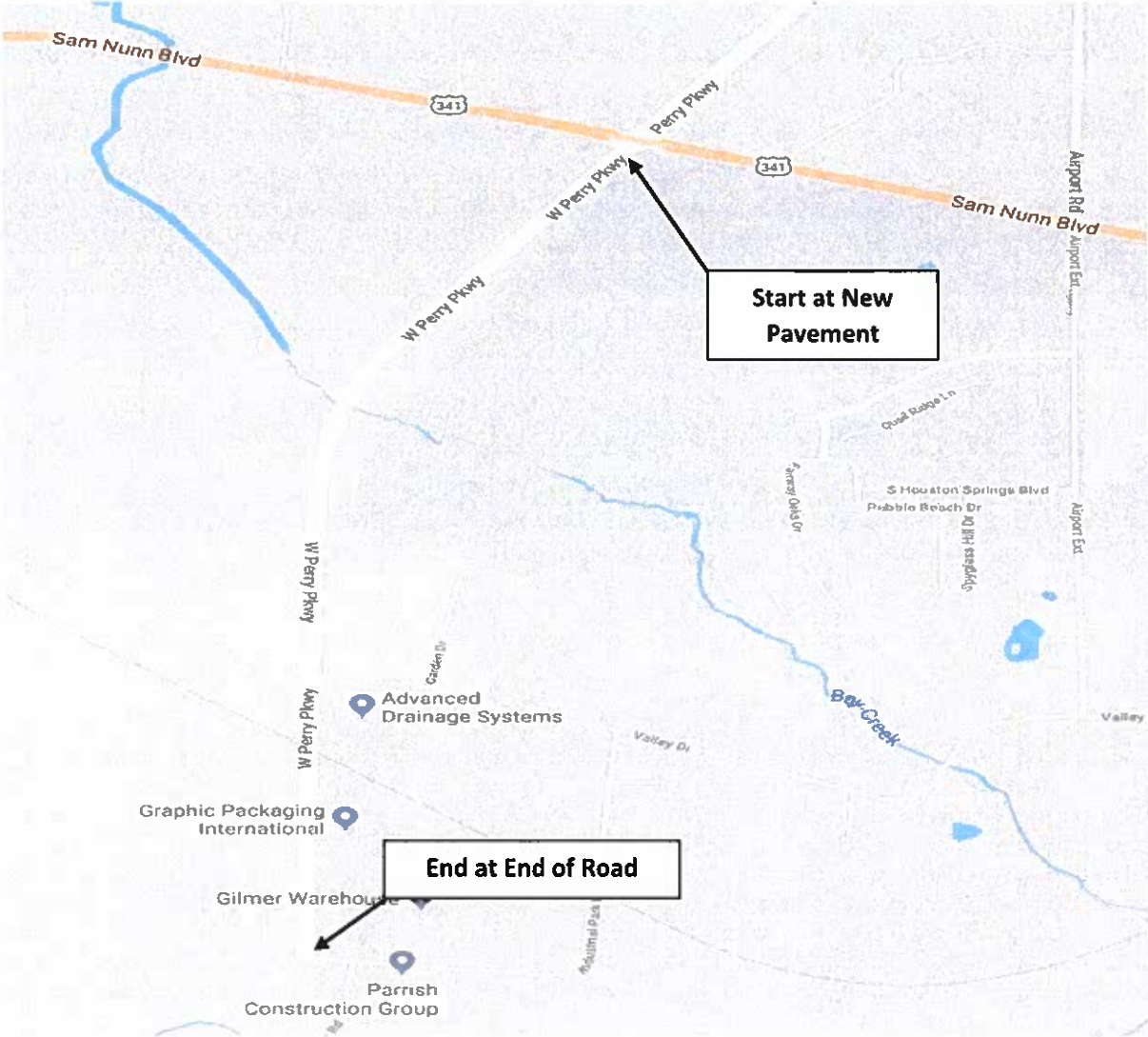
**6,000 LF of 5" Solid White Stripe
6,200 LF of 5" Solid Yellow Stripe
14 LF of Thermo 24" White Stripe**

**City of Perry
2018 Striping
Thompson Road**



**4,042 LF of 5" Solid White Stripe
4,042 LF of 5" Solid Yellow Stripe
25 LF of Thermo 24" White Stripe**

**City of Perry
2018 Striping
West Perry Pkwy**



**19,075 LF of 5" Solid White Stripe
19,700 LF of 5" Solid Yellow Stripe
19,700 LF of 5" Skip White Stripe**

Note: Edge Lines and Center Lines Only

Mid State Construction & Stripeing, Inc.

QUOTATION

P.O. Box 1571
 Perry, Georgia 31069
 Phone:478-987-2125 Fax:478-987-6919

DATE
11/19/2018

CITY OF PERRY
 VARIOUS LOCATIONS

COUNTY

Line #	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	Total
	5" solid white paint	LF	31,529	0.16	5,044.64
	5" solid yellow paint	LF	35,234	0.16	5,637.44
	5" skip white in paint	GLF	19,700	0.09	1,773.00
	24 " solid white thermoplastic	LF	53	5.00	265.00
	If Mid State Construction & Stripeing, Inc. is selected to do the work described above, then all pages of this bid must be attached to the subcontract and becomes part of said contract.				0.00
				0.00	0.00

Estimating:Mark - mmassey@midstatecs.com Scheduling:Scot - scarnley@midstatecs.com	\$12,720.08
	Total \$12,720.08



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City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name: The Perry Buzzard Drop
Name of individual representing sponsor organization: Haley Myers, Special Events Coordinator
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? Partnership with the Perry Arts Commission
Contact person on site for day of event: Haley Myers & Bill O'Neal
Cell phone: 478-508-6326
Is this a first time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If held before, when and where? Historic Downtown, Perry GA

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert/Music <input type="checkbox"/> Other			
* For parades, races and block parties, please, request the event applications specific to those events.			
If other, specify:			
Event title: The City of Perry Buzzard Drop			
Event date: 12/31/18 & 1/1/19			
Event hours:	Start:	6PM	End: 12:30 AM
Set-up:	Date:	12/31/18	Time: 8AM
Break down:	Date:	1/1/19	Time: 12PM
Expected attendance:	Participants:	1200+	Spectators:

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 year's event will be similar as years passed! However, a few additions are an Ice Skating rink located at the city public parking lot at main and ball. Ice Skating will be \$3 for children and \$5 for adults. Perry Volunteers will be collecting the money for the ice skating rink and distributing tickets as a fundraiser for next year's Buzzard Drop. The Ice Skating rink will also be open on 1/1/19 from 11AM-5PM. A "Kiddy Countdown" will take place at 7:55 and celebrated at 8PM for any children wanting to participate. Live entertainment from Southside Station (a Zac Brown Cover Band) will take place beginning at 9PM and our traditional countdown to the New Year will close out the night.

Examples of the synthetic Ice Rink, it's documentation, etc. has been provided in this event application along with information about our alcohol vendors, etc.

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? Yes No

If yes, describe:

Alcohol, food, ice skating etc.

Will event have amplified sound? Yes No

If yes, describe: Buddy Lovell will be providing sound services for the band & house music.

Is the event free to the public? Yes No

Will vendors cook or heat food? Yes No

If yes, describe: Some food trucks may be apart of this event, Bodega Brew will be doing waffles.

Will any areas be fenced off or barricaded? Yes No

If yes, describe: All intersections involved in street closures.

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:

Southside Station - Highway 20 Ride/Zac Brown cover band. Amplified music will be played over a PA system before their performance at 9PM.

<https://www.bookece.com/artist/southside-station>

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 (N/A - using city insurance for city 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:

Beer, wine & champagne will be sold at this event by our usual alcohol vendors - Just Tap'd & Bodega Brew. Their information is attached.

* 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:		
Street: Carroll Street	Between: Marion	and: Washington
Street: Jernigan Street	Between: Main	and: Commerce
Street: Ball Street	Between: Main	and: Commerce
Street: City parking lot at Main & Ball Street	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
When are you requesting the street closure(s)? 12PM, 12/31/18		
Why are you requesting the street closure(s)? To place the stage & prep the tower/decor		
Type of street closure: <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Rolling		
If event includes a parade, describe the parade route: *No streets will need to be closed on 1/1/19 for Skating Rink because it will be in the city public parking lot at Main & Ball.		
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: We will email & send out a letter explaining event details & event layout two weeks prior to this event. Email communication can happen ASAP.		

Restroom Facilities

Will event organizer provide portable restroom facilities? Yes No

The Restroom trailer, 6 regular restrooms, and 2 handicap will be placed downtown. Restrooms will be picked up early AM 1/2/19.

Tram/Shuttle Plan

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

How many trams/shuttles will be required? 1

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

Officer Buck will be providing transportation for community members within the Perry City limits at the end of the event who may need a safe alternative home. He will be using the Parks & Rec van. All personnell have beene notified and will have the shuttle prepped and ready for Captain Buck.

Please, describe your parking plan:

Public parking & lots available downtown.

Sanitation

Describe your clean-up plan for during and after the event:

Trash receptacles will be placed strategically throughout downtown and all streets will be swept post event.

Electricity and Water

Will your event require access to electricity? Yes No

If so, where? Intersection of Jernigan & Carroll street

What electrical load will you require?

We are requesting the usual electrical load for the stage that we use every year.

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: TBD by Chief Lynn & Major Phelps

Total hours for officers requested:

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

TBD by Chief Parker

*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 Halcy Myers / City of Perry (Special event organizer/applicant) to utilize the sites(s) known as Downtown Perry 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: Halcy Myers

Name, signature and stamp of Notary Public: Annie Warren

Date: November 19, 2019



ANNIE WARREN
NOTARY PUBLIC
HOUSTON COUNTY, STATE OF GEORGIA
MY COMMISSION EXPIRES 09-10-2021

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: Halcy Myers

Signature: Halcy Myers

Date: 11/27/19

- 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) 988-2705 (fax)
annie.warren@perry-ga.gov

Hand-deliver application to:
City Clerk at
Perry City Hall
1211 Washington Street
Perry, GA 31069

OR

For more information, please, call (478) 988-2736.

Alcohol Permit Information

<p>* 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.</p> <p>* Event organizer will stop alcohol service one hour before the scheduled end of the event.</p>
<p>Does your event involve the sale of alcoholic beverages? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, describe: <i>wine, beer</i></p>
<p>* 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.</p>
<p>Name of business serving alcohol: <i>Bodega Brew</i></p>
<p>Street address of business serving alcohol: <i>1025 Ball St.</i></p>
<p>City/State/Zip Code: <i>Perry GA 31069</i></p>
<p>Mailing address if different from above: <i>Ecobpa</i></p>
<p>Cell phone: <i>478-224-3499</i></p>
<p>Email address: <i>jodi@bodegabrew.com</i></p>
<p>Name of licensee: <i>Freeday DBA Bodega Brew</i> License number: <i>0089694</i></p>
<p>Is a copy of the licensee's alcohol license attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Hours alcohol will be served at event: <i>5-9pm</i></p>
<p>Is alcohol serving area open to public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is this an open container request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is current alcohol liability insurance policy naming City of Perry as additional insured attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is a copy of the special event alcohol permit from the City of Perry Police Department attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Terms & Conditions:</p> <p>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</p>

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: Jodi A Daley Date: 11/27/18

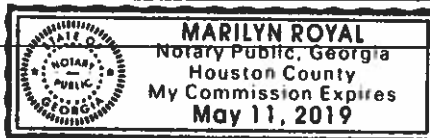
Licensee's signature: Jodi A Daley AW

Sworn and attested before me on this 28 day of November, 20 18

Signature of special event organizer/applicant:

Name, signature and stamp of Notary Public:

Marilyn Royal



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



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:** 11/29/18
2. **Organization Requesting Permit:** The City of Perry
3. **Organization Address:** 1211 Washington Street, PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Haley Myers

Signature: _____

Cell Phone: 478.508.6326 **Work Phone:** 478.988.2761

Email: haley.myers@perry-ga.gov

5. **Name of Organization Serving Alcoholic Beverage:** Bodega Brew

6. **Name of Alcoholic Beverage License Holder:** Freeday LLC DBA Bodega Brew

7. **Permit Expiration Date:** 12/31/18

8. **Description of Special Event:** The Perry Buzzard Drop

9. **Location of Event:** Downtown Perry

10. **Estimated Number of Attendees:** 1,200+

11. Event Start Date & Time: December 31, 2018 at 6pm

12. Event End Date & Time: January 1st, 2019 at 12:15am

13. Number of Off-Duty Officers Requested: _____

(NOTE: Perry PD will determine the actual number of officers required.)

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

List of Notifications: Mailing will be sent to all downtown businesses/churches 2 weeks prior.

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

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 x

c. Distilled Liquor by the drink n/a

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid ___ Not Paid ___

NOTE: Will request waiver by City Council of fee

Recommended by Chief of Police: _____ Date: _____

Not Recommended by Chief of Police: _____ Date: _____

Lee Gilmour, City Manager Date: _____

Council Approval Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER WENDY J JOHNSON (24350) 1023 BALL ST PERRY, GA 31069-0000	CONTACT NAME: WENDY J JOHNSON PHONE (A/C No. Ext): 478-333-2384 FAX (A/C No.): 478-333-7021 E-MAIL ADDRESS: WENDY.JOHNSON@COUNTRYFINANCIAL.COM
	INSURER(S) AFFORDING COVERAGE
INSURED 8829777 FREEDAY LLC DBA BODEGA BREW 1025 BALL ST PERRY, GA 31089	INSURER A: COUNTRY Mutual Insurance Company NAIC # 20990
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER (INSR. NO.)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BUSINESSOWNERS GENL. AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		GM9259329	4/4/2018	4/4/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		GM9259329 Covered on Businessowners	4/4/2018	4/4/2019	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	LIQUOR LIABILITY		GM9259329	4/4/2018	4/4/2019	EACH COMMON CAUSE \$ 1,000,000 AGGREGATE \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
POLICY INFORMATION
 HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE \$100,000 EACH OCCURRENCE SUBJECT TO A \$100,000 AGGREGATE LIMIT

CERTIFICATE HOLDER CITY OF PERRY 1211 WASHINGTON STREET PERRY, GA 31069	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

POST IN A CONSPICUOUS PLACE

ACCOUNT #: 5137

2018

CITY OF PERRY
P.O. BOX 2030
PERRY, GEORGIA 31069
PHONE (478) 988-2740 FAX (478) 988-2748



Where Georgia comes together.

ALCOHOLIC BEVERAGE LICENSE

FREEDAY LLC
DBA BODEGA BREW
1025 BALL ST
PERRY GA 31069

Certificate No.: 2018-5137

Date of Issue: 1/26/2018

JODI DALEY
Manager/Owner

The above listed person has met the requirements of Chapter 3 of the Perry Code of Ordinance and is hereby authorized to sell, offer for sale or furnish to others, alcoholic beverages subject to the conditions of 18a ordinance relative to:

BEER & WINE ON PREMISES

This Certificate Expires On December 31, 2018.

ANNA NELSON
Inspector

This certificate is not transferable and is subject to be revoked if abused.

CITY OF PERRY
P.O. BOX 2030
PERRY, GEORGIA 31069
PHONE (478) 988-2740

—RECEIPT—

Fee Description		Fee Amount
NEW ALCOHOL ADMIN FEE	0.00	115.00
BEER & WINE ON PREMISES	0.00	565.00
ALCOHOLIC BEVERAGES CATERED	0.00	350.00
BEER & WINE PACKAGED TO GO	0.00	565.00
Penalties		\$ 0.00
Total Fees		\$ 1,595.00

Your Business License for the period January 26, 2018 - December 31, 2018 is attached

Total Fees paid for this year are \$ 1,480.00

FREEDAY LLC DBA BODEGA BREW
1025 BALL ST
PERRY GA 31069

Alcohol Permit Information

<p>* 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.</p> <p>* Event organizer will stop alcohol service one hour before the scheduled end of the event.</p>	
Does your event involve the sale of alcoholic beverages? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe: <u>Beer</u>	
<p>* 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.</p>	
Name of business serving alcohol: <u>Just Tap'd - WR</u>	
Street address of business serving alcohol: <u>3123 Watson Blvd</u>	
City/State/Zip Code: <u>Warner Robins Ga</u>	
Mailing address if different from above:	
Cell phone: <u>478-334-0301</u>	
Email address: <u>MK.justtapt@gmail.com</u>	
Name of licensee: <u>MK Budenski</u> License number:	
Is a copy of the licensee's alcohol license attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hours alcohol will be served at event: <u>6pm-12:15 Am</u>	
Is alcohol serving area open to public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is this an open container request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is current alcohol liability insurance policy naming City of Perry as additional insured attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a copy of the special event alcohol permit from the City of Perry Police Department attached? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

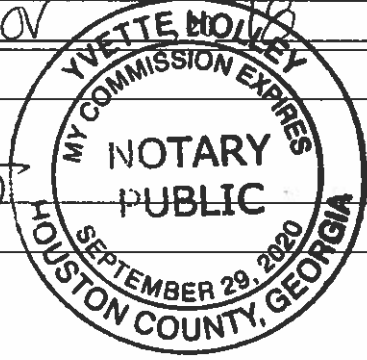
Licensee's name: MK Budenski Date: 29 Nov 18

Licensee's signature: MK Budenski

Sworn and attested before me on this 29 day of NOV

Signature of special event organizer/applicant: [Signature]

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



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



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:** 11/29/18
2. **Organization Requesting Permit:** The City of Perry
3. **Organization Address:** 1211 Washington Street, PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Haley Myers

Signature: _____

Cell Phone: 478.508.6326 **Work Phone:** 478.988.2761

Email: haley.myers@perry-ga.gov

5. **Name of Organization Serving Alcoholic Beverage:** Just Tap'd

6. **Name of Alcoholic Beverage License Holder:** Dana & Jayme Jimenez

7. **Permit Expiration Date:** 12/31/18

8. **Description of Special Event:** The Perry Buzzard Drop

9. **Location of Event:** Downtown Perry

10. **Estimated Number of Attendees:** 1,200+

11. Event Start Date & Time: December 31, 2018 at 6pm

12. Event End Date & Time: January 1st, 2019 at 12:15am

13. Number of Off-Duty Officers Requested: _____

(NOTE: Perry PD will determine the actual number of officers required.)

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

List of Notifications: Mailing will be sent to all downtown businesses/churches 2 weeks prior.

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

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 x

c. Distilled Liquor by the drink n/a

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid ___ Not Paid ___

NOTE: Will request waiver by City Council of fee

Recommended by Chief of Police: _____ Date: _____

Not Recommended by Chief of Police: _____ Date: _____

Lee Gilmour, City Manager Date: _____

Council Approval Date: _____

CITY OF WARNER ROBINS BUSINESS LICENSE

No. 180747

DATE: 1/11/2017 Reprinted On 2/20/2018

This is to certify that: JUST TAP'D

In consideration of payment of license fee is hereby authorized to carry on the following business, profession or occupation, to-wit:

At: 3123 WATSON BLVD

Type of Business:

Expiration Date: 12/31/2018

This License may be revoked at any time

JIMENEZ DANA & JAYME
JUST TAP'D
3123 WATSON BLVD
WARNER ROBINS GA 31093-

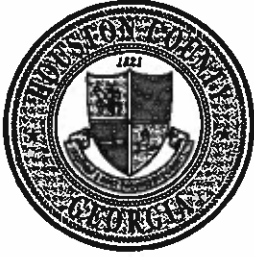
City Clerk's Office

DISPLAY IN A CONSPICUOUS PLACE

Not Transferable

No. 1

DATE:



**HOUSTON COUNTY
PUBLIC WORKS DEPARTMENT**

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 • Fax (478) 988-8007

9 October 2018

Mr. Lee Gilmour
City Manager
City of Perry
P.O. Box 2030
Perry, GA 31069

Re: Use of General Government Building Grounds - 2018 Buzzard Drop

Dear Mr. Gilmour,

The use of the lawn of the former courthouse on Monday, December 31, 2018 to hold the 2018 Buzzard Drop is authorized as requested.

The occupants of the government building have been advised of the activities.

Sincerely,

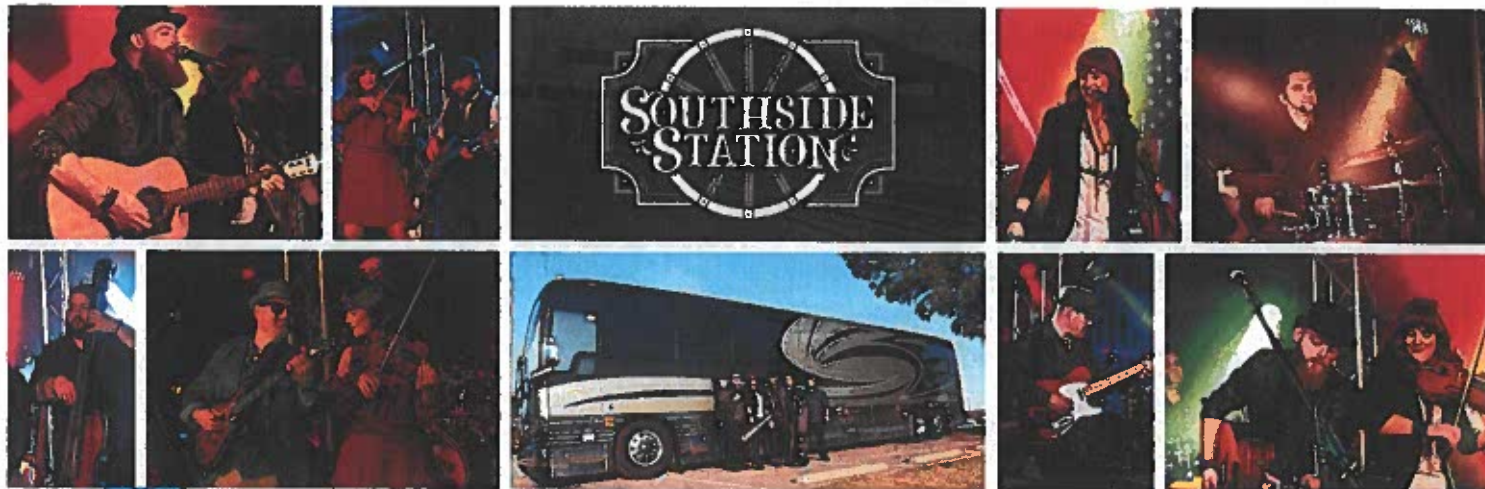
Robbie Dunbar
Director of Operations

Copy: Michael Phillips, Building Maintenance Supervisor
Government Building: Beverly Nable, Board of Elections
Mary Branch, NRCS
Brandi McGmagill, County Extension Office



2018 Buzzard Drop Sponsors

The Perry Arts Commission
Bryant Engineering
State Bank & Trust Co.
Holiday Inn Express
Dr. Michael Kinsley, DMD
McLeod Surveying
ESG Operations Inc.
Bodega Brew
O'Neal Insurance
Mid State RV
Ace Hardware

MEET | **SOUTHSIDE STATION**

ECE Exclusive

INTERESTED IN SOUTHSIDE STATION?ADD TO FAVORITES [INQUIRE NOW \(/REQUEST_MORE.PHP?ARTID=12955\)](/REQUEST_MORE.PHP?ARTID=12955)**QUICK FACTS****SIZE:** ⑦

5 pieces: lead/banjo, bass/upright bass, fiddle/mandolin, acoustic guitar, drums/harmonica, five lead singers, lead guitar.

PRICE RANGE:

Call for Pricing

ELEMENTS:

Additional Horn(s) Available

Additional Instruments Available

Both Male + Female Vocalist(s)

Ceremony Music

Cocktail Hour/Dinner Music

Offers Continuous Live Music

ARTIST BIO

The decision to figure out what band to choose for your event can be overwhelming. You want something different and not the same bands you have seen at countless weddings, private parties or corporate events, right? Meet Southside Station, a year long effort to create just that...something different.

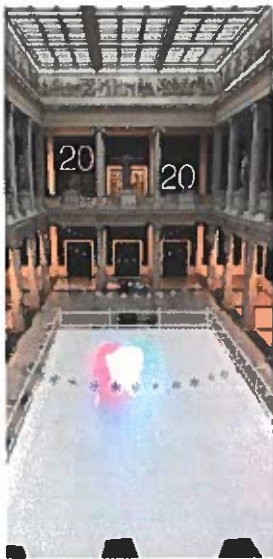
- A five piece band featuring five lead vocalists
- Multi-talented musicians playing acoustic guitar, lead guitar, bass, fiddle, banjo, mandolin, upright bass, harmonica and drums.
- A unique song list of legendary dance hits, rock, country, yacht rock and singer song writer hits.
- Completely customizable for your event from song selection to costumes to size of band
- Ability to add additional musicians such as keyboards , percussion and horns.
- Ability to perform as solo, duo or trio for ceremony music, cocktail hour or dinner set
- Ability to perform non-stop show!
- Incredible attention to detail working with you weeks before your event and day of show
- Veteran musicians that have played with Charlie Daniels, ZZ Top, Styx, Foreigner, Jimmy Buffett, Sara Evans, Sheryl Crow and many more.
- Also the # 1 Zac Brown Tribute in the country called 20 Ride.

So, if its something fresh and different you are looking for your wedding, private party, festival or corporate event, you've just read ten (10) good reasons to book Southside Station!

VIDEO GALLERY

Southside Station

Examples of Synthetic Ice Skating Rink from All Year Galaxy Sports



Skating Rink Operator/2 Personnel and Ice Skates Included with Rink Rental.
Each Participant does sign a waiver to skate.

Waiver and Release of Liability
Description and location of event:
Ice rink activities, skating on the synthetic ice
Release signed by each participant

I, (signed participant), acknowledge that I have voluntarily applied to participate in the following activities at the All Year Sports Galaxy and The City of Perry/Perry Buzzard Drop Ice rink skating activities. I am aware that these activities are hazardous activities and that I could be seriously injured or even killed. I am voluntarily participating in these activities with knowledge of the danger involved, and agree to assume any and all risks of bodily injury, death or property damage, whether those risks are known or unknown. I represent that I understand the nature of figure skating activities and that I am qualified, in good health and in proper physical condition to participate in such activities. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the activity. I VERIFY THIS STATEMENT BY PLACING MY SIGNATURE AT THE BOTTOM OF THIS STATEMENT OR OTHER SIDE OF THIS DOCUMENT.

As consideration for being permitted by The City of Perry/Perry Buzzard Drop and All Year Sports Galaxy, LLC, to participate in these activities and use the event premises and facilities, I forever release and covenant not to sue the event coordinators – Lake City Creative Alliance _All Year Sports Galaxy, LLC, any event affiliated organizations, and their respective directors, officers, employees, volunteers, agents, contractors, and representatives (collectively “Releasees”) from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, arising out of or related to (i) my participation in these activities, (ii) any negligent acts, whether directly connected to these activities or not, and however caused, by any Releasee, any (iii) the condition of the premises where these activities occur, whether or not I am then participating in the activities. I also agree that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representative will not make a claim against, sue or attach the property of any Releasee in connection with any of the matters covered by the foregoing release.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE EVENT COORDINATORS, THE LESSOR, AND SIGN IT OF MY OWN FREE WILL. If signed by Parent or Guardian: I verify that the dangers of the activities and the significance of this Release and Waiver were explained to Participant and that Participant understood them.

Printed Name of Participant _____

Date _____

Signature of Participant or Parent/Guardian of Participant _____

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: