



Where Georgia comes together.

REGULAR MEETING OF THE PERRY CITY COUNCIL  
December 18, 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. 2019 United Way Campaign – Mrs. C. Houser
5. Appointments to Boards/Commissions/Authorities: Mayor James E. Faircloth, Jr.
  - 5a. Mayor Pro Tempore Randall Walker
    - Perry Public Facilities Authority
6. Citizens with Input:
7. Review of Minutes: Mayor James E. Faircloth, Jr.
  - 7a. Council's Consideration – Minutes of the December 3, 2018 work session, December 4, 2018 pre council meeting, and December 4, 2018 council meeting.
8. Old Business: Mayor James E. Faircloth, Jr.
  - 8a. Mayor James E. Faircloth, Jr.
  - 8b. Council Members
  - 8c. City Manager Lee Gilmour
  - 8d. Assistant City Manager Robert Smith
  - 8e. City Attorney
9. New Business: Mayor James E. Faircloth, Jr.
  - 9a. Matters referred from December 17, 2018 work session and December 18, 2018 pre council meeting.
  - 9b. Ordinance for First Reading / Second Reading and Adoption:
    1. Ordinance amending alcohol beverage license distances in downtown district – Mr. L. Gilmour.

9c. Consider award of construction management services proposal – Mr. L. Gilmour.

9d. Declaring certain equipment surplus – Chief S. Lynn.

9e. Special Events Application(s): Ms. A. Hardin

1. The Perry Lions Club in partnership with the Perry Area Convention and Visitors Bureau will be hosting the annual Peaches to Beaches Yard Sale on Friday and Saturday, March 8 & 9, 2019.

Street closure(s) requested:

- Main Street between Jernigan Street and Ball Street
- Jernigan Street between Carroll Street and Main Street
- City Parking Lot between Main Street and Ball Street

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

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

1. Resolution to name city park – Mr. L. Gilmour.
2. Resolution authorizing the Mayor, City Manager and/or City Clerk to execute required documents for lease purchase financing of 2019 vehicles and equipment – Ms. B. King.

11. Council Members Items:

12. Department Heads/Staff Items:

13. General Public Items:

14. Mayor Items:

15. Adjourn.



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**MEMORANDUM**

**TO:** Mayor/Council  
**FROM:** Cyndi Houser, Executive Secretary  
**DATE:** December 12, 2018  
**REFERENCE:** United Way 2019 Campaign

The 2019 United Way Campaign was again a success with 20 employees donating \$3,576 through payroll deductions and one-time donations. As incentives, administrative employees were offered the opportunity to wear jeans/shorts and sneakers on Fridays or enter a drawing for a \$100.00 gift card for a minimum donation of \$2 per pay period. Public Safety, Department of Leisure Services and Public Works were offered the chance to enter the gift card drawing for donating at least \$2 per pay period. The majority of non-uniform wearing administrative employees chose jeans and sneakers, but four (4) employees are in the running for the gift card

It is always gratifying that our employees feel blessed enough to share with those with temporary and ongoing needs.

**MINUTES**  
**WORK SESSION MEETING**  
**OF THE PERRY CITY COUNCIL**  
**December 3, 2018**  
**5:00 P.M.**

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the work session meeting held December 3, 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 Manager Robert Smith, Assistant City Attorney Josh Waters, and Recording Clerk Joni Ary.

Departmental Staffing: Chief Steve Lynn – Police Department, Fire Chief Lee Parker – Fire and Emergency Services, Brenda King – Director of Finance, Ashley Hardin – Economic Development Director, Bryan Wood – Director of Community Development, Kevin Dye – Leisure Services Director, Fire Marshall Michael Paull – Fire and Emergency Services, Ellen Palmer - Digital Communications Manager, and Mitchell Worthington –Assistant Finance Director.

Guest(s)/Speaker(s): Ms. Susan Sharp. Mr. Mike McCrorey, Mr. Steve Capp and Ms. Garnett Long – Sunbelt Builders; Mr. Dave Cyr, Mr. Curt Eckman, Mr. Charlie Griffis and Mr. Clay Bryan – Parrish Construction.

Media: Mr. James Simpson, II – The Houston Home Journal and Sabrina Burse – 13WMAZ

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

- Mayor Pro Tempore Walker deviated from the agenda and introduced Ms. Susan Sharp to Council. Ms. Sharp presented to Council a request for assistance and guidance for opening up a scooter shop in Perry. The location requested would be the old Sinclair station. Ms. Sharp and a two person staff would assemble and sell the scooters. Mayor Pro Tempore Walker and Council thanked Ms. Sharp for her presentation and stated they would take her request under advisement.

3a. Office of City Manager.

1. Review Construction Management Services Proposals.

Mr. Gilmour stated two firms that are seeking the award for the services have agreed to go one at a time with the other firm waiting in lobby.

- a. Sunbelt Builders presentation. Mr. McCrorey, Mr. Capp and Ms. Long presented to Mayor Pro Tempore and Council their plans for the construction management services for the City's parks proposals. The proposals were for Heritage Park, Barbara Calhoun Park, Legacy Park and Crossroads Park.
- b. Parrish Construction presentation: Mr. Cyr, Mr. Griffis, Mr. Bryan and Mr. Eckman presented to Mayor Pro Tempore and Council their plans for the construction management services for the City's parks proposals. The proposals were for Heritage Park, Barbara Calhoun Park, Legacy Park and Crossroads Park.
2. Appointment of hearing officer. Mr. Gilmour reviewed with Council the recommendation to appoint Ms. Sharell Lewis for an outside hearing officer. After discussion, it was the consensus of Council to appoint Ms. Lewis as the hearing officer.
3. Review attendance of Perry Area Convention & Visitors Bureau Authority. Mr. Gilmour stated that Council's appointees should be reviewed on a quarterly basis due to lack of participation. If the appointees show 60% attendance record, they should be removed from the board. Council discussed that participation of their appointees should be set at 75% starting January 1, 2019 and if an appointee falls below the required participation level, the Council Member should be notified to speak to their appointee to find out if the appointee should be replaced or if there is a medical/personal reason they are not participating in the Board. Mr. Gilmour stated it would be the recommendation of the Administration, beginning January 1, 2019, if any Council appointees fall below the 75% participation level, the Council member for that appointee will be notified to speak with the appointee to find out what may be going on. It was the consensus of Council to proceed.

3b. Department of Economic Development

1. Review Project Tucson incentives request – 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 discussed possible incentives, but it was the consensus of Council that by doing so, it would set a precedent for new business. The recommendation of the Administration was to pick up the difference between a 1" and 3" water meter. Council has done this in the past on a case by case basis. The consensus of Council was to pick up the difference in cost between a 1" and 3" water meter installation.

4. Council Member Items:

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

Council Member King inquired about lighting request from a resident for King Boulevard cul-de-sac. Mr. Gilmour stated the City will take a look and if it complies with the City's policy for lighting it can be installed; if not, the resident will be notified that if they want lighting, they will have to pay for it. Council Member King also stated the buzzards are back. Mr. Gilmour will pass along the information to ESG Operations, Inc.

Mayor Pro Tempore Walker stated the City closed on purchasing 61+ acres from Cherokee Pines on Friday, November 30, 2018. This will be the first park for that area of Perry.

Mayor Pro Tempore Walker reviewed with Council the rescheduling of the Perry Christmas Parade. The organizers of the parade announced December 15, 2018 at 4:00 p.m. After discussion, Council stated that the organizers cannot reschedule an event without the request coming before Council; therefore, the Perry Christmas Parade will be held on December 15, 2018 at 10:00 a.m.

Mayor Pro Tempore Walker asked for an update on the heliport installation. Mr. Gilmour stated that after discussion with the Hospital Board and an Airvac representative, they are asking for waivers relative to storm water management, the pond and fire suppression. The recommendation of the Administration is to have the City install the water and sewer line under Morningside Drive to the property line. All Council members concurred to proceed with recommendation of the Administration.

5. Department Heads/Staff Items:

Attorney Waters and Ms. King, Mr. Paull, Ms. Palmer and Mr. Wood had no reports.

Mr. Dye reported that Leisure Services will be offering an adult basketball league. Registration will be December 3<sup>rd</sup> – December 8<sup>th</sup> and teams will play in January and February 2019.

Chief Lynn advised that the Police Department will be declaring an older vehicle from their fleet as surplus. The South Georgia Technical College is in need of a vehicle for their Driver's Program and their Police Academy. Chief Lynn asked Council's permission to proceed with donating the surplus vehicle to South Georgia Technical College. All Council Members concurred to proceed.

Mr. Worthington introduced himself to Council.

Chief Parker stated that the new battalion's chiefs truck was parked outside tonight for Council and public to see. He also reminded Council the Guardian Center training exercise would be tomorrow. If there are any concerns from the public about a large plume of dark smoke coming from the area near the Guardian Center, it is only a part of the exercise.

Ms. Hardin stated the position for Main Street Coordinator will be posted tomorrow. She also reminded everyone about the Holiday on Carroll on Saturday, December 1<sup>st</sup>.

Mr. Gilmour asked that Council fill out a natural gas survey form and return to him after the meeting.

Mr. Gilmour and Chief Lynn updated Council about President Trump declaring Wednesday, December 5, 2018, the official day of mourning for the passing of former President George H.W. Bush. The recommendation of the Administration was to not close the City offices unless the banks close. Council concurred with the recommendation of the Administration.

6. Adjournment: There being no further business to come before Council in the work session held on December 3, 2018, Council Member Hunt motioned to adjourn the meeting at 6:40 p.m.; Council Member Jones seconded the motion and it carried unanimously.

**MINUTES**  
**PRE COUNCIL MEETING**  
**OF THE PERRY CITY COUNCIL**  
**December 4, 2018**  
**5:00 P.M.**

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the pre council meeting held December 4, 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 E. Faircloth, Jr.

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, Assistant City Attorney Josh Waters and Recording Clerk Annie Warren.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Administration, Kevin Dye – Director of Leisure Services, Bryan Wood – Director of Community Development, Ashley Hardin – Economic Development Director, Mitchell Worthington – Assistant Finance Director and Haley Myers – Special Events Coordinator.

Guests: None

Media: None

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

3a. Discussion of December 4, 2018 council meeting agenda.

8a (1). Second Reading of an ordinance to amend FY 2018 Operating Budget. Administration stated the major factors impacting the FY 2018 Operating Budget was the purchase of land for the new city hall and health insurance.

10b (1). Bid No. 2019-09 – Five patrol vehicles for Police Department. Chief Lynn recommended the bid be awarded to Wade Ford in the amount of \$35,921.00 per a vehicle for a total amount of \$179,605.00 for five patrol vehicles.

10b (2). Bid No. 2019- 10 Hydraulic mower. Ms. King advised only one response was received and recommended awarding the bid to Flint Construction and Forestry in the amount of \$28,408.70.



10b (3). Bid No. 2019-11 Utility vehicle for Police Department Criminal Investigation Division. Chief Lynn recommended the bid be awarded to low bidder Wade Ford in the amount of \$37,047.00.

10b (4). Bid No. 2019-12 Full size SSV utility vehicle for Police Department Criminal Investigation Division. Chief Lynn recommended the bid be awarded to Perry Ford in the amount of \$40,750.68. Although Hamby Automotive had the lowest bid price, it nor Brannen Motor could meet the minimum specifications.

10b (5). Striping bids for five city streets. Mr. Wood reviewed the bids and recommended the bid be awarded to low bidder Mid State Construction and Striping, Inc. in the of \$12,720.08.

10c (1). Request from the Perry Public Arts Commission for its Annual Buzzard Drop on December 31, 2018 from 6 pm until 12:30 am. Chief advised this is a standard downtown footprint and recommended approval of the street closures and special event alcohol permit license application.

4. Council Member Items:

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

Mr. Gilmour recommended to Council to not honor Mr. Sharp's request in the downtown district. Council concurred with Administration's recommendation. Administration also recommended to Council to cancel the grant awarded to the City from the Georgia Department of Natural Resources for the Weelketa Trail extension. Council concurred with Administration's recommendation to cancel the grant.

Mr. Smith reported the Jack kiosk has been installed, and provided an update on the mold remediation.

Assistant City Attorney Waters had no report.

5. Department Head Items:

Chief Parker, Chief Lynn, Ms. King, Mr. Dye, Mr. Wood, Mr. Worthington and Ms. Warren had no reports.

Ms. Hardin reported the Antique Theater project is off the table.

Ms. Myers reminded everyone of the event Holiday on Carroll, December 8<sup>th</sup>, from 4 pm until 8 pm.

6. Adjourn: There being no further business to come before Council in the pre council meeting held December 4, 2018 Council Member Jackson motioned to adjourn the meeting at 5:36 p.m.; Council Member Hunt seconded the motion and it carried unanimously.

**MINUTES**  
**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, called to order the regular meeting of the Perry City Council held December 4, 2018 at 6:00 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 Officials Absent: Mayor James E. Faircloth, Jr.

Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, Assistant City Attorney Josh Waters and Recording Clerk Annie Warren.

City Departmental Staffing: 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, Kevin Dye – Director of Leisure Services, Ashley Hardin – Economic Development Director and Mitchell Worthington – Assistant Finance Director.

Guest(s): Family and friends of Fire Captain Kenneth Genthner and Fire Lieutenant Gerald Michel, Robbin Jackson, and Tavoris Releford.

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 Jones rendered the invocation and Council Member King led the pledge of allegiance to the flag.

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

4a. Introduction of Mitchell Worthington, Assistant Finance Director

Ms. King introduced the new Assistant Finance Director, Mitchell Worthington. Mr. Worthington advised he is looking forward to working with everyone in the City of Perry.

4b. Fire and Emergency Services: Chief L. Parker  
Kenneth Genthner promotion to Fire Captain  
Gerald Michel promotion to Fire Lieutenant

Chief Parker formally recognized Kenneth Genthner promotion to Fire Captain and Gerald Michel promotion to Fire Lieutenant by reading aloud the "Attention to Orders." Pinning of the collar brass was performed by family members of Fire Captain Genthner and Fire Lieutenant Michel.

5. Community Partner(s) Update(s): None

6. Citizens with Input:

Mr. Tavoris Releford, 106 Toomer Road, reported an incident in which a young man wrecked his car and the response time lagged until an emergency team arrived. Mr. Releford inquired if there was a way that the men in his community could receive CPR/First Aid training to assist in such incidents. Mayor Pro Tempore Walker advised Mr. Releford that since he resides in the county the city will take his contact information and pass it along to the county fire department.

Mr. Robbin Jackson inquired will anything be done on James Street entrance/exit in the event of flood, etc. Per Mr. Gilmour, no current update, reviewed previous options and will relook at other options.

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.

Council Member Bynum-Grace motioned to accept the minutes as submitted; Council Member Jones seconded the motion and it 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 to amend FY 2018 Operating Budget – Mr. L. Gilmour.

Adopted Ordinance 2018-26 amending the FY 2018 Operating Budget. Administration advised the major factors affecting the FY 2018 Operating Budget was the purchase of land for the new city hall and health insurance. Council Member King motioned to adopt the ordinance as submitted; Council Member Jones seconded the motion and it carried unanimously. (*Ordinance 2018-26 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. Assistant City Manager Robert Smith - none

9e. City Attorney - none

10. New Business: Mayor Pro Tempore Randall Walker

10a. Matters referred from December 3, 2018 work session and December 4, 2018 pre council meeting. None

10b. Award of Bid(s):

1. Bid No. 2019-09 Five (5) Patrol Vehicles for Police Department – Chief S. Lynn

Bid No. 2019-09 Five Patrol Vehicles for Police Department. Chief Lynn presented for Council's consideration an award of bid for five patrol vehicles for police department. Staff's recommendation to award the bid to low bidder, Wade Ford in the amount of \$35,921.00 per vehicle for a total amount of \$179,605.00. Council Member Bynum-Grace motioned to award Bid No. 2019-09 to Wade Ford in the amount of \$35,921.00 per vehicle for a total amount of \$179,605.00. Council Member Jones seconded the motion and it carried unanimously.

2. Bid No. 2019-10 Hydraulic Mower – Ms. B. King

Bid No. 2019-10 Hydraulic Mower. Ms. King presented for Council's consideration an award of bid for hydraulic mower. Ms. King advised only one response was received and staff's recommendation to award the bid to Flint Construction & Forestry in the amount of \$28,408.70. Council Member King motioned to award Bid No. 2019-10 to Flint Construction & Forestry in the amount of \$28,408.70; Council Member Jones seconded the motion and it carried 4 to 1 with Council Member Hunt opposed.

3. Bid No. 2019-11 Utility vehicle for Police Department CID – Chief S. Lynn

Bid No. 2019-11 Utility Vehicle for Police Department CID. Chief Lynn presented for Council's consideration an award of bid for utility vehicle for police department criminal investigation division. Staff's recommendation to award the bid to low bidder Wade Ford in the amount of \$37,047.00. Council Member Jones motioned to award Bid No. 2019-11 to Wade Ford in the amount of \$37,047.00; Council Member King seconded the motion and it carried unanimously.

4. Bid No. 2019-12 SSV utility vehicle for Police Department CID – Chief S. Lynn

Bid No. 2019-12 Utility Vehicle for Police Department CID. Chief Lynn presented for Council's consideration an award of bid for utility vehicle for police department criminal investigation division. Staff's

recommendation to award the bid to Perry Ford in the amount of \$40,750.68, although Hamby Automotive had the lowest bid price, it nor Brannen Motor council meet the specifications. Council Member Jackson motioned to award Bid No. 2019-12 to Perry Ford in the amount of \$40,750.68; Council Member King seconded the motion and it carried unanimously.

5. **Striping bids for five (5) city streets – Mr. B. Wood**

Striping bids for five city streets. Mr. Wood presented for Council's consideration an award of bid for striping five city streets. Staff's recommendation to award the bid to low bidder Mid State Construction and Striping, Inc. in the amount of \$12,720.08. Council Member Bynum-Grace motioned to award the bid for striping five city streets to Mid State Construction and Striping, Inc. in the amount of \$12,720.08; Council Member Jones seconded the motion and it carried unanimously.

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

1. Request from the Perry Public Arts Commission for their 6<sup>th</sup> 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.

Chief Lynn reviewed the application for this annual community event and staff recommended approval. Council Member Jones moved to approve the street closures as submitted and the special alcohol permit. Council Member King seconded and the motion carried unanimously.

11. Council Members Items:

Council Member Bynum-Grace, Hunt, and Jackson had no reports.

Council Member Jones recognized his students who were present at Council's meeting.

Council Member King thanked Council for his appointment to the Houston County Land Bank Board.

12. Department Heads/Staff Items:

Ms. King, Mr. Wood, Chief Lynn, Chief Parker, Chief Paull, Mr. Worthington, and Ms. Warren had no reports.

Mr. Dye reported registration is open for adult basketball.

Ms. Hardin reported Holiday on Carroll is slated for December 8.

13. General Public Items:

None

14. Mayor Pro Tempore Items:

- Invited everyone to come to Holiday on Carroll
- December 17, work session
- December 18, pre council and council
- Christmas Parade rescheduled to December 15 at 10 am.

15. Adjourn. There being no further business to come before Council in regular meeting held December 4, 2018, Council Member Jackson motioned to adjourn the meeting at 6:34 p.m.; Council Member Jones seconded the motion and it carried unanimously.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor/Council  
**FROM:** Lee Gilmour, City Manager  
**DATE:** December 13, 2018  
**REFERENCE:** Construction Management Services

Per your direction, the City sought proposals from firms for the provision of construction management services at risk for the City's park projects. Request for Proposal Number 2019-01 has been properly advertised, posted and reviewed. Additionally, each responder provided its presentation at your December 3, 2018 work session.

Based on the attached evaluation criteria report (required as part of the RFP process) and the presentations, the Administration recommends Parrish Construction Group to be the construction management firm for the City's park projects.

cc: Mr. R. Smith/attachment  
Mr. K. Dye/attachment  
Ms. B. King/attachment

City of Perry

RFP No. 2019-01

Construction Management at Risk

Evaluation Criteria Report

Proposer	Parrish Construction Group	Sunbelt
<u>General Factors</u>		
Capacity to deliver	Yes	Yes
References	Yes	Yes
Qualifications of assigned staff	Yes	Yes
Clearly identify contact person	Yes	Yes
<u>Special Factors</u>		
Firm history	5	5
Project team	10	9
Project approach	10	7
Related experience	20	20
Direct project experience	23	25
Bonding	5	5
Claims history	10	10
Visit sites	<u>15</u>	<u>10</u>
Total	98	91





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MEMO

To: Lee Gilmour, City Manager

From: Brenda King,  Director of Administration

Ref: Surplus Declaration

Date: December 12, 2018

The Perry Police Department would like to declare the following equipment as surplus:

<u>Asset #</u>	<u>Description</u>	<u>Serial Number</u>
1322	2013 Police Interceptor Ford Sedan	1FAHP2M89DG150640





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**Stephen D. Lynn**  
Chief of Police

**(478) 988-2800**  
Fax **(478) 988-2805**

**PARADE/ 5K RUN APPLICATION**

**Date of Application:** \_\_\_\_\_ **12-4-18**

**Parade Applicant Information:**

**Name Houston County Branch National Association for the  
Advancement of Colored People (NAACP)  
City/State Warner Robins, Georgia, 31093  
Home Telephone  
Work Telephone 4787142419**

**Organization Information:** Same

**Name of Organization** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/State** \_\_\_\_\_  
**Telephone** \_\_\_\_\_

**Authorized Leader of Organization:**

**Name Rev. Dr. Rutha M. Jackson  
Home Telephone  
Work Telephone 4787142419**

**Authorized Co-Leader:**

**Name Alvin Jackson  
Address 117 Mallard Point  
City/State Kathleen, Georgia 31047  
Home Telephone**

**Work Telephone 4783961447**

**Parade Motorcade Chairman:**

**Name Rev. Dr. Rutha M. Jackson  
Address 2022 Hiwassee Drive  
City/State Bonaire, Georgia 31005  
Home Telephone 4787142419  
Work Telephone 4787142419**

**Date of Parade: 1-21-2018**

**Parade Route Description (Starting point, street route, ending point):  
Starting at Old Field Baptist Church, take a right near Armory, left going  
down to New Hope Baptist**

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**Approximate Number of Persons in Parade: \_\_\_\_\_ 200 - 300**

**Approximate Number of Vehicles in Parade: 2**

**Description of Vehicles: 15- Passenger Vans**

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**Number and Type of Animals in Parade: \_\_\_\_\_**

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**Parade Hours:**

**Start: 08:30**

**Finish: 09:10**

**Parade/Motorcade Route Requirements (One lane width or two lane width):**

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**Minimum Speed: \_\_\_\_\_ Maximum Speed: \_\_\_\_\_**

**Location of Assembly Area of Street Address: Old Field Baptist Church**

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**Parade Assembly Time: 08:00**

**Interval of Space between Units of Parade/Motorcade:**

**Maximum Length of Parade (In miles or fractions):**

**\*Note: If the Parade or Motorcade is designated to be held by, and on behalf of or for any person other than this applicant, the applicant for this permit must file with the Chief of Police a written communication from the person proposing to hold the Parade/Motorcade, authorizing the applicant to apply for the permit on his/her behalf.**

**Any additional information on the Parade/Motorcade which would assist in determining whether to grant this permit: The March is to commemorate and celebrate the amazing contributions Dr. Martin Luther King Jr. did for all communities. Because of his courage to stand against injustice, many have a free will that cannot be measured. This heritage is not just for African Americans and other ethnic groups today, but, for all generations in the future.**

**Parade/Motorcade Permit Fee: \$141.00**

**Paid \_\_\_\_\_ Not Paid \_\_\_\_\_**

**Approved : \_\_\_\_\_ Not Approved: \_\_\_\_\_**

**SIGNED:**

  
**Stephen D. Lynn**  
**Chief of Police**

**Date**

12/13/18



## Perry Lions Club Perry, GA

December 12, 2018

City Manager & City Council Members  
City of Perry  
P.O. Box 2030  
Perry, GA 31069

Dear Mr. Gilmour and Council Members,

The Perry Lions Club will be working with the Perry Convention and Visitors Bureau to host the annual Peaches to the Beaches Yard Sale in partnership with the Golden Isles Parkway Association. This annual event promotes travel and economic growth along 200 plus miles of Highway 341 from Barnesville to Brunswick. The upcoming event is scheduled for Friday, March 8, and Saturday, March 9, 2019.

Perry is one of the largest yard sale sites along Highway 341. Once again, the Eastgate Shopping Center and the Old Courthouse Square areas will serve as the official multi-vendor sites for Perry and the hub of activity for our community will be centered in Downtown Perry.

In addition to the influx of tourism this event brings to Perry, the Perry Lion's Club will use all profits raised for community service projects both in Perry and around the State of Georgia.

The following includes our requests for assistance from the City of Perry for this event:

### **BLOCKING AND BARRICADES**

Areas will need to be blocked off beginning at 3 p.m. on Thursday, March 7 (for vendor set up) and reopened at 8 p.m. on Saturday, March 9. The actual event will be March 8-9 from 8 a.m. to 6 p.m. each day. The vendors will leave their booths set up for the entire two-day event.

- 1. Main Street- Between Jernigan and Ball** in front of the New Perry Hotel
- 2. Jernigan Street- Between Carroll and Main**
- 3. City Parking Lot- Corner of Main and Ball**  
Portions of the city parking lot located at the corner of Main Street and Ball Street will need to be used for vendor set up and locations of the portable toilets. We request that the City of Perry provide 12 orange cones near the entrance of this parking lot that the local coordinators will use to reserve and mark designated parking spaces therein. Some parking spaces in this lot will remain open for adjacent business owners and shoppers to use.
- 4. Eastgate Shopping Center- Main Street/ Hwy. 341**  
Portions of the shopping center parking lot will be used (property management approved November 29, 2018) for an official group site. We request cones and barricades to be placed to section off our designated vending area from the parking area.

## **TRASH**

The trash cans will need to be emptied on Friday afternoon and after the event on Saturday, March 9. If possible, a dumpster OR a City-designated area for boxes to be placed by would help keep trash cans from overflowing

### **1. Downtown**

**At least 15-20 large trash cans randomly distributed around the Courthouse by 8 a.m. on Friday, March 8.**

### **2. Eastgate Shopping Center**

**At least 12 large trash cans distributed within the designated vending area by 8 a.m. on Friday, March 8**

## **SAFETY & SECURITY**

### **1. Police Surveillance**

**Strong police surveillance in all the designated vendor areas both in downtown and the Eastgate Shopping Center during the event hours of 8 a.m. to 6 p.m. and especially after event hours- from 6 p.m., Thursday, March 7 until 8 a.m. Saturday, March 9 to deter theft from vendor booths.**

### **2. Safety**

**12 orange cones at the corner of the Walker Rhodes tractor lot at the corner of Main and Ball to keep cars from parking illegally and causing traffic flow issues. These should be in place by 7 a.m. on Friday, March 8.**

### **3. Traffic**

**We would like to request a traffic counter to be placed somewhere on Hwy. 341/ Main Street March 8-9, so that we can gather data for traffic count during this busy weekend.**

### **4. Information Sign**

**We would like to request the digital information sign that is used during the Music Festival and Dogwood Festival, to be placed in a strategic location on Hwy. 341 to announce the event is coming. (We are referring to the sign that has traditionally been placed on Gen. Courtney Hodges Blvd. at the fork/ five points prior to the above mentioned events.)**

## **FEES**

### **1. City Fees**

**In addition to bringing revenue to the City from the vendors and the participants who will stay in hotel rooms and patronize local businesses and restaurants, we hope that Peaches to Beaches will be a great fundraising opportunity for the Perry Lions Club and raise money that can be spent on both local charitable programs and statewide charities- such as our vision screenings and eyeglasses assistance programs and the Georgia Lion's Camp for the Blind. To maximize possible donations to**

these charitable causes, we would like to request that the City fees be waived for the Perry Lions Club for Peaches to Beaches.

Thank you in advance for your support and help in making this event possible once again.

With much appreciation,

A handwritten signature in black ink, appearing to read 'Sandy Kusuda', with a large, stylized flourish at the end.

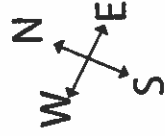
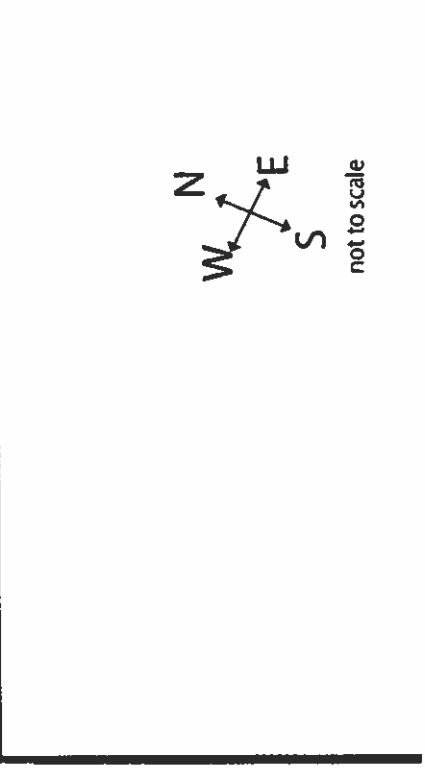
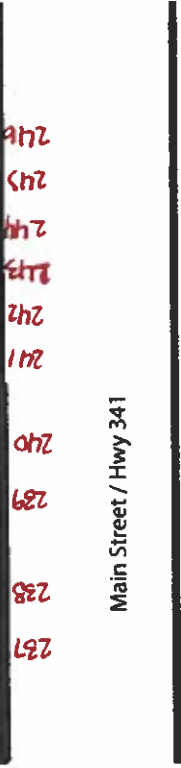
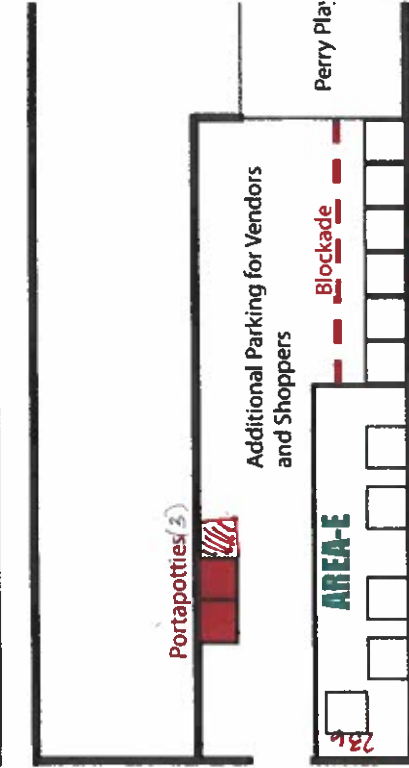
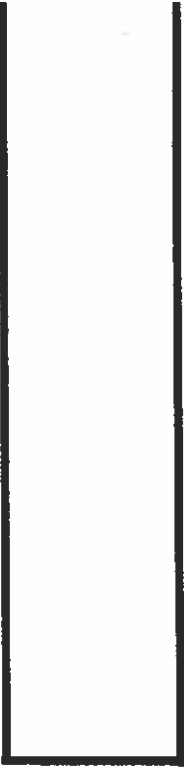
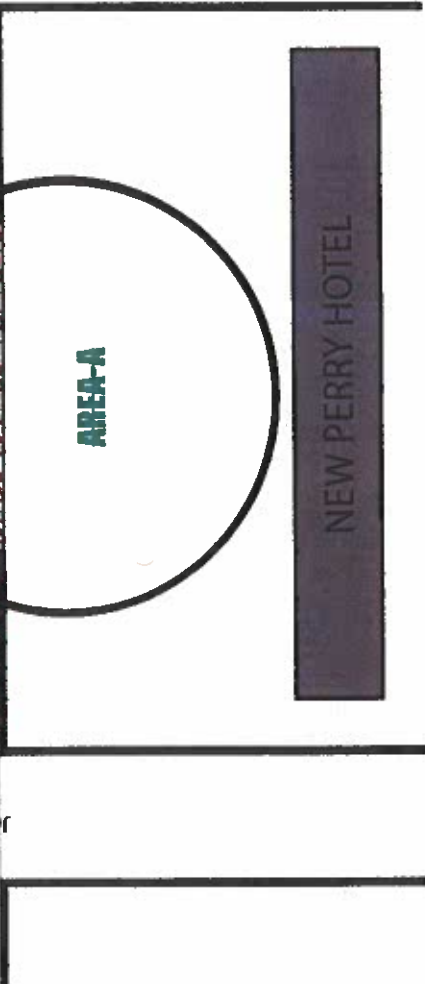
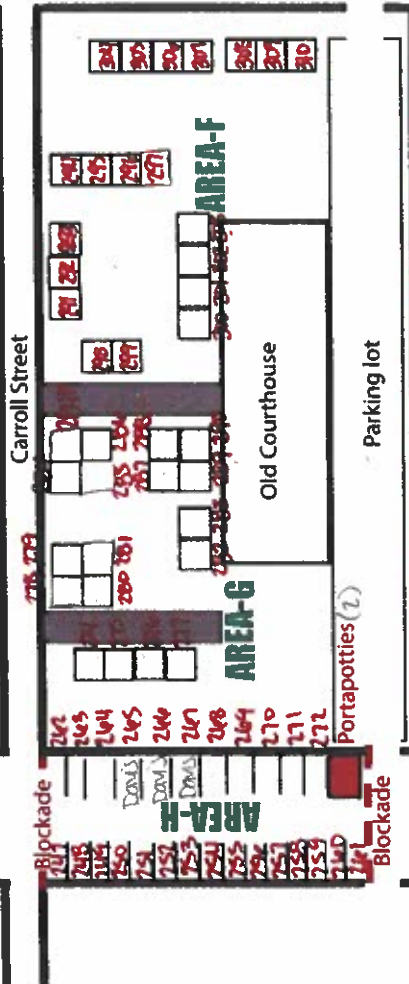
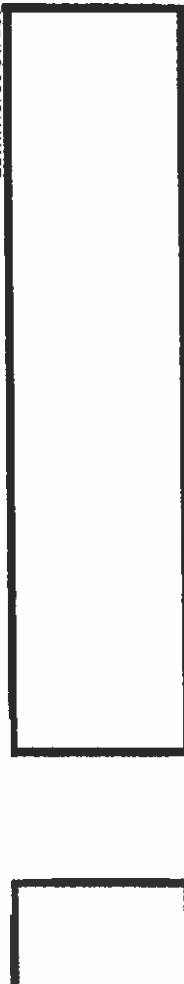
Sandy Kusuda

Club President

Perry Lions Club

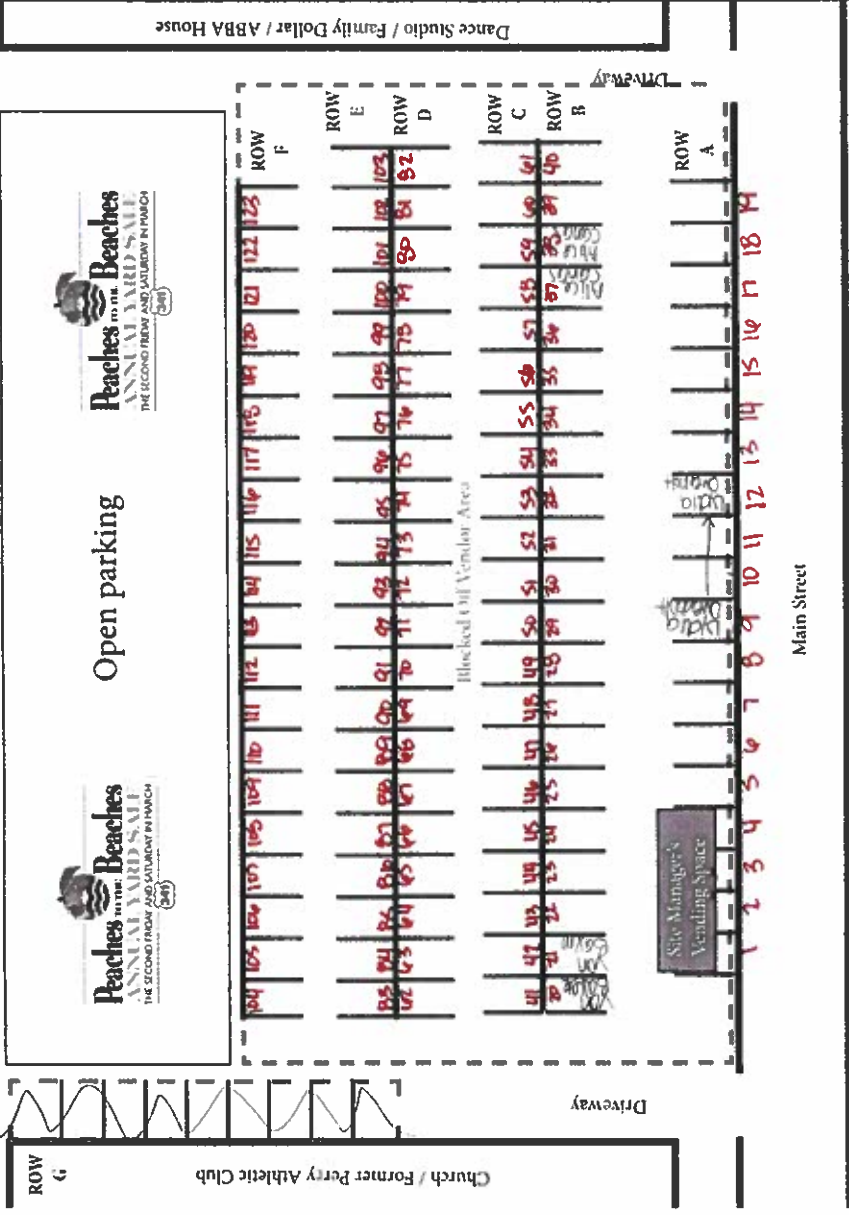


Commerce Street



not to scale

# EAST GATE SHOPPING CENTER LAYOUT FOR 2014 PEACHES TO THE BEACHES



## Attention Registered Vendors:

This is to confirm your space reservation at the East Gate Shopping Center located at 1305 Main Street Hwy. 341. Your space will be marked with your vendor's number on it and will be placed in your assigned space by 11 am on Thurs. March 19th. You may set up anytime after 11 am on the 10th. IF you can not locate your space, call the Perry Welcome Center at 178.988.8181 or check with anyone at the Site Managers vending space.

## IMPORTANT Reminders:

- PLEASE BRING THIS CONFIRMATION WITH YOU AND KEEP IT WITH YOU AT ALL TIMES. Police will be monitoring the area and asking unregistered vendors to leave. This paper serves as proof you are a registered vendor.
  - No electricity, tables, or tents will be provided.
  - No vehicles should enter or leave the blocked off vendor area between 7:30 am and 6 pm during the event. Vendors may park in the opening parking lot space if you did not purchase a space inside the vending area to leave your vehicle.
  - Vendors are responsible for their own space(s) and the security of their items during and after the event each day. Most vendors leave their stuff out but cover/wrap/secure the tables and lower their tent over items at night. No paid security will be present, only police surveillance.
  - Vendors/shoppers may use Porta Potties provided on site.
  - All debris must be removed from assigned location at end of event. Please use the dumpsters provided. PLEASE BREAK DOWN ALL BOXES.
- DURING THE EVENT** if you have people ask you how to be a vendor or who to pay or simply have questions, please ask anyone located at the Site Managers' vending space identified on this map (This year's site managers will be members of the Perry Kowanus Club).



Open parking



Dance Studio / Family Dollar / ABBA House

Site Manager's Vending Space

Main Street

Driveway

ROW G

Church / Former Perry Athletic Club

ROW A

ROW B

ROW C

ROW D

ROW E

ROW F

Driveway



Where Georgia comes together.

### City of Perry Special Events Application

#### Applicant and Sponsoring Organization Information

Name:	Perry Lions Club
Name of individual representing sponsor organization:	Marty Myers
Street address:	1303 Forest Hill Dr.
City/State/Zip code:	Perry, GA 31069
Mailing address if different from above:	
Cell phone:	478-397-7342
Email address:	Martymyers1009@aol.com
* 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?	Perry Lions Club
Contact person on site for day of event:	Sara Barron / Marty Myers
Cell phone:	478-542-1301 (Sara) 478-397-7342 (Marty)
Is this a first time event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If held before, when and where?	annually the 2nd weekend in March

#### 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:	yard sale
Event title:	Peaches to Beaches
Event date:	March 8 + 9
Event hours:	Start: 8:00am End: 6:00pm
Set-up:	Date: March 7 Time: 9:00am
Break down:	Date: March 9 Time: 6-8:00pm
Expected attendance:	Participants: 130 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.

Peaches to Beaches is an annual yard sale hosted by the Perry CVB in partnership with the Golden Isles Parkway Association. This year the Perry Lions Club will work under the Perry CVB to manage the downtown location. This event promotes travel + economic growth along 200 plus miles of

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

miles of Hwy. 341.

## 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:

Individual vendors will be selling items previously approved by the Perry Lions Club.

Will event have amplified sound?  Yes  No

If yes, describe:

Is the event free to the public?  Yes  No

Will vendors cook or heat food?  Yes  No possibly

If yes, describe:

Will any areas be fenced off or barricaded?  Yes  No

If yes, describe: parts of downtown streets will be closed

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:

## 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:

\* 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: main	Between: Jernigan	and: Ball
Street: Jernigan	Between: Cannon	and: Main
Street: City Parking Lot	Between: Main	and: Ball
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:

When are you requesting the street closure(s)? March 7, 3pm to March 9, 8pm

Why are you requesting the street closure(s)? Set up booths

Type of street closure:  Complete  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:

We will announce at the appropriate meetings as well as send formal letters to all affected parties.

### Restroom Facilities

Will event organizer provide portable restroom facilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--

### Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:

### Sanitation

Describe your clean-up plan for during and after the event: We will be coordinating with the city on trash can delivery, set up, + clean up
--

### Electricity and Water

Will your event require access to electricity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If so, where?
What electrical load will you require?
Will your event require access to water? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, where?
I understand that I may incur an additional charge for use of City electricity and/or water: <input type="checkbox"/> Yes <input type="checkbox"/> 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](mailto: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 MARTY MYERS (Special event organizer/applicant) to utilize the sites(s) known as DUNBAR/LESTER 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: [Signature]

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

Houston County, Georgia  
My Commission Expires  
August 31, 2020

Date: 11-26-2018

## 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: MARTY MYERS

Signature: [Signature]

Date: 11-26-2018

- 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 _____
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: