



Where Georgia comes together.

AGENDA
REGULAR MEETING OF THE PERRY CITY COUNCIL
August 20, 2019
6:00 P.M.

1. Call to Order: Mayor Pro Tempore Willie King, Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor Pro Tempore Willie King
4. Appointments to Boards/Commissions/Authorities: Mayor Pro Tempore Willie King
 - 4a. Appointment to Perry Main Street Advisory Board – Ms. Haley Myers
 - 4b. Appointment to Perry Public Arts Commission – Council Member Riley Hunt
5. Community Partner(s) Update(s):
6. Citizens with Input.
7. Public Hearing: Mayor Pro Tempore Willie King

The purpose of this Public Hearing is to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 48-5-32.

 - 7a. Consider retaining of the operation 14.050 mills – Mr. L. Gilmour.
8. Review of Minutes: Mayor Pro Tempore Willie King
 - 8a. Council's Consideration – Minutes of the August 5, 2019 work session, August 6, 2019 pre council meeting and August 6, 2019 council meeting.
9. Old Business:
 - 9a. Mayor Pro Tempore Willie King
 - 9b. Council Members
 - 9c. City Manager Lee Gilmour
 - 9d. Assistant City Manager Robert Smith
 - 9e. City Attorney Brooke Newby
10. New Business: Mayor Pro Tempore Willie King

- 10a. Matters referred from August 19, 2019 work session and August 20, 2019 pre council meeting.
- 10b. Ordinance(s) for First Reading(s) and Introduction:
1. **First Reading** of an ordinance prohibiting riding or driving vehicles on sidewalks except for maintenance – Mr. L. Gilmour. *(No action required by Council)*
- 10c. Award of Bid(s):
1. Bid No. 2019-35 High Pressure Gas Main Extension – Mr. M. Worthington
 2. Bid No. 2020-01 Demolition Services – New City Hall Site Mr. M. Worthington
 3. Mowing bids for City Hall and Public Safety – Ms. A. Fitzner.
- 10d. Consider authorizing the position customer service trainee – Mr. L. Gilmour.
- 10e. Consider establishing tax and license specialist series – Mr. L. Gilmour.
- 10f. Acceptance of proposed cost for Heritage and Legacy Parks – Parrish Group.
- 10g Special Events Application(s):
1. The City of Perry is hosting Oktoberfest on Saturday, October 19th, from 5 pm until 9 pm – Ms. A. Turpin.
11. Council Members Items:
12. Department Heads/Staff Items.
13. General Public Items:
14. Mayor Pro Tempore Items:
15. Adjourn.

In accordance with the Americans with Disabilities Act, accommodations are available for those who are hearing impaired and/or in need of a wheelchair. The Perry City Council Agenda and supporting material for each item is available on-line through the City's website at www.perry-ga.gov.



Where Georgia comes together.

Annie Warren <annie.warren@perry-ga.gov>

Council Agenda for Tuesday, July 16

Haley Myers <haley.myers@perry-ga.gov>
To: Annie Warren <annie.warren@perry-ga.gov>

Thu, Aug 15, 2019 at 4:50 PM

Annie,

Please add the re-appointment/nomination of Bill Loudermilk (however you would like to phrase it) to the Council Agenda for next Tuesday. He represents the Uptown Perry Partnership.

Thank you!

[Quoted text hidden]



Where Georgia comes together.

MEMORANDUM

TO: Hon. Riley Hunt

FROM: Mr. Bill O’Neal, Chairman Perry Public Arts Commission

DATE: August 15, 2019

REFERENCE: Proposed nomination

The Public Arts Commission has been seeking a candidate to fill the vacancy created by the resignation of Gail Albrecht. We are recommending Ms. Vicki Andrews. Ms. Andrews is a retired art teacher and has been active in various community activities. The Commission is excited to fill this vacancy with someone who has a special interest in various arts.

City of Perry
Current Tax Digest and Five Year History of Levy

The Perry City Council does hereby announce that the City of Perry millage rate will be set at its Tuesday, September 3, 2019 meeting at 6:00 pm at City Hall. Pursuant to O.C.G.A. Sec. 48.5.32, as amended, the Council hereby publishes the following presentation for the current year's tax digest and proposed levy along with the tax digests and levies of the past five (5) years.

Digest	2014	2015	2016	2017	2018	2019
Real/Personal	\$ 413,550,849	\$ 432,338,524	\$ 451,456,810	\$ 475,875,188	\$ 507,876,101	\$ 552,864,228
Motor Vehicle	26,222,130	18,932,690	14,753,270	11,211,480	8,862,230	7,595,300
Mobile Homes	705,150	799,720	679,220	703,584	684,436	596,252
Timber	36,058	13,590	-	36,033	20,343	55,973
Heavy Equipment	-	-	-	26,650	11,687	430
Gross Digest	\$ 440,515,187	\$ 452,084,524	\$ 466,889,300	\$ 487,852,885	\$ 517,454,792	\$ 561,112,183
Less Exemptions	(20,534,887)	(23,812,977)	(24,128,448)	(27,016,315)	(29,640,748)	(34,312,608)
Net M&O Digest	\$ 419,980,300	\$ 428,271,542	\$ 447,760,852	\$ 460,836,570	\$ 487,814,044	\$ 526,799,575
Millage						
Gross Millage	14.08	14.05	14.05	14.05	14.05	14.05
Rollback Millage	14.05	14.07	14.02	14.02	13.99	13.86
Proposed Millage Levy	14.08	14.05	14.05	14.05	14.05	14.05
Levy Impact						
Net Taxes Levied	\$ 5,900,717	\$ 6,025,772	\$ 6,220,778	\$ 6,474,745	\$ 6,863,786	\$ 7,401,534.03
Net Tax Increase	\$ 33,907	\$ 125,053	\$ 203,578	\$ 253,967	\$ 379,041	\$ 537,748.03
Net Tax% Increase	0.58%	2.12%	3.38%	4.08%	5.85%	7.83%

Total net value added by 2019 reassessment is \$7,154,313

MINUTES
WORK SESSION MEETING
OF THE PERRY CITY COUNCIL
August 5, 2019
5:00 P.M.

1. Call to Order: Mayor Pro Tempore Willie King, Presiding Officer, called to order the work session meeting held August 5, 2019, at 5:00 p.m.

2. Roll:

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

Elected Officials Absent: Council Member Robert Jones

Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney John Hulbert, and Recording Clerk Gail Price.

City Departmental Staffing: Chief Steve Lynn – Perry Police Department, Bryan Wood – Director Community Development, Chief Lee Parker, Perry Fire and Emergency Services Department, Ashley Hardin – Economic Development Director, Brenda King – Director of Finance, Haley Myers – Main Street Coordinator, Chad McMurrian – Lead Engineer Technician, Sharon Kelly – Regional Manager ESG Operations, Inc. and Mitchell Worthington - Assistant Finance Director.

Guest(s)/Speaker(s): David Moore

Media: Ms. Jada Dukes - The Houston Home Journal

3. Items of Review /Discussion: Mayor Pro Tempore Willie King

3a. Community Development Department

1. Sewer Use Ordinance review and update recommendation to consider. Mr. David Moore proposed that we allow an industrial load on the BOD, suspended solids and ammonia. Mr. Gilmour's recommendation was to authorize to proceed. Council concurred with the recommendation.
2. Request to reduce tree requirements for an industrial site. Mr. Wood recommended a waiver for reduction of 55 trees. Mr. Wood will be coming forward with a recommendation that will go through the Planning Commission exempting industrial sites from the tree density requirement. It was the consensus of Council to move forward.

3b. Office of City Manager:

1. Solid waste collection site. Administration recommends Council authorize a dumpster collection site be established at the southeast corner of the City's new city hall site. This would serve local businesses in the area and possibly city hall as well. Council concurred with Administration's recommendation to proceed with the proposal.
2. Solid waste collection site #2. Administration recommends Council approve purchasing the parcel owned by the Downtown Development Authority of the City of Perry facing Commerce Street and turn it into a landscaped collection site. This would greatly assist the downtown, open up the Carroll Street alley for better flow of traffic and avoid having to pay \$150,000 plus to relocate a major utility pole. Council concurred with Administration's recommendation.
3. Houston Lake Road impact. Administration recommends blocking Griggs Street at Kings Chapel Road when construction begins and advise the Houston County Board of Commissioners immediately. It was the consensus of Council to move forward.
4. Adjust construction value. The Administration recommends Council approve using the Houston County Board of Commissioner's value of \$90.00/square foot for construction. Council concurred with Administration's recommendation.
5. Discuss election notices. Administration recommends Council authorize mailing to all registered voters in the City an election notice for each election. The notice would state: 1) Purpose of election, election date, early voting dates, location for early voting, and the location for general election voting. The election notice would be sent after qualifying is completed. This would only be done for City elections. It was the consensus of the Council to move forward.

3c. Department of Public Works

1. Tucker Elementary Crosswalk. The Houston County Board of Education approached the City about moving a crosswalk. Houston County Board of Education would like to relocate a crosswalk near intersection of Tucker Road and Tucker Elementary School entrance. It was the consensus of Council to move forward with the recommendation.

4. Council Member Items:

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

Mr. Hunt – Stated that the light on 341 and Hill Road is out.

City Attorney John Hulbert had no reports.

5. Department Head/Staff Items:

Mr. Gilmour and Mr. Smith had no reports.

Ms. King, Ms. Myers, Mr. Wood, Chief Lynn, Chief Parker, Mr. McMurrian and Mr. Worthington had no reports.

Ms. Hardin stated the City of Perry Downtown Development Authority is in the process of doing a master plan refresh.

6. Adjournment: There being no further business to come before Council in the work session held August 5, 2019, Council Member Jackson motioned to adjourn the meeting at 5:49 p.m.; Council Member Hunt seconded the motion and it carried unanimously.

MINUTES
PRE COUNCIL MEETING
OF THE PERRY CITY COUNCIL
August 6, 2019
5:00 P.M.

1. Call to Order: Mayor Pro-Tempore Willie King, Presiding Officer, called to order the pre council meeting held August 6, 2019 at 5:00 p.m.

2. Roll:

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

City Staff: City Manager Lee Gilmour, City Attorney Brooke Newby, and Recording Clerk Janet Duffin.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Chief Lee Parker - Fire and Emergency Services Department, Brenda King – Director of Administration, Bryan Wood – Director of Community Development, Robert Smith – Assistant City Manager, Ashley Hardin - Economic Development Director, Sedrick Swan – Director of Leisure Services, Mitchell Worthington – Assistant Finance Director, Anya Turpin – Special Events Coordinator, Haley Myers – Main Street Coordinator and Ellen Palmer - Digital Communications Manager.

Guests: Mr. Randall Walker, Mr. Gary Moulliet

Media: Jada Dukes – Houston Home Journal

3. Items of Review/Discussion: Mayor Pro-Tempore Willie King

3a. Discussion of August 6, 2019 council meeting agenda.

8a. (1) Ordinance(s) for Second Reading(s) and Adoption. Mr. Wood advised staff recommends approval of the de-annexation of 49.43 acres of property located off Moody Road (a portion of The Woodlands Subdivision); Tax Map No. 0P0490 056000.

10a. (1) Approval of excluding Houston County campus site from provision of tree ordinance. Mr. Wood advised staff recommends approval of excluding Houston County campus site from provision of tree ordinance.

10b. (1) Resolution amending the City of Perry Fee Schedule. Mr. Gilmour recommends approving the amendment of the City of Perry Fee Schedule.

10b. (2) Resolution declaring certain vehicles and equipment surplus. Ms. King recommended six vehicles and equipment for disposal by sale or salvage, that are beyond repair.

10b. (3) Resolution authorizing an increase in P-Card limit. Ms. King recommended authorizing an increase of \$110,000.00 to the P-Card limit. Ms. King also reminded Council that a vote would need to be taken for the addition of any additional P-Cards.

10c. (1) Award of Bid No. 2020-04 Perry Arts Center Window Tinting. Mr. Worthington advised one bid was received and recommended awarding the bid to Tint Pro in the amount of \$8,280.00.

10d. Request to pursue FY 2020 Vibrant Communities Grant to obtain up to \$5,000.00 in Grant Funding for arts related to City events. Ms. Turpin requested Council's permission to pursue a \$5,000.00 grant to aid in funding arts related events. Deadline to apply for the grant is August 30, 2019.

10e. Special Events Application(s): Ms. Myers and Ms. Turpin reviewed the Special Events Applications as submitted.

In relation to the HALO Groups request for the Truck Pull, Mr. Gilmour reminded Council that it is the City's policy that if an event is a fundraiser, the requestor cannot have a fire truck or any City participation. If police or fire personnel are present, they would need to be paid. Additionally, if approved, the group would also need to obtain insurance. The HALO Group has been advised of all the above.

11a. Approval of an agreement between the Board of Commissioners of Houston County and the City of Perry relative to a temporary location for Municipal Court operations. Mr. Gilmour reviewed the agreement between the Houston County Board of Commissioners and the City of Perry and recommended authorizing the agreement as presented.

4. Council Member Items:

No items from Council Members Bynum-Grace, Jackson, Jones, Mr. Gilmour or City Attorney Newby.

Council Member Hunt stated the City should not pay the contractor for patching seventeen holes at the tennis courts until they are done to our satisfaction. Council Member Hunt also asked why the church is being ostracized by not being allowed to place a crosswalk on the street beside the church.

5. Department Head/Staff Items:

No items from Mr. Smith, Ms. King, Mr. Wood, Chief Parker, Mr. Worthington, or Mr. Swan.

Ms. Palmer advised the Your City Program is off to a good start. The deadline to register is August 19th and the first session is September 5th. Ms. Palmer extended an invitation for all to attend.

Ms. Hardin advised a community wide survey will be going out on Friday.

Chief Lynn gave an update on the school zone camera program.

Ms. Myers advised reminders have been sent out for the downtown conference awards and dinner.

Ms. Turpin stated the Food Truck Friday event will be held this Friday and encouraged everyone to attend.

6. Adjourn. There being no further business to come before Council in the pre council meeting held August 6, 2019, Council Member Jones motioned to adjourn the meeting at 6:43 p.m.; Council Member Bynum-Grace seconded the motion and it carried unanimously.

MINUTES
REGULAR MEETING OF THE PERRY CITY COUNCIL
August 6, 2019
6:00 P.M.

1. Call to Order: Mayor Pro-Tempore Willie King, Presiding Officer, called to order the regular meeting of the Perry City Council held August 6, 2019 at 6:00 p.m.

2. Roll.

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

City Staff: City Manager Lee Gilmour, City Attorney Brooke Newby, and Recording Clerk Janet Duffin.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Bryan Wood – Director of Community Development, Robert Smith – Assistant City Manager, Brenda King – Director of Administration, Sedrick Swan, Director of Leisure Services, Ashley Hardin – Economic Development Director, Mitchell Worthington, Assistant Director of Finance, Anya Turpin, Special Events Coordinator, Haley Myers – Main Street Coordinator and Ellen Palmer – Digital Communications Manager.

Guest(s): Mr. Randall Walker, Mr. Gary Moulliet, Angela Cuti

Media: Jada Dukes - Houston Home Journal

3. Invocation and Pledge of Allegiance to the Flag:

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

4. Recognition(s) / Presentation(s):

4a. Mr. Gilmour recognized Mr. Bob Taylor and Ms. Renia Davis for their efforts in saving the City estimated repair costs of \$10,000.00 and presented them each with a \$1,000.00 check.

4b. Mr. Smith introduced and welcomed Mr. Sedrick Swan, newly hired Director of Leisure Services.

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

None

6. Citizens with Input:

None

7. Review of Minutes: Mayor Pro-Tempore Willie King

- 7a. Council's Consideration – Minutes of the July 15, 2019 work session, July 16, 2019 pre council meeting and July 16, 2019 council meeting.

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

8. Old Business: Mayor Pro-Tempore Willie King

8a. Ordinance for Second Reading and Adoption:

1. **Second Reading** of an ordinance calling for the de-annexation of 49.43 acres of property located off Moody Road (a portion of The Woodlands Subdivision); Tax Map No. 0P0490 056000 – Mr. B. Wood.

Mr. Wood recommended council adopt the ordinance as submitted.

Adopted Ordinance No. 2019-13 calling de-annexation of 49.43 acres of property located off Moody Road (a portion of The Woodlands Subdivision). Council Member Jackson moved to adopt the amended ordinance; Council Member Jones seconded the motion and it carried unanimously. (*Ordinance No. 2019-13 has been entered into the City's official book of record.*)

9. Any Other Old Business: Mayor Pro-Tempore Willie King

- 9a. Mayor Pro-Tempore Willie King – none
9b. Council Members – none
9c. City Manager, Lee Gilmour – none
9d. Assistant City Manager, Robert Smith – none
9e. City Attorney, Brooke Newby – none

10. New Business: Mayor Pro-Tempore Willie King

10a. Matters referred from August 5, 2019 work session and August 6, 2019 pre council meeting.

1. Approval of excluding Houston County Campus site from provision of tree ordinance – Mr. B. Wood.

Mr. Wood advised staff recommends excluding Houston County Campus site from provision of tree ordinance. Council Member Jackson moved to approve the exclusion; Council Member Jones seconded and the motion carried unanimously.

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

1. Adopted Resolution No. 2019-38 to amend the City of Perry Fee Schedule. Mr. Gilmour recommended approval of adopting the City of Fee Schedule as submitted. Council Member Jackson moved to approve the amendment; Council Member Hunt seconded the motion and it carried unanimously. *(Resolution No. 2019-38 has been entered into the City's official book of record.)*
2. Adopted Resolution No. 2019-39 declaring certain vehicles and equipment surplus. Ms. King recommended authorization to proceed with disposal of said vehicles and equipment as submitted. Council Member Jackson moved to approve; Council Member Hunt seconded the motion and it carried unanimously. *(Resolution No. 2019-39 has been entered into the City's official book of record.)*
3. Adopted Resolution No. 2019-40 authorizing an increase in P-Card limit. Ms. King recommended approving an increase in P-Card limits to \$110,000.00. Council Member Hunt moved to approve the increase; Council Member Jones seconded the motion and it carried unanimously. *(Resolution No. 2019-40 has been entered into the City's official book of record.)*

10c. Award of Bid(s): Mr. Worthington

1. Bid No. 2020-04 Perry Arts Center Window Tinting. Mr. Worthington advised the bid process resulted in 1 (one) response. Staff recommended awarding the bid to Tint Pro in the amount of \$8,280.00. Council Member Jackson moved to award the bid to Tint Pro in the amount of \$8,280.00; Council Member Jones seconded the motion and it carried unanimously.

10d. Request to pursue FY 2020 Vibrant Communities Grant to obtain up to \$5,000.00 in Grant Funding for art's related City events - Ms. Turpin.

Ms. Turpin requested approval to apply for a FY2020 Vibrant Communities Grant for up to \$5,000.00. Council Member Hunt moved to accept the request as submitted; Council Member Jackson seconded the motion and it carried unanimously.

10e. Special Events Application(s):

1. Mr. N. Mansell requested approval for the Perry Ministerial Association to host a Historic Downtown Concert on Sunday, December 1st, from 5:00 p.m. until 7:00 p.m. Council Member Jones moved to approve the request as submitted; Council Member Jackson seconded the motion and it carried unanimously.

2. Ms. Turpin requested approval to host the Perry Music Festival on Saturday, September 14th, from 4:00 p.m. until 11:00 p.m. Council Member Hunt moved to approve the request as submitted; Council Member Jackson seconded the motion and it carried unanimously.
3. Ms. Myers requested approval for road closures during the Perry Area Chamber of Commerce downtown event for Leadership Georgia on Thursday, September 12th, from 4:30 p.m. until 8:00 p.m. on Carroll Street. Council Member Jackson moved to approve the request as submitted; Council Member Hunt seconded the motion and it carried unanimously.
4. Ms. Giles requested approval for the use of Heritage Park for the Business Battlefield on Thursday, October 17th, from 5:00 p.m. until 9:00 p.m. Mr. Gilmour advised that the City would work with the Chamber if due to construction, the event would need to be relocated. Council Member Hunt moved to approve the request as submitted; Council Member Jones seconded the motion and it carried unanimously.
5. Ms. Cuti requested approval of road closures for The HALO Group's Truck Pull on Saturday, September 21st, from 10:00 a.m. until 5:00 p.m. A modification is being requested to allow for set-up beginning at 8:30 a.m., as well as a request to use a stage, a Perry Fire Truck to pull and the Perry Vintage Fire Truck to be stationary on courthouse property. Mr. Gilmour advised that per City of Perry policy, they are not designated partners, therefore would be unable to use the firetrucks and stage. Council Member Jones moved to approve the request as submitted; Council Member Hunt seconded the motion and it carried unanimously.

11. Other Business/Supplemental Agenda: Mayor Pro-Tempore Willie King

- 11a. Approval of an agreement between the Board of Commissioners of Houston County and the City of Perry relative to a temporary location for Municipal Court operations - Mr. Gilmour

Mr. Gilmour recommended approval of the agreement between Houston County Board of Commissioners and the City of Perry for the use of a temporary location for Municipal Court operations in one of the Superior Court Courtrooms. Council Member Hunt moved to approve the request as submitted; Council Member Jackson seconded the motion and it carried unanimously.

12. Council Member Items:

Council Member Jackson advised Council, the public and City employees that he has decided not to run again for his Council seat. He further stated that he appreciates the support of the city staff and citizens.

Council Member Hunt stated he appreciated all the work Council Member Jackson

has done over the years and hated to see him go. Council Member Hunt also asked about the possibility of putting out signs for people who bring their dog to a Food Truck Friday event. Ms. Myers advised that pet waste dispensers were being installed and would be in place for this Friday's event.

Council Member Jones advised he was proud that his time served with the City of Perry coincided with Council Member Jackson's and that he will be missed.

Council Member Bynum-Grace stated she was proud to have served with Council Member Jackson. She further advised that he had made some tough decisions and hated to see him go.

Mayor Pro-Tempore King stated he has enjoyed working with Council Member Jackson and appreciates his time and service.

Mr. Gilmour advised that speaking from a staff standpoint, Council Member Jackson had been a complete delight and has done a good job balancing and had been very proactive in a number of decisions to improve the Perry community.

Mr. Smith stated that in the five years he has been with the City of Perry, Council Member Jackson has always been very supportive. He further advised that he will miss getting Council Member Jackson's "pot hole" texts and appreciated his attention to detail and his desire to see the City operate the best it can.

City Attorney Newby advised she has enjoyed working with Council Member Jackson.

Mr. Gilmour added that Council Member Jackson's legacy are all the plantings and landscapes seen in and around the city as he was a strong proponent of getting these added. Mr. Gilmour further stated this is an outstanding tribute to Council Member Jackson.

13. Department Heads/Staff Items:

Chief Parker, Chief Lynn, Mr. Swan, Mr. Wood, Ms. Myers, and Mr. Smith had no reports.

Ms. Hardin advised the Downtown Development Authority is in the process of a master plan refresh. A survey will be going out on Friday, as well as a presence at the upcoming Food Truck Friday event.

Ms. Palmer announced the Your City Program application window is open through August 19th. The program, which runs for six sessions, begins September 5th and is free to join. Applicants can contact Ms. Palmer or get information on the City website or Facebook page.

Ms. Turpin advised there will be a Food Truck Friday event this Friday and encouraged everyone to attend.

Ms. King thanked Council Member Jackson for his time and efforts and advised he will

not be forgotten.

14. General Public Items:

Ms. Angela Cuti, The HALO Group, requested the use of the vintage Perry Fire Truck to be used as a display for the Truck Pull. Mr. Gilmour advised Ms. Cuti they could use the vintage truck as long as it is a static display only.

15. Mayor Pro Tempore Items:

None

16. Adjournment: There being no further business to come before Council in the regular council meeting held August 6, 2019, Council Member Jackson motioned to adjourn the meeting at 6:43 p.m.; Council Member Hunt seconded the motion and it carried unanimously.

ORDINANCE

THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the Perry code is amended as follows:

1.

By amending Section 18-1. Definitions as follows:

Sec. 18-1. Definitions.

In addition to all other definitions, the following apply to this chapter:

Freight curb loading zone means a space adjacent to a curb for the exclusive use of vehicles during the loading or unloading of freight or passengers.

Sidewalk means any area or way set aside or open to the general public for purposes of pedestrian traffic, whether paved or not, including any public walking trails.

Traffic division means the traffic division of the police department of the city, or in the event a traffic division is not established, then such term whenever used herein shall refer to the police department of the city.

2.

By adding a new Section 18-19 as follows:

Sec. 18-19. Riding or driving on sidewalks prohibited.

It shall be unlawful for any person to ride, drive, propel or cause to be propelled any vehicle on a sidewalk, except as necessary for the maintenance of the sidewalk. This section shall not prevent a vehicle from crossing a sidewalk over a permanently constructed driveway.

SO ENACTED this _____ day of _____, 2019.

CITY OF PERRY, GEORGIA

By: _____
Willie King – Mayor Pro Tempore

ATTEST: _____
Annie Warren – City Clerk

1st Reading: _____

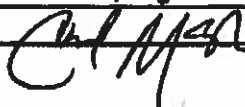
2nd Reading: _____

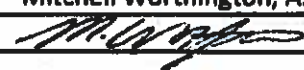
Bid Submittal Summary Sheet

Bid Title/Number:	2019-35 High Pressure Gas Main Extension
M&CC Meeting Date:	8/20/2019
Funding Source:	PPFA Revenue Bond Gas Fund
Budgeted Expense?	Yes

Responsive Bidders:	Bid Amount
J&E Construction Management & Consulting Services, LLC	\$ 734,207.50
ElectriCom, LLC	\$ 1,159,160.63
D. Lance Souther, Inc.	\$ 1,223,835.91
R.A.W. Construction, LLC	\$ 1,675,001.25
Pride Utility Construction Co.	\$ 2,040,595.00
Southeast Connections, LLC	\$ 2,136,419.98
Cleary Construction, Inc.	\$ 2,194,390.00

Posting Sources:	City of Perry's Website: www.perry-ga.gov
	GA Procurement Registry: https://ssl.doas.state.ga.us/PRSapp/
	Houston Home Journal

Department Recommendation:	J&E Construction Management & Consulting Services, LLC
Vendor:	
Amount:	\$ 734,207.50
Department:	Community Development
Department Representative:	Chad McMurrian, Engineering Services Mgr
Signature:	

Purchasing Agent Recommendation:	J&E Construction Management & Consulting Services, LLC
Vendor:	
Amount:	\$ 734,207.50
Purchasing Agent:	Mitchell Worthington, Asst. Finance Dir.
Signature:	



August 12, 2019

Mr. Chad McMurrian
Lead Engineering Technician
City of Perry
1211 Washington Street
P.O. Box 2030
Perry, Georgia 31069

Re: Natural Gas System
High Pressure Gas Main Extension
Houston Lake Road
Perry, Georgia
K&W Ref. No. 160148.00

Dear Mr. McMurrian:

We have reviewed the bids received at Perry City Hall, at 2:45 p.m., local time on July 24th, 2019 for construction of the referenced project. Seven (7) bids were received at the bid opening. The following is a summary of three low bids.

	<u>Bidder</u>	<u>Unit Price Bid Amount</u>
1.	J & E Construction Management & Consulting Services, LLC P.O. Box 907 Perry, GA 31069	\$734,207.50
2.	ElectriCom, LLC P. O. Box 319 1660 West Hospital Road Paoli, IN 47454	\$1,159,160.63
3.	D. Lance Souther, Inc. P.O. Box 6538 Macon, GA 31208	\$1,223,835.91

A certified tabulation of all bids received is attached. A copy of the tabulation has been mailed to each bidder for their information.

All Bidders submitted a 5% bid bond from a surety company listed on U. S. Treasury Circular 570 (07/01/19). Bidders one and three did not use EJCDC C-430 Bid Bond form. However per City's attorney, the bid bonds are acceptable.

J & E Construction Management & Consulting Services, LLC, (JECON) is a relatively new firm to the natural gas construction industry. Based on information provided, their staff and leadership have numerous years of experience in the natural gas construction industry with various other entities. K&W has contacted the references provided by JECON. All of the references contacted spoke well of the firm. However, this project is of a larger magnitude of work than the firm has previously performed. K&W and the City have discussed the company background, local presence, and their desire to build their resume and portfolio with this project. With that said, and based on communications with City staff, JECON is considered qualified to construct this project.

Keck & Wood, Inc., therefore, recommends contract award to J & E Construction Management & Consulting Services, LLC in the amount of \$734,207.50 for construction of the High Pressure Gas Main Extension Houston Lake Road project.

J & E Construction Management & Consulting Services, LLC used The Service Insurance Company, Inc. as the surety company for their Bid Bond and will likely use them for their Performance and Payment Bonds. In addition to being listed on the U.S. Treasury Department Circular 570, the surety is shown as being licensed in Georgia, having an Active/Compliance status, and with an underwriting limitation that is greater than the bond amount. Please note that in accordance with Georgia Law (OCGA 36-91-40 (a) (2)), the City must have an "officer of the government entity" to "approve as to form and as to the solvency of the surety" for the proposed surety company named above. We recommend that your legal counsel be contacted to handle or suggest the procedures necessary to comply with this Georgia law. We can provide additional information on this issue if needed.

If there are any questions, please contact our office.

Very truly yours,

KECK & WOOD, INC.



Moses D. Singh, ME, PE, PMP, RGDP
Natural Gas Practice Manager

Enclosure

Bid Submittal Summary Sheet

Bid Title/Number: 2020-01 Demolition Services - New City Hall Site

M&CC Meeting Date: 8/20/2019

Funding Source: PPFA Construction Fund

Budgeted Expense? Yes

of Vendors Contacted: 28

Posting Sources:

City of Perry's Website: www.perry-ga.gov
Houston Home Journal

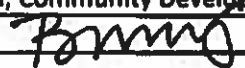
Responsive Bidders:

	Base Bid Amount	Additive Alternative	Total Bid
Southern Equipment LLC	\$ 55,000	\$ 17,680	\$ 72,680
JW Shuttlesworth, LLC	\$ 67,100	\$ 42,300	\$ 109,400
Pyramid Remedial Systems	\$ 144,950	\$ 62,400	\$ 207,350
Level Line, Inc	\$ 167,475	\$ 31,200	\$ 198,675


Allowance for Asbestos Abatement:

Southern Equipment LLC \$ 45,500

Department Recommendation:

Vendor: Southern Equipment LLC
 Amount: \$ 118,180
 Department: Community Development
 Department Representative: Bryan Wood, Community Development Director
 Signature: 

Purchasing Agent Recommendation:

Vendor: Southern Equipment LLC
 Amount: \$ 118,180
 Purchasing Agent: Mitchell Worthington, Asst. Finance Dir.
 Signature: 



Where Georgia comes together.

Lee Gilmour <lee.gilmour@perry-ga.gov>

City Hall and Public Safety contractor quotes

1 message

Ansley Fitzner <ansley.fitzner@perry-ga.gov>

Tue, Aug 6, 2019 at 7:29 AM

To: Lee Gilmour <lee.gilmour@perry-ga.gov>

Cc: Robert Smith <robert.smith@perry-ga.gov>

Mr. Gilmour,

I have received pricing for the landscape maintenance for City Hall and the Public Safety building from our 3 current, most competent contractors. Attached are the detailed quotes and a summary is below:

Real Turf Solutions \$7,200.00 annually (low bid)

Dixie Lawn and Landscape \$8,640.00 annually

Allen Turf Landscaping \$19,500.00 annually

These numbers include 26 routine maintenance visits per year (bi-weekly) to include pruning, weed control, and twice annual pinestraw.

Please let me know if you would like additional information or have any questions.

Thank you,

--



Ansley Fitzner
Landscape Manager
City of Perry
1211 Washington Street
P.O. Box 2030
Perry, GA 31069
Office 478-988-2731
Mobile 478-244-6618
<http://www.perry-ga.gov>

Where Georgia comes together.

4 attachments

 **Perry City Hall maint..pdf**
141K

 **Perry Public Safety maint..pdf**
141K

 **Quote_Real Turf Solutions(1).pdf**
82K


 **Allen Turf.pdf**
392K



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Council 
FROM: Lee Gilmour, City Manager
DATE: August 15, 2019
REFERENCE: Additional job classifications

The Administration requests Council approve establishing the below job classifications.

Customer Service Technician Trainee \$26,900-\$35,000

This position is being requested to provide a wider opportunity for persons to enter the career track with little experience. This approval does not establish a new position.

A copy of the job classification description is attached.

Customer Service Technician Trainee

Summary

Introductory training position for persons to be exposed to the process and requirements of handling customer issues and billing users.

Examples of tasks

- Set up residential and commercial accounts
- Generate work orders for utility services
- Collect and deposit revenue
- Handle customer concerns
- Provide users of City programs assistance with utility services
- Interact with meter operations.

Knowledge Required for Classification

- Knowledgeable in basic math
- Familiar with basic office software systems
- Ability to handle irate customers
- Knowledgeable in the management and meeting deadlines

Supervisory Control

Reports to Customer Service Manager

Physical Demands

Class E job demand

Work Environment

Office setting. Some on-call tasks.

Supervisory and Management Responsibility

None

Minimum Qualifications

- High School diploma or GED
- One (1) year experience dealing with customers
- One (1) year experience handling and accounting for cash collections.
- Ability to maintain a professional, responsive and courteous demeanor in all interpersonal actions.



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Council *19*
FROM: Lee Gilmour, City Manager
DATE: August 15, 2019
REFERENCE: Addition of job classification series

The Administration recommends Council approve the addition of the below job classification series. This would be part of the administrative career track process. It does not create any new positions.

Tax and License Specialist I	\$42,500 - \$58,000
Tax and License Specialist II	\$47,100 - \$65,000
Senior Tax and License Specialist	\$52,000 - \$70,000

A copy of the Tax and License Specialist I job classification description is attached.

Tax and License Specialist I

Job Summary:

The purpose of this classification is to perform and provide accounting service duties to support the excise tax, occupational tax, alcohol license, property and real estate tax division of the City of Perry. Work involves establishing and maintaining account information; assisting customers with account questions; maintaining related files and records; contacting customers to collect delinquent accounts; receiving and posting payments; maintaining the schedule for required notifications related to taxes and licenses; and insuring that all penalties, interest and fees are added at the appropriate times. Duties are to be performed accurately and timely paying attention to exceptional customer service practices.

Reports to: Customer Service Manager

Essential Job Functions:

- Assist the public with general information as well as assisting public in completing required licensing forms; provides information to the public pertaining to licensing of businesses; create and maintain information sheets and other documentation for distribution to the public concerning business licenses.
- Communicates with City of Perry Police Department, Zoning, and Fire personnel, and other applicable departmental personnel when required for approval of business licenses.
- Contacts unlicensed businesses and businesses with expired licenses for proper compliance with licensing ordinance by telephone, in person and through correspondence; prepares and issues notices for delinquent, unlicensed businesses and renewal licenses for businesses, follows through with necessary collection procedures.
- Stays informed of current city, county, state and federal business license regulations to provide recommendations for needed changes; recommends changes in business licensing ordinances, policies and procedures
- Issue license after determining applicant is in compliance with all City Ordinances; establish and maintain business license files as well as a monthly listing for new businesses for distribution to various offices and companies
- Learns and performs the collections and clerical work in the preparation, processing, and collection of tax bills. Prepares and distributes a variety of reports
- Assist customers in person and over the telephone with questions relating to property taxes. Responds to inquiries from realtors, abstract companies, attorneys and mortgage companies

- Assist code enforcement in the location of property owners, liens and deeds.
- Communicates effectively with individuals/teams to ensure high quality and timely responses and resolutions to customer requests. Explains basic legal requirements, policies, and procedures to the public
- Researches and prepares refunds for duplicate or excess tax payments.
- Works with the Houston County and Peach County Tax Commissioners offices.
- Prepares a Writ of Fieri Facias for delinquent tax listings and prepares a delinquent tax list for collection agency. Assists with the publication of properties in newspaper and the posting of tax levy signs prior to annual tax sale
- Explains tax sale process to the public. Records tax sale purchases in the computer. Produce reports of certificates purchased and balance due
- Assist the Land Bank committee in determining properties that are vacant, abandoned, and/or tax-delinquent in order to put into productive use so it will be a tax-producing property once again.
- Acts as tax sale clerk on day of tax sale
- Produce receipts when applicant(s) or owners pay fees; must reconcile receipts each day and prepare these receipts/monies for the Finance office
- Prepare documents and files for imaging; create indices to expedite the retrieval of document
- Discuss problem areas and complaints with appropriate individuals, in person and by telephone to assist in the resolution of those problems
- Assist with maintenance of department's web site page

Secondary Duties:

Ability to fill in as a customer service technician

Phone back up for customer service

Other duties as assigned

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of accounting and bookkeeping principles and techniques
- Attention to detail and organizational skills
- Ability to read, understand and apply City of Perry Ordinances relating to all taxes and licensing

- Knowledge of Microsoft Office software-particularly Excel and Word.
- Ability to adapt and utilize specialized software programs such as Incode and EnerGov
- Knowledge of office practices, procedures, systems and equipment
- Knowledge of accounts receivable/billing procedures
- Knowledge of ACH and credit card processing procedures and guidelines
- Knowledge of methods used to handle, receipt, record and maintain records of money received and disbursed

- Ability to make sound judgment decisions in accordance with City rules, policies and regulations

- Mathematical ability

- Ability to analyze data for patterns and deviations

- Ability to deal with the public and co-workers in a professional and courteous manner

- Ability to maintain a professional, effective relationship with the County Assessor's Tax office, County Sheriff's Office, as well as the Houston Home Journal and DTSI

- Ability to prioritize work, meet deadlines and multitask Ability to effectively communicate orally and in writing
- Ability to work independently and carry assignments to completion

Qualifications

- High school diploma or GED required.

- Three years of increasingly responsible experience in a customer service and/or accounting environment; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.

- Security training for NCJ ORI background check requests (Must be updated every 2 years). Valid driver's license.
- GMA training classes:
 - Occupation Tax & Regulatory Fees
 - Alcohol Excise Tax & License Fees
 - Ad Valorem Tax 101

- Notary public

- Ability to effectively communicate in business English for oral and written mediums.

Working Environment and Physical Demands:

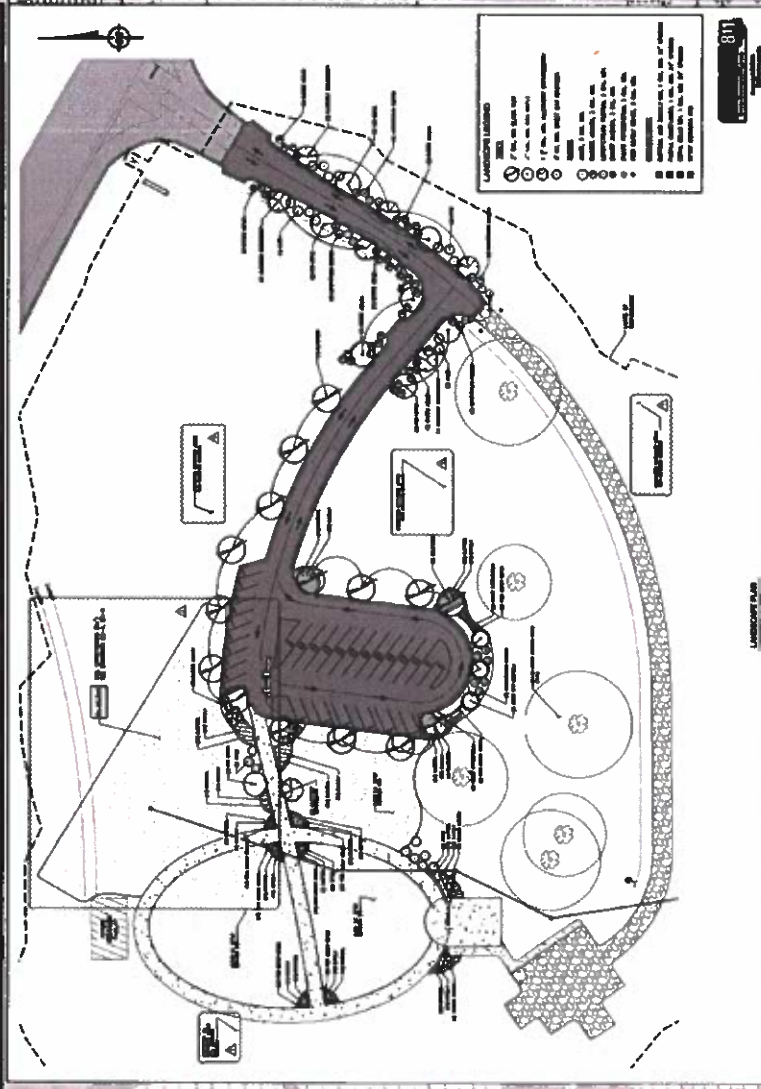
- Class E criteria job demand.
- Work is performed primarily indoors.
- Work is performed in a general office environment. The employee is regularly required to sit and frequently required to use hands and fingers to manipulate keyboard, equipment and writing utensils. Frequent walking, standing and bending may apply. Employee may occasionally lift and/or move objects weighing 25 pounds. Specific vision abilities required by this job may include close vision, distance vision and depth perception. Hearing on the normal audio range, with or without correction, is also required.



Heritage Park Phase I

Heritage Park GMP

\$1,133,972

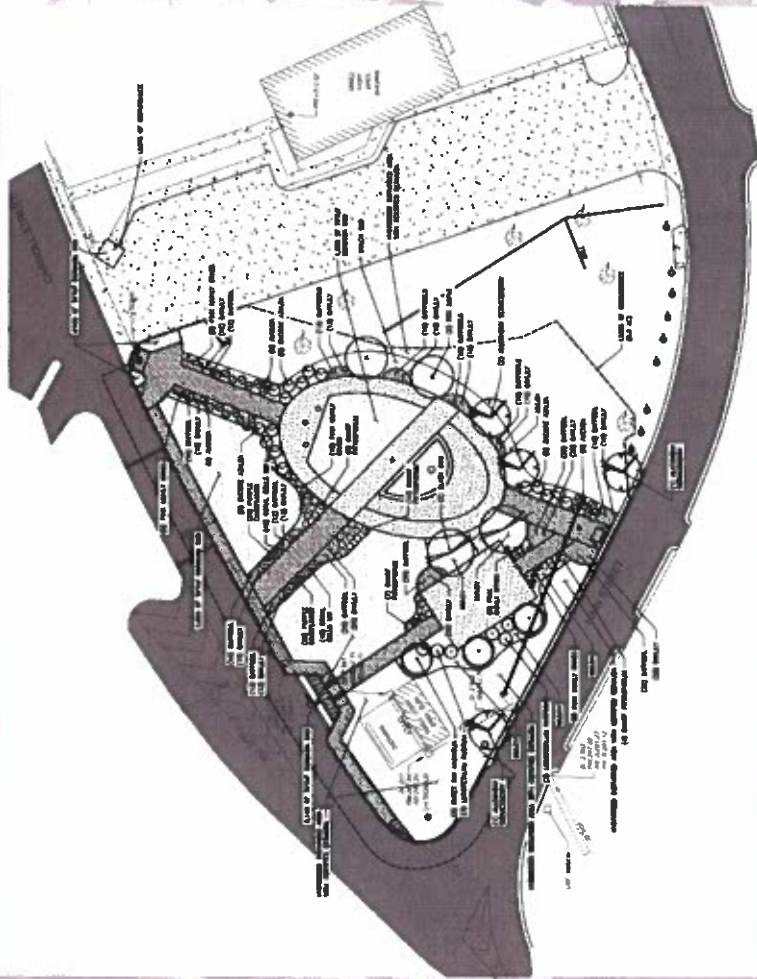




Legacy Park Phase I

Legacy Park GMP

\$625,186



Perry
Where Georgia comes together.

PARISH
CONSTRUCTION GROUP



Where Georgia comes together.

The City of Perry's Oktoberfest Event Application

Organization hosting event: The City of Perry Government

Event Coordinator: Nastasha "Anya" Edgley-Turpin, Special Events Coordinator

Name of Event: Oktoberfest

Date(s) of event: Saturday, October 19th

Event Start & End: 5 PM – 9 PM

Event Description:

We're bringing the Bavarian spirit to Middle Georgia! From Beer to Brats and Polka to Pretzels, the Oktoberfest celebration in Historic Downtown Perry will have you cheering "Prost"! Join us on Saturday, October 19th from 5-9 PM for an evening of German beer, music, games, crafts, food, free family friendly activities and more!

Council Action Requested:

- Approval of event to be hosted in Downtown Historic Perry

City Services Requested:

Road Closures Requested:

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

Time of Road Closures:

- 2 PM – 9:30 PM

Personnel/Support Requested:

- Fire Department to provide emergency response services and lighting at this event
- Police Department to provide emergency response services and barricades at this event
- Public Works to provide assistance with event set up, event support and event clean up