



Council Meeting Agenda

November 14, 2017

I. CALL TO ORDER

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
 - a. [October 3, 2017 Council Minutes](#)
 - b. [October 10, 2017 Council Minutes](#)
 - c. [October 25, 2017 Council Minutes](#)
 - d. [October 24, 2017 Historic Preservation Commission Minutes](#)
 - e. [Approval - Employee Benefits Broker Services for Health and Wellness Benefit Plans - To contract with MSI Benefits Group for health insurance brokerage for the 2018 plan year. \(Recommended for Council approval by Finance Committee November 7, 2017\)](#)
 - f. [Approval - Apron Rehabilitation and Expansion Design Agreement - To contract with Barge, Waggoner, Sumner, and Cannon for \\$74,230.00. \(Recommended for Council approval by Airport Committee November 7, 2017\)](#)
 - g. [Approval - North Broad Street LCI Construction Contract Award - Approval of low bid from Tri Scapes for \\$2,083,351.69. \(Recommended for Council approval by Public Works Committee November 7, 2017\)](#)

II. PUBLIC FORUM

- 1. Public Comments**
- 2. Public Hearing**
 - a. [Rezone / Annexation - 1050 Good Hope Road & 1054 Good Hope Road](#)

III. NEW BUSINESS

1. [Appointment - Housing Authority](#)

2. [Application - Beer & Wine Package Sales - Valero Food Mart](#)
3. [Application - Beer & Wine Package Sales - Mr. Quick](#)
4. [Resolution - Airport Identifier Change](#)

IV. ADJOURN



Council Meeting

AGENDA

November 14, 2017

Item:

October 3, 2017 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [10/3/17 Council Minutes](#)

MAYOR AND COUNCIL MEETING**OCTOBER 3, 2017****6:00 P.M.**

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Myoshia Crawford	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Debbie Kirk	City Clerk
	Paul Rosenthal	City Attorney

Staff Present: Danny Smith, Jeremiah Still, Keith Glass, Chris Bailey, Rodney Middlebrooks, Brian Thompson, Patrick Kelley

Visitors: Sadie Krawczyk, Beverly Harrison, Beth Thompson, R.V. Watts, John Howard, Leon Boyce, Lidia Garrett, Bob Carr, Ross Bradley, Mark Hayes, Jim Wilson

Mayor Thompson requested a moment of silence for the Las Vegas victims.

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

Mayor Thompson noted that all Council Members were present. There was a quorum.

City Administrator Logan Propes was present via phone call.

II. DEPARTMENT REPORTS

1. October Monthly Reports

The Department Heads presented the monthly reports.

III. COMMITTEE INFORMATION

1. Finance

a. Purchase – Tyler Technologies Financial Software

Mr. Chris Bailey discussed the request to purchase financial software from Tyler Technologies. He explained that there were six submissions received from the RFP. After evaluating the submissions, three of the companies were interviewed. Two of those three sites were visited, with Tyler Technologies being the recommendation. The price for the software replacement is \$300,617.00, and will have a twelve to fifteen month implementation process.

Council Member Larry Bradley questioned whether Tyler Technologies gives the same counter capabilities as BS&A Software for General Financials and Human Resources. **Item # 1**

MAYOR AND COUNCIL MEETING OCTOBER 3, 2017 6:00 P.M.

Mr. Bailey answered that both of the systems are equivalent to each other.

City Administrator Logan Propes explained that Tyler Technologies is one of the largest government software companies in the Country, and have lots of other software users within the state. Therefore, it has been thoroughly tested by other municipalities.

The committee recommends the procurement of financial software from Tyler Technologies for \$300,617.00 to Council.

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

2. Airport

No Items Scheduled.

3. Public Works

a. Approval – West Spring Street Streetscape Construction Contract

Mr. Chris Bailey explained that bids were received for the West Spring Street Streetscape Construction Project. The project will be approximately 1.544 miles long connecting downtown to the Paradise Shoppes along the north end of West Spring Street. He stated that the low bid came from CMES, Inc. for \$2,368,916.40, contingent upon execution of subsequent change orders for the base bid and alternate bids. He noted that the total base construction bid is \$1,593,170.90; total alternate paver bid is \$267,903.00; total tree planting bid is \$58,560.00; and the City's total estimated cost for lighting is \$449,282.50. The total estimated cost of the construction contract after the change orders is \$1,938,916.40.

Council Member Larry Bradley questioned the timeline for completion.

Council Member Norman Garrett questioned the lighting.

Council Member Lee Malcom questioned the original quantity of lights.

City Administrator Logan Propes explained the project would get started right away if approved, and weather permitting the project should be completed in less than a year. The lighting will be done in-house by the Electric Department. There will be a total of 62 lights installed, rather than the original quantity of 136.

Mr. Brian Thompson stated that more lights could be added at a later time, but he does not believe that any more will be required.

The committee recommends to Council to approve the low bid construction contract with CMES, Inc., in the amount of \$2,368,916.40, contingent upon the execution of subsequent change orders for the base bid and alternate bids.

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

b. Purchase – 2018 Kenworth Truck with Hoist

Mr. Danny Smith requested approval to purchase a 2018 Kenworth Truck with a Galbreath Roll-Off Hoist from Carolina Environmental Systems, for the amount of \$158,049.00. The purchase

Item # 1

MAYOR AND COUNCIL MEETING OCTOBER 3, 2017 6:00 P.M.

uses the National Joint Powers Alliance bidding guidelines. He stated that it will replace a 1990 Ford L8000 Roll-Off Truck which is inoperable. The truck is used to provide and maintain collection and disposal needs for residential and commercial customers, all City Departments, storm cleanup, and community special events. The City is currently using a rental unit from Premier Trucking for \$6,300 per month.

Council and staff discussed year models, prices, and contracting the services.

The committee recommends the purchase of the 2018 Kenworth Truck with a Galbreath Roll-Off Hoist from Carolina Environmental Systems for the amount of \$158,049.00 to Council.

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

4. Utilities

a. Purchase – Gas Materials for Estates at Dean Hill Farms

Mr. Rodney Middlebrooks requested to purchase the materials for the natural gas system expansion along Dean Hill Road. He explained that Rodney McCart, with Alcovy Builders, has requested for the City to provide gas services to 11 lots in The Estates at Dean Hill Farms. The developer has signed a contract for the City to provide gas services to the lots. All of the homes will have a gas water heater and a gas furnace which will be the principal heating source. The third gas appliance could either be a gas grill, gas logs, gas range, gas clothes dryer, gas lights, or an additional gas water heater. Mr. Middlebrooks explained that the expansion will also connect the main lines along Monroe-Jersey Road and Alcovy Mountain Road, which will provide system improvements, such as pressure. He is requesting to purchase the materials from Consolidated Pipe & Supply for the amount of \$26,900.95.

The committee recommends to Council the purchase of gas materials from Consolidated Pipe & Supply for the amount of \$26,900.95.

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

b. Approval – 2016 CDBG Grant Construction Bid Award for 5th & 6th Streets Project

Mr. Rodney Middlebrooks stated that bids for the 5th and 6th Streets CDBG utility rehabilitation were opened on September 20th. The project will include water, sewer, storm water, curb, gutter, and paving of the roads. The low bid of \$1,649,923.00 came from The Dickerson Group. He explained that in order to make the project financially feasible, change orders were initiated and agreed upon for a new total of \$1,141,188.00. This new total allows City crews to work alongside the contractor laying water lines while they perform the major sewer upgrades. The low bid for construction was \$1,649,923.00, the change order deductions were \$508,735.00, making the total low bid with change orders \$1,141,188.00.

The committee recommends approval of the low bid construction contract from The Dickerson Group, Inc., in the amount of \$1,649,923.00 and approve the subsequent change order bid total of \$1,141,188.00 to Council.

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

MAYOR AND COUNCIL MEETING**OCTOBER 3, 2017****6:00 P.M.****c. Approval – Internet Packages**

Mr. Brian Thompson discussed the potential internet package structure. He explained that the new CMTS has been installed and fully integrated into the CATV system. The higher data speeds have been implemented to all packages to monitor the system impact. The system capacity stayed within normal range, and the total system backhaul increased less than expected. Due to those results, he recommended approval of the proposed packages, which adds a sixth tier. Mr. Thompson explained there will be no price increases to any of the existing packages. He stated that the new tier of high speed internet is now available at very competitive pricing.

The committee recommends to Council to approve the new internet package structure as presented.

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

d. Approval – Pollock Subdivision Electrical System Rebuild

Mr. Brian Thompson explained that the electrical lines at the Pollock Subdivision need to be rebuilt. This rehabilitation will improve overall system wide reliability and efficiency. The total amount of \$199,415.20 includes material and labor for the rehabilitation. He is requesting to purchase the materials from Irby for \$31,289.20, the poles from Ace Pole Company for \$10,728.00, the right-of-way clearing from ECG for \$10,000.00, and the labor installation from Over and Under Contractors for \$147,398.00. He stated the project total is approximately \$100,000.00 less than the CIP budgeted amount.

The committee recommends approval of materials and labor as presented for the rebuild of the Pollock subdivision electrical system for the total amount of \$199,415.20 to Council.

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

5. Public Safety**a. Approval – Walton County School SRO Program Agreement for Foothills Charter**

City Administrator Logan Propes discussed the intergovernmental agreement with Walton County Board of Education to provide school resource officers for evening classes. The officers will be paid through the City, and may be subject to overtime rates. He explained that he has negotiated a rate to cover overtime costs and some associated payroll-related benefits. The agreement is retroactive to the first day of school, paying a rate of \$150 per day for 164 school days. The schedule will be four days per week for five-hours each day for the amount of \$24,600.00, to expire June 30, 2018.

Chief Keith Glass explained it will only be a part-time job, due to the limited number of hours to be worked at the Foothills Charter School. It will be difficult to secure a qualified person to do the job at a part-time status. He explained this is a Pilot Program, and may change next year.

Council Member Larry Bradley questioned staffing for the position, and if it makes more sense having the students relate to a single SRO. He also discussed hiring for a fulltime position to work twenty hours at the school, and the other twenty someplace else.

Chief Glass answered that one SRO would be ideal, but it would be a challenge to find a person qualified that would be willing to only work twenty hours a week. The plan is to keep the number limited; there will be a rotation of four of the current officers working at the after-hours

MAYOR AND COUNCIL MEETING OCTOBER 3, 2017 6:00 P.M.

school. He stated the major commitment for staffing issues is uniform patrol and CID. The ideal situation would be a candidate with SRO experience that has retired, and is still physically able to perform the job. Chief Glass explained that it is currently a Pilot Project, and there will be challenges that will come with the project.

Council Member Nathan Little requested the Police Department to keep a handle on the cost of the project from the City's perspective, since it will be overtime.

City Administrator Propes explained that the average overtime rate of the officers and payroll taxes based on that amount were taken into consideration for the contract amount. The City should break even, since the agreement is with the Board of Education.

The committee recommends to Council approval of the intergovernmental agreement with Walton County Board of Education to provide school resource officers at the Foothills Charter School for the annual amount of \$24,600.00 to Council.

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

6. Economic Development

No Items Scheduled.

Lieutenant Brent Davis introduced Officer Shannon Haynes, a local resident of Monroe. Officer Haynes graduated from the police academy on September 22. He is currently in the field training program, and riding along with Lieutenant Davis.

IV. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 14, 2017

Item:

October 10, 2017 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [10/10/17 Council Minutes](#)

MAYOR AND COUNCIL MEETING**OCTOBER 10, 2017 6:00 P.M.**

The Mayor and Council met for their regular meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Myoshia Crawford	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk
	Russell Preston	City Attorney
	Paul Rosenthal	City Attorney
	Jesse Couch	City Attorney

Those Absent:	Lee Malcom	Council Member
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Staff Present:	Danny Smith, Jeremiah Still, Keith Glass, David Jahns, Rodney Middlebrooks, Brian Thompson, Patrick Kelley	
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Visitors:	Sadie Krawczyk, Beverly Harrison, Beth Thompson, Leon Boyce	
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Mayor Thompson reminded everyone that on October 11, 1977 Lieutenant Michael Etchison of the City of Monroe Police Department was fatally wounded in the line of duty. Tomorrow marks the 40th Anniversary of our tragic loss. Mayor Thompson stated that our thoughts and prayers are with the Etchison family as we remember Lieutenant Etchison, and the sacrifice he made while serving the citizens of Monroe. This is a reminder of how dangerous things can get when wearing a badge and a gun. We appreciate every Police Officer in the City of Monroe, the County, and Nationwide.

I. CALL TO ORDER – GREG THOMPSON

1. Invocation

Mayor Thompson gave the invocation.

2. Roll Call

Mayor Thompson noted that Council Member Lee Malcom was absent. There was a quorum.

3. Approval of Agenda

Add New Business Item – Item 2. Discussion – Committee Appointments.

To approve the agenda as amended.

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

Item # 2

MAYOR AND COUNCIL MEETING OCTOBER 10, 2017 6:00 P.M.

4. Approval of Consent Agenda

- a. September 5, 2017 Council Minutes
- b. September 19, 2017 Council Minutes
- c. September 26, 2017 Historic Preservation Commission Minutes
- d. Purchase – Tyler Technologies Financial Software – Procurement of software for the amount of \$300,617.00. (Recommended for Council approval by Finance Committee October 3, 2017)
- e. Approval – West Spring Street Streetscape Construction Contract – To contract with CMES, Inc. in the amount of \$2,368,916.40 contingent upon execution of subsequent change orders for the base bid and alternate bids. (Recommended for Council approval by Public Works Committee October 3, 2017)
- f. Purchase – 2018 Kenworth Truck with Hoist – To purchase from Carolina Environmental Systems for the amount of \$158,049.00. (Recommended for Council approval by Public Works Committee October 3, 2017)
- g. Purchase – Gas Materials for Estates at Dean Hill Farms – To purchase from Consolidated Pipe & Supply for \$26,900.95. (Recommended for Council approval by Utilities Committee October 3, 2017)
- h. Approval – 2016 CDBG Grant Construction Bid Award for 5th and 6th Streets Project – To accept the low bid from The Dickerson Group, Inc. in the amount of \$1,649,923.00 and approve the subsequent change order bid total of \$1,141,188.00. (Recommended for Council approval by Utilities Committee October 3, 2017)
- i. Approval – Internet Packages – To approve the package structures as presented. (Recommended for Council approval by Utilities Committee October 3, 2017)
- j. Approval – Pollock Subdivision Electrical System Rebuild – Approval of material and labor as presented for the total amount of \$199,415.20. (Recommended for Council approval by Utilities Committee October 3, 2017)
- k. Approval – Walton County School SRO Program Agreement for Foothills Charter – To approve the contract for \$24,600.00. (Recommended for Council approval by Public Safety Committee October 3, 2017)

To approve the consent agenda as presented.

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

II. PUBLIC FORUM

1. Public Comments

No one signed up for public comments.

III. NEW BUSINESS

1. 1st Reading – Hotel / Motel Ordinance Amendment

City Attorney Paul Rosenthal presented the first reading of the ordinance.

2. Discussion – Committee Appointments

Council Member Larry Bradley stated that he wants to hear input from Council on the process for appointing people to the various boards. Hopefully after discussing, a general consensus can be reached on the steps for filling appointments. Guidelines could then be drawn-up for Council approval next month, so board vacancies can be filled. He explained that several of the boards

Item #2

MAYOR AND COUNCIL MEETING OCTOBER 10, 2017 6:00 P.M.

wording states that members shall be appointed by the Mayor and ratified by City Council. Council Member Bradley stated that he likes the idea of the Mayor looking over the qualifications and making the appointment. He believes the Planning Commission, Downtown Development Authority, and Airport Commission vacancies should be advertised, and the applicants should come before the full Council for discussion and appointment. This will give a person the opportunity to list their qualifications and the reason they would like to be appointed to the board. All of the candidates should appear before Council for consideration. Council Members can make nominations after hearing from the candidates, then all Council Members should vote on those nominations. Council Member Bradley stated these are his thoughts, and he welcomes hearing thoughts from the others. He would like for some guidelines to be drafted soon, so the appointments with vacancies can be filled.

Mayor Thompson stated that Council definitely needs to see who it is that they are appointing. The person should appear for a brief introduction at least. He explained that in the past the first one nominated was the only one that was voted on, which generally worked. There was a difference of opinion on the last committee appointment, which has brought this discussion forward. Therefore, if more than one qualified person applies and gets nominated, then both of the nominations should be voted upon.

Council Member Jimmy Richardson stated that he thinks this is a good idea.

Council Member Nathan Little stated things have evolved. He stated that anyone that is willing to fill out an application with their background information should be considered.

Council Member Wayne Adcock stated there are a lot more people interested in being involved; in the past you had to really work to find someone to fill a spot, but that is no longer the case.

Mayor Thompson summarized that appointments should be advertised, posted, and put on the City's website. Anyone that is interested should submit their completed application to the City. He explained that application forms will be available on the City's website. Mayor Thompson stated that he will continue to make the other appointments, per the City's Charter.

City Administrator Logan Propes stated that staff and legal council will review the process and bring it back to Council as soon as possible.

IV. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 14, 2017

Item:

October 25, 2017 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [10/25/17 Council Minutes](#)

MAYOR AND COUNCIL MEETING OCTOBER 25, 2017 6:00 P.M.

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Myoshia Crawford	Council Member
	Larry Bradley	Council Member
	Norman Garrett	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Logan Propes	City Administrator
	Debbie Kirk	City Clerk

Staff Present: David Jahns, Rodney Middlebrooks, Brian Thompson, Beth Thompson

Visitors:

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

Mayor Thompson noted that all Council Members were present. There was a quorum.

II. ITEMS OF DISCUSSION

1. CIP Budget

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

III. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 14, 2017

Item:

October 24, 2017 Historic Preservation Commission Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [10/24/17 HPC Minutes](#)

Historic Preservation Commission
Minutes
October 24, 2017

Present: Susan Brown
Eric Edkin
Mitch Alligood

Absent: John Lucas

Staff: Debbie Adkinson, Code Dept Assistant
Patrick Kelley, Director of Planning & Development

Visitors: Dan & Leah Reppert, Rita & David Dickinson, Kelley Brown, Alyssa Roper

Meeting called to order at 6:00 pm.

Acting Chairman Mitch Alligood entertained a motion to approve the minutes of September 26, 2017 as submitted. Eric made a motion to approve. Susan seconded. Motion Carried. Minutes approved.

The first item of business is an application for a petition # 17-00440 for 120 Mears Street. The applicant, Kelley Brown, Owner of Graceful Manor Senior Care, requests a COA for renovation of the exterior of the building.

The applicant, Kelley Brown spoke to the request. Kelley stated that she would like to spray the brick a lava gray and add two portico's with brick pavers for the drive.

Acting Chairman Alligood asked if there were any questions for the Ms. Brown. Being none he entertained a motion. Susan made the motion to approve as submitted. Eric Seconded. Motion passed unanimously. COA Granted.

The Second item of business is an application for petition # 17-00450 at 608 East Church Street. The applicant is Daniel and Leah Reppert, owners of the property. The applicants are requesting a COA to remove existing wall on front porch, add a closet for the bedroom and add columns to open porch back to its original state.

Dan Reppert spoke to the request stating he didn't think this house was attractive with the porch enclosed. He will be adding columns to the porch to bring it back to the original state.

Eric asked about the closet taking some of the porch.

Reppert –looking at the porch you will see a front door and a door into the bedroom he will put a 2x3 closet for the bedroom which will take up that portion of the porch.

Acting Chairman Alligood entertained a motion. Eric made a motion to approve as submitted. Susan seconded. The motion passed unanimously. COA Granted.

The third item of business is an application for petition # 17-00452 for 105 East Washington Street. The applicant Alyssa Roper, owner of Almost Home, request a COA to paint the front of the building to match the color on the alley side and to put up signs for her new business. The signs will be 48 sq ft painted on sign and a 7.5 sq ft projecting sign.

Alyssa Roper spoke to the request. She stated they would like to spray paint the front of the building and stencil on the sign on wall.

Acting Chairman Alligood asked there were any other questions. Being none he entertained a motion. Eric made the motion to approve as submitted. Susan Seconded. Motion passed unanimously. COA Granted.

The fourth item of business is an application for petition # 17-00457 for 110 Mears Street. The applicant Rita C Dickinson, owner, request a COA to place a fence across the back of property and down back side to keep cars from cutting through and to keep children from running into Mill Street.

Rita Dickinson spoke to the request. She stated she would like to use a black vinyl fence that will divide the St Stephens United Methodist church property from the church property purchased from Grace Baptist Church. It is a Black Vinyl chain link fence. She may just put it at the back across the drive through area between the churches and bring it down the back of the school.

Acting Chairman Alligood asked if there were any questions. Being none he entertained a motion. Susan made the motion to approve as submitted. Eric seconded. Motion passed unanimously. COA Granted.

New Business: None

Acting Chairman Alligood entertained a motion to adjourn. Eric made the motion. Susan seconded. Motion carried. Meeting was adjourned at 6:17 pm.



Council Meeting

AGENDA

November 14, 2017

Item:

Approval - Employee Benefits Broker Services for Health and Wellness Benefit Plans - To contract with MSI Benefits Group for health insurance brokerage for the 2018 plan year. (Recommended for Council approval by Finance Committee November 7, 2017)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

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[Health and Wellness Broker Services](#)



To: Finance Committee

From: Logan Propes, City Administrator

Department: ALL

Date: 11/03/2017 for the 11/07/2017 Agenda

Description: EMPLOYEE BENEFITS BROKER SERVICES FOR HEALTH AND WELLNESS BENEFIT PLANS

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation:	n/a	Allocated in each dept.	n/a
Budget Available:	n/a	Allocated in each dept.	n/a
Requested Expense:	n/a	Company of Purchase:	MSI Benefits Group, Inc.

Recommendation:

Staff recommends that the Council award the professional services contract for Health Insurance Brokerage to MSI Benefits Group, Inc. for the 2018 plan year.

Background: On October 18, 2017 the City released a request for proposals (RFP) for Employee Benefits Broker Services for Health and Wellness Benefit Plans. The proposals were due November 2, 2017 at 10:00 am.

Four highly-competitive proposals were turned in from the following companies:

BIS (incumbent)

Northwestern Benefit Corporation of Georgia

Shaw Hankins

MSI Benefits Group Inc.

The value of putting these professional services out for bid is to ensure that the City employees receive responses from the highest caliber of companies to manage the city benefit programs. The services have not been bid for over 20 years. There has been a great deal of interest from a variety of companies and the RFP route is the best way to assess the potential services for a very important and expensive program.

The services may be renewed each year beyond the initial plan year at the request of the City. The initial plan year runs from April 1, 2018 – March 31, 2019.

Attachment(s): RFP for Health Insurance Services for the City of Monroe and;
RFP from winning bidder for professional services (except bid enclosure which are available at City Hall for inspection) and;
Overall scoring sheet



TOTAL POINTS

	BIS	NORTHWESTERN	SHAW & HANKINS	MSI
REVIEWER 1	55	85	82	88
REVIEWER 2	65	83	88	84
REVIEWER 3	96	95	99	95
REVIEWER 4	61	87	79	85
TOTAL	277	350	348	352



MSI BENEFITS GROUP, INC.

TownPark Ravine One, 245 TownPark Drive, Suite 100, Kennesaw, Georgia 30144
Office: (770) 425-1231 Fax: (770) 425-4722 E-Mail: info@msibenefitsgroup.com

November 2, 2017

City of Monroe
215 N. Broad Street
Monroe, GA 30655

Re: RFP for Employee Benefits Broker Services for Health and Wellness Benefit Plans

Thank you for this opportunity of competing to represent the City of Monroe and of serving its employees.

MSI currently acts as **consultant and servicing broker for 51 Georgia Counties, Cities and Public Authorities** with a combined member count in excess of **35,000**. We feel well qualified and excited by the prospect of also offering our services to the City of Monroe.

During the past 34 years MSI Benefits Group has demonstrated a track record of assisting public sector Georgia groups in developing meaningful, multi-year strategic plans, providing expert consulting and aggressive cost advocacy.

This presentation comprehensively addresses all of our added value services. There are three aspects of MSI's online services that cannot be adequately evaluated without an actual visit to the website destination. **These services, as all others in this presentation, are an integral part of the Brokerage and Consulting work that we perform for all of our clients.** These are:

eElect – 24/7 Automated Electronic Enrollment / Data Interface – *eElect* is the state-of-the-art gold standard of electronic enrollment platforms which we use to *augment, not replace*, face-to-face benefit communications and enrollment.

MSI Website – Employer Page – Customized for the City of Monroe – enables your HR department to send MSI service requests and notifications of new hires, terminations and changes as we manage the day-to-day eligibility.

MSI Website – HR Online – “Client-Only” access to an immensely robust library of federal and state laws, Health Care Reform regulations, forms and procedures which impact on every aspect and phase of Human Resources management.

We have created sample web destinations for each of the above and have included detailed instructions with links that are provided in the body of our presentation. Thank you again for your consideration of MSI Benefits Group.

Sincerely,

MATTHEW S. BIDWELL
Vice-President
MSI Benefits Group, Inc.
MBidwell@msibg.com

Item # 5

NOTICE TO PROPOSERS

1. Any prices offered by proposers on any item or service offered to the City of Monroe shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Monroe reserves the right to accept any or all items where maximum delivery date, as listed in the specifications if not met by proposer.
4. Signature below of authorized agent for proposer shall constitute recognition and acceptance of all conditions of the sale as listed above.

Company Name

MSI Benefits Group

Authorized Agent



Matthew S. Bidwell

Item # 5

EXECUTIVE SUMMARY

MSI Benefits Group has over 34 years of experience in benefits consulting and insurance brokerage services and we currently act as **consultant and servicing broker for 51 Georgia Counties, Cities and Public Authorities** with a combined member count in excess of **35,000**. Our public sector clients include:

Barrow County	City of Peachtree Corners	Madison County
Bleckley County	City of Thomaston	Oglethorpe County
Butts County	City of Toccoa	Peach County
City of Canton	City of Washington	Pickens County
City of Duluth	Cusseta-Chattahoochee County	Spalding County
City of East Point	Dade County	Stephens County
City of Ellijay	Douglas County	Sumter County
City of Griffin	Elbert County	Three Rivers RC
City of Hampton	Ellijay Water & Sewer	Town of Tyrone
City of Hapeville	GA World Congress Ctr. Authority	Upton County
City of Holly Springs	Georgia Public Broadcasting	Walker County
City of Jasper	Gilmer County	Walton County
City of Jefferson	Habersham County	Ware County
City of Lawrenceville	Harris County	White County
City of Lilburn	Jackson County	Whitfield County
City of Locust Grove	Jekyll Island Authority	Wilkes County
City of McDonough	Lumpkin County	Wilkinson County

Our comprehensive business model is based on the recognition that we are in a “relationship/service business” and not in a “transaction business”. As illustrated in the following pages, we place equal emphasis on **consulting, implementation** and on-going **service/support** in **core, supplemental** and **voluntary** benefits which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a central point of contact for all insured employee benefits.

BENEFIT CONSULTING - The ultimate purpose of MSI consulting services is to leverage our extensive industry knowledge and technical expertise to enable the City to deploy a robust employee benefits program which supports the constant need to **recruit, retain** and **motivate** top quality employees while adhering to financial constraints and objectives. Common topics for review and recommendations include:

- City of Monroe *objectives, requirements, budget and financial goals*
- City of Monroe Benchmarking of costs and benefits of other area employers
- Employee attitudes and expectations (customized employee surveys)
- Plan design analysis
- Leverage competition from all suitable regional and national carriers
- Advocacy with incumbent carriers
- Eligibility analysis

IMPLEMENTATION - “Enrollment”, “benefits orientation”, and “benefit communications” are all activities which we combine under the heading of implementation. With that in mind, we are convinced that “employee satisfaction” with benefits is directly linked to “employee understanding”. Therefore MSI allocates the time, effort, commitment and resources **throughout the plan year** to achieve a high level of employee understanding and appreciation.

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Key elements of the MSI implementation process:

- **24/7 electronic communication / automated enrollment platform (*eElect*)**
- **Employee Benefits Handbook (sample copy enclosed)**
- **Total Compensation / Benefit Statements (sample copy enclosed)**
- **One on one, face to face open enrollment**
- **Return monthly for new employee orientations**
- **Salaried (non-commissioned) MSI employees are enrollment counselors**
- **Open enrollment announcement letter**
- **24/7 on-site open enrollment to accommodate public safety/shift employees**
- **Employee / eligibility data validation**
- **FSA / Section 125 explanation / enrollment**
- **Monthly updated payroll deduction reporting to your finance/accounting department**

Note: You can view and manipulate the sample *eElect* enrollment platform customized for the City of Monroe. Please go to:

www.eElect.com / Enrollment ID: **95329 / Employee ID Number: **123456789****

SERVICE / SUPPORT - Our constant goal is to add value to your benefit choices by decreasing the HR workload and increasing employee comfort, security and satisfaction.

MSI *service/support* is task-organized into four functional areas:

- **Customer Service Team** – handles phone calls, coverage questions, claims issues, requests for administrative assistance, coordination with doctors and hospitals to facilitate claim payments
- **Enrollment Team** –performs monthly visits, enrolls newly hired employees and answer questions from existing covered employees.
- **Eligibility Team** –tracks new hires, changes and terminations and feed that data as needed to the benefit counselors and to our billing specialists. Tasks include COBRA tracking and COBRA compliance.
- **Billing Team** - reconciles all monthly invoices with on-going eligibility activity and provides *audited* “premium-due” information to your finance/accounting department.
- **Information Technology Team** – manages all data flow of eligibility and participation information via Electronic Data Interface (EDI) with insurance carriers and clients

Key elements of MSI customer service and support:

- **City of Monroe employees can review their own benefits, costs and all related documents and information online 24/7**
- **Claims assistance and resolution**
- **Employees are encouraged to call us directly with problems**
- **MSI maintains individual (HIPAA compliant) electronic file on each employee**
- **Assistance with Wellness and Disease Management Programs**
- **Monthly MSI employee benefit newsletter mailed to all management level decision makers**
- **Interactive MSI website with password access to your HR staff - used to send MSI service requests and notify us of new hires, terminations and changes. Includes a library of forms and documents specific to the City of Monroe’s benefit plans. Receipt of all service requests and notifications are electronically confirmed and archived.**

Note: Please visit the City of Monroe sample employer page on the MSI website:

www.msibq.com / Click: “Employer” link

Username: “monroe” / Password: “msibenefits”

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EMPLOYEE BENEFITS BROKER RFP QUESTIONNAIRE

GENERAL INFORMATION

- 1) Provide the history of your firm, particularly your employee benefits division if you have multiple divisions.

Established in 1983, MSI Benefits Group is an independent insurance firm providing consulting and brokerage services to public and private sector employer groups in all aspects of insured and self-insured employee benefits. We are a private, for profit, Georgia "C" Corporation, in business for over 34 years and \$105 million in annual sales.

We place equal emphasis on consulting, implementation and on-going service/support in the core, supplemental and voluntary benefits realm which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a single administrative point of contact. Please see the "Business Documents" section in this presentation binder for all relevant credentials and licenses as well as the certificate of the firm's E&O coverage.

MSI BUSINESS PRINCIPLES

At this time of ever increasing healthcare costs and continued legislative / regulatory uncertainty, we feel that our competitive edge relies on three fundamental principles that guide our relationship with all of our clients:

INTEGRITY: The complexity of today's insurance products and the confusing array of employee benefit options make consumers vulnerable to the good faith and professional conduct of their insurance representative. At MSI the exclusive focus of all our efforts are the needs of the client. We recognize that trust and confidence are the most essential ingredients of our business relationships.

SERVICE / ACCOUNTABILITY: MSI has built a culture of taking ownership of problems. Our customer service representatives (CSR) are prohibited from using the phrase: "Why don't you just call the insurance carrier? Here's the number." Whether the issue is a claim, a bill, a COBRA event or enrollment, we continuously look for ways to ease the client's burden for benefits administration. Wherever possible we do the work and we assume responsibility.

SENSITIVITY: The morale of each employee is dependent, in part, on his or her understanding of the benefits package that is made available. Our constant goal is to be an articulate good will ambassador on behalf of the employer as well as an effective benefit counselor to the employees. The employer must be able to rely on us to treat all employees with fairness, honesty and respect. This will have a beneficial impact on employee turn-over, employee performance and, ultimately, the employer's bottom line.

Our comprehensive business model is based on the recognition that we are in a 'relationship/service business' and not in a 'transaction business'. We place equal emphasis on consulting, implementation and on-going service/support in core *and* voluntary benefits which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a single point of contact for all insured employee benefits.

The goal of MSI consulting services is to harness our extensive industry knowledge and technical expertise to enable our clients to deploy a robust employee benefits program which supports the constant need to recruit, retain and motivate top quality employees while adhering to financial constraints and objectives.

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2) How many employees are there in your company? Generally, what are their job categories (i.e., management, sales, technical, customer service, etc.)?

Each client account is served by a lead consulting broker who manages the relationship and is involved on a constant, year-round basis.

In addition to consulting services, MSI implementation and service/support is task-organized into five functional areas:

- **Customer Service Team** – handles service requests, coverage questions, claims issues, requests for administrative assistance, coordination with doctors and hospitals to facilitate claim payments.
- **Enrollment Team** – assigned to your account to perform monthly visits, enroll newly hired employees and answer questions from existing covered employees.
- **Eligibility Team** – assigned to your account to track new hires, changes and terminations and to feed that data as needed to the benefit counselors and to our billing specialists. Handles COBRA compliance tracking and notification to carriers.
- **Billing Team** - assigned to your account to reconcile all monthly bills with on-going eligibility activity and provide *audited* “premium-due” information to your finance/accounting department.
- **Information Technology Team** – manages all data flow of eligibility and participation information via Electronic Data Interface (EDI) with insurance carriers and clients.

We have 21 employees all of whom work at our offices in Kennesaw, Georgia. Our staff is task-organized into the five functional areas described above. Professional history of key personnel may be found in **Section IV**.

3) Please provide a list of those employees that will be working directly with the City of Monroe and their capacities. Please provide the roles and resume/qualifications of each person. Also, include the number of clients each person is expected to handle and categorize these clients by large (500 or more), medium (100-499), or small (less than 100) groups.

MSI’s account management team for the City of Monroe:

Matt Bidwell
Vice-President
mbidwell@msibg.com

Maria Campos
Office Manager / Claims
mcampos@msibg.com

Jessica Strow
Eligibility
jstrow@msibg.com

Amy Strickland
COBRA/Eligibility
astrickland@msibg.com

Reena Stamber
Lead Benefits Enroller
zworrall@msibg.com

Tara James
Billing Manager
tjames@msibg.com

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Josh Bradford
Information Technology
jbradford@msibg.com

Rob Tate
Operations Manager/IT
rtate@msibg.com

Zori Worrall
Finance Manager
zworrall@msibg.com

- 4) How many of your clients do you currently work with on a broker basis? How many of your clients do you currently work with on a consultant basis?

We do not distinguish between “Consulting” and “Brokerage” work. In fact, the state of Georgia recognizes only “Agent” and “Counselor” as valid titles and all of our producers are licensed as such. We regard “Consulting” as an essential task which we have to perform in order to offer expert advice to clients and “Brokerage” is a very generic term that describes the transactional aspects of what we do.

- 5) Describe the form of professional liability or errors and omissions insurance carried by your company and the amount of coverage.

Please see **Page 42** in the “Business Documents” section in this presentation binder.

ACCOUNT SERVICES

- 1) Describe your account services department.
- 2) What is your process for ensuring customer satisfaction?
- 3) Do you provide employee communication services for your clients’ employees? If so, please provide a general description of your capabilities. Please provide a sample of employee communication materials that you have distributed to other clients.
- 4) How can you assist in facilitating employee meetings?
- 5) Do you help facilitate annual open enrollments?

The following narrative answers all five questions above in a logical sequence.

It is a **core value** of MSI Benefits Group to conduct all communication, enrollment and interaction with employees with professionalism and a keen understanding that the employer is relying on us to act as an articulate good will ambassador on his behalf. **The over-arching goal of the employer to be better positioned to recruit, retain and motivate top quality employees can only be attained if deliberate and professional effort is expended to accurately and effectively convey an understanding of the benefits to all employees.**

The following list is a summary of key implementation and service/support tools and resources. All listed services are included as part of this proposal and the proposed services apply to all City of Monroe employee benefits. On subsequent pages each service component is also described in more detail if not already described elsewhere in this document.

- Open Enrollment Announcement Letter (**Enclosure 2**)
- Employee Benefits Handbook (**Enclosure 3**)
- Interactive MSI Benefits Group website
- *eElect* – 24/7 Automated Electronic Enrollment / Data Interface
in conjunction with...

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- One-on-one, face-to-face open enrollment
- Enrollment Team (field based) returns monthly for new employee orientations / enrollment
- Eligibility Team (office based) manages flow of new hires, terminations, changes
- Billing Team aggregates and reconciles all premium invoices
 - I. Direct electronic data transfer of all *payroll deductions* into the City of Monroe payroll system
 - II. Direct electronic data transfer of all *benefit elections* into carrier eligibility systems
- Customer Service Team assists employees with claims, coverage and admin issues
- Toll-free call center / "live" CSR / operator answers MSI phones
- Total Compensation / Benefit Statements (**Enclosure 4**)
- COBRA / HIPAA Administration
- ACA Reporting (1094-C / 1095-C) (**Enclosure 8**)

Open Enrollment Announcement Letter

We draft and publish with City of Monroe's management approval a letter to employees which conveys the employer's message for each annual open enrollment. Changes in carriers, benefits or contribution requirements are all examples of issues addressed by this letter. Also included are instructions to employees on how they can access the City of Monroe *eElect* Automated Electronic Enrollment System if they wish to self-enroll on-line during the designated open enrollment period. (See specimen letter - **Enclosure 2**)

Employee Benefits Handbook

The Employee Benefits Handbook is published and printed by MSI for EACH City of Monroe employee and includes simplified spreadsheets that distill the most basic plan design and cost information for the employees' consideration in an easy to understand format as well as the actual insurance carrier brochures and other important information. As you can see from the enclosed sample, employee deductions / health / Rx / dental / life / disability / wellness / FSA / Sec 125 / EAP / COBRA / important claims & service addresses and telephone numbers are all compiled in the handbook for easy, year-round reference.

We insert both the Enrollment Announcement Letter and the Employee Benefits Handbook into a 9"x 12" envelope which is personalized with the employee's full name on a label that is color coded by City department. This helps to ensure that the necessary benefit information reaches every single employee in your workforce. (See specimen handbook - **Enclosure 3**)

Internet Based Tools

All of our clients are enrolled online and this represents over 35,000 member lives. The enrollment websites are designed, deployed and managed year-round by MSI IT staff (none of these tasks are outsourced).

There are two major components of our online electronic capabilities:

1) **Interactive MSI Benefits Group – Website**

Our clients utilize the MSI website year-round to send us the following:

- New Hire Notifications
- Termination Notifications
- Change Requests
- Service Requests

All of these client notifications are electronically confirmed and archived. Beyond these four essential elements of eligibility information, which can only originate with the client, MSI assumes year-round responsibility for on-site enrollment of new hires and all other necessary administrative actions and/or interface with insurance carriers and plan administrators.

The MSI website also provides access to a library of forms and documents specific to your organization's benefit plans as well as the link to "[MSI – HR Online](#)".

Please visit the sample Employer Page we created and customized for the City of Monroe.

Website	>	www.msibg.com
Click	>	"Employer"
Username	>	"monroe"
Password	>	"msibenefits"

2) **MSI - eElect – Online Enrollment Platform / Electronic Data Interface (EDI)**

This website serves as a portal to a state-of-the-art web based benefit communication and enrollment platform (**eElect**) that employees can access 24/7 from their home, office, smartphone or tablet.

Traditional "paper/ink" enrollments have become virtually obsolete – for good reason. In the past, employer groups struggled with the handling, processing and reconciling of multiple carrier insurance applications, billing statements and payroll deductions.

eElect provides a single electronic point of entry for all insurance products. The employee's benefit elections, made with the on-site assistance of MSI benefit counselors, are fed electronically to multiple insurance carriers' eligibility databanks and identical data to the employer's payroll system. *eElect* ensures that the insurance carrier invoices and your payroll deductions will always match the actual lines of coverage elected by the employees.

At the heart of making electronic enrollments work is the blending of technology with an intimate knowledge of the insurance plans being enrolled. The system can be programmed to adjust for waiting periods, payroll cycles, late entrants, age band changes on life insurance and a host of other life events. **All programming and data mapping is performed by MSI EMPLOYEES who are licensed and trained in the insurance products being enrolled.**

- *eElect* is "HIPAA 834" compliant which is the federal government standard for electronic insurance eligibility data formatting

- ★ True EDI - Information is mapped directly into the eligibility database of the appropriate insurance carrier. *(Please note that this feature in itself is a crucial distinction not to be confused with so called “web-based enrollments” or “internet eligibility” capabilities, both of which require subsequent data entry or manipulation and thus vulnerable to errors.)*
- Simultaneously, *eElect* feeds the payroll deduction elections of the employee directly into the employer payroll system.
- MSI performs the extensive “data mapping” needed to accomplish these automatic data feeds.
- The employee can view detailed on-screen explanation of benefits and costs of each line of coverage and is assisted throughout by a MSI benefit counselor.
- **Total Compensation / Benefit Statements** are automatically generated at the conclusion of each enrollment. The Employee Total Compensation / Benefit Statement itemizes the employee’s benefit elections, the corresponding employee cost per pay period and per year and also itemizes the employer cost for each benefit.

Please visit the demo *eElect* enrollment site customized for the City of Monroe.

Website	>	www.eElect.com
Enrollment ID	>	"95329"
Employee ID Number	>	"123456789"

★ Please Note: *eElect Electronic Enrollment is designed to augment, not replace, personal interaction and face-to-face benefit communications. The cornerstone of our implementation strategy is that, whenever possible, employee benefit communications are conducted face-to-face, one-on-one. Thus we conduct annual open enrollments with a staff of qualified, experienced and non-commissioned benefit counselors who meet individually with each employee to answer questions and return monthly for new employee orientations.*

Enrollment Team (field based) returns monthly for new employee orientations / enrollment

A group of 237 employees will inevitably have a certain amount of turnover in the course of a plan year. We want new employees to be informed and enrolled with same amount of care and attention to detail that we devote to the annual open enrollment. MSI Benefit Counselors conduct the enrollment and benefit orientations of all new employees in close coordination with the City of Monroe HR Department.

Eligibility Team (office based) manages flow of new hires, terminations, changes

The flow of new hires, terminations and change requests are monitored and managed by our Eligibility Team. The team ensures that eligibility data is accurately reflected in the *eElect* data base, promptly transmitted to insurance carriers / TPA’s and that all new activity is transmitted to the City of Monroe payroll department as well as to the MSI Billing Team.

Billing Team aggregates and reconciles all premium invoices

Our billing team aggregates all of your benefits invoices and reconciles them with the eligibility data flow. This month by month, year-round audit of all carrier invoices ensures complete accuracy. As you can note, this is made possible by the constant flow of eligibility data that we track on a day to day basis.

Customer Service Team assists employees with claims, coverage and admin issues

OUR PHONE IS ANSWERED BY A LIVE RECEPTIONIST / Customer Service Representative (CSR) augmented by voice mail, e-mail, toll-free telephone, fax and our brokers' cell phone numbers are always available to clients. **We encourage your employees to call us directly with claim problems and administrative issues** and they will feel most comfortable in doing so if indeed a live person answers the phone and connects them immediately to the dedicated Customer Service Representative. This saves the employee and/or the HR Department the frustration of endless hold times that often happens when you call insurance carriers directly.

Toll-Free Call Center - "Live person", CSR / operator answers MSI phones –

As you evaluate this proposal, please dial 770-425-1231 / 800-580-1629 during normal business hours (8:00 AM to 5:00 PM) to verify our response and compare to other call-for-service experiences.

Total Compensation / Benefit Statements –

The *eElect* Automated Electronic Enrollment System has the added benefit of automatically generated Total Compensation / Benefit Statements at the conclusion of each enrollment. The Employee Benefit Statement itemizes the employee's **benefit elections**, the corresponding **employee cost** per pay period and per year, employee **tax savings** from pre-tax deductions and also itemizes the **employer cost** for each benefit. It is communicated to the employee through:

- Immediate, post-enrollment on-site, on-screen confirmation of all benefits and costs
- Printed and distributed by MSI to all employees
- 24/7, year-round access by employees on the *eElect* system

A sample copy of the Total Compensation / Benefit Statement is enclosed (**Enclosure 4**).

COBRA / HIPAA Administration –

ALL of our employees are subject to and governed by HIPAA "Business Associate Agreements" that MSI executes with all clients and pertinent insurance carriers.

In addition to the comprehensive eligibility and demographic electronic records maintained in the *eElect* system we maintain an individual electronic employee file on each employee of each of our client groups. (It seems simple but we emphasize the point because this level of record keeping is far from standard among brokerages.) The employee file has notes of customer service actions and any correspondence related to or regarding your insurance plans. The instant availability of data offered by these electronic employee files empowers our Customer Service Representatives to solve problems faster and more effectively.

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Please note that the above mentioned Employee Benefits Handbook also includes and thus satisfies the City of Monroe's requirement to individually disseminate a General (At-Hire) COBRA Eligibility Notice.

★ 1094/1095 IRS Reporting

As of January 1, 2015 the IRS requires all Applicable Large Employers (ALE) to report health coverage and enrollment of its employees on **IRS Form 1094-C** and to provide written notification to employees regarding details of each employee's coverage on **IRS Form 1095-C**.

At the City's option, MSI will perform all data preparation tasks related to this Federal ACA requirement. For more details please see **Enclosure 8** titled "MSI – HCM File, Completing Form 1094/1095-C".

In January 2017 MSI performed this task for 56 public and private sector clients and met or exceeded the original IRS deadlines.

DATA ANALYSIS

1) What resources do you use to analyze medical and pharmacy claims?

We obtain from the plan administrator and/or the TPA the following categories of data:

- High Cost Claimants
- Primary Care Provider Utilization
- Specialist Physician Utilization
- Inpatient Facility Utilization
- Average Length of Inpatient Stay
- Outpatient Facility Utilization
- Professional Utilization
- Clinical Engagement and Utilization
- Top Five Health Conditions for High Cost Claimants
- Top Health Conditions by Paid Amount
- Top 25 Target Episode Groups
- Emergency Room Savings Opportunity Analysis
- Average Rx Wholesale Price
- Rx Rebate Calculation Methodology
- Prescription Drug Performance Report
- Enrollment and Demographics
- Membership and Paid Amount by Month
- Medical Paid Amount and Plan Savings
- Medical Paid Claims Distribution
- Medical and Pharmacy Claim Lag Report
- Premium and Expense Summary
- Utilization by Setting
- Behavioral Health Top 10 Major Diagnoses by Paid Amount
- Dental Membership
- Dental Enrollment and Claims
- Dental Claims Summary by Service Category
- Dental Network Utilization and Plan Services

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The sheer volume of this data, when viewed in its raw form can be daunting. It is our job and our expertise which distills and condenses these reports so that the information becomes useful and actionable. Please see **Enclosure 12 - City of Lawrenceville 2016 Health Plan Review** for an illustration of how we are able to present data and recommendations to management.

2) Will your organization complete a provider analysis of physicians, clinics, and hospitals that treat our plan participants?

Yes - see Question 1 above.

3) Will your organization provide a wellness and preventive health analysis of our employees and claims experience?

Yes - see Question 1 above.

4) What is the cost of customization or ad hoc reports?

There is no cost - we consider it part of our job to give clients detailed quarterly updates on plan performance.

STRATEGIC PLANNING/VENDOR SELECTION

- 1) What resources do you have available to help the City of Monroe manage our benefits and outline a benefits strategy consistent with current and future business plans?
- 2) How will you help the City of Monroe with the competitive marketing and placement of our plans, including development of marketing specifications, identification of market conditions, evaluation of proposals, negotiations and placement of insurance contracts for annual renewals?
- 3) How is the "rebidding" process handled?
- 4) How are plan design changes handled?

The following narrative answers all five questions above in a logical sequence.

Always the first step is to interview the professional staff and the appropriate committees who have day to day oversight of employee benefits. Each employer group has its unique needs and priorities. Consultation with the staff will reveal the hot button issues. We always try to determine what variable is giving the most concern. Budget, hiring, retention, provider network availability are all examples. We also gather at least the past two years' history of carriers, costs, benefits and cost sharing formulas to get an insight into the employer's benefits philosophy as well as the experiences and expectations of the employees. We then proceed through the methodology detailed in our answer below.

We first prepare an overview of all current in-force benefit plans and their cost. A comparison report, illustrating current benefits and employee's cost as they compare to other government agencies with whom the City of Monroe competes for skilled employees (i.e. Police and Fire) is compiled. We further assist the City in compiling all pertinent data needed in soliciting proposals.

Recommendations must start with an evaluation of your current programs. This evaluation will include requesting reports from your current plan in the following areas that relate to cost, provider network and service. In addition to the standard paid claims reports we request the following from each category.

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Cost

- Comparison reports on specific areas of utilization
- Utilization reports on specific medical providers
- Pharmacy evaluation
- Identify most utilized providers
- Identify claims categorically

Provider Network

- Survey employees (optional but strongly recommended)
- GEO Access reports
- Review percentage of claims paid out-of-network

Service

- Percentage of claims paid 15/30 days
- Member Service response times (Average hold time)
- Percentage of dropped calls

We distribute RFP's to all qualified insurance carriers that can provide both fully insured and self-insured options. We then perform a comprehensive review of all insurance carrier proposals. This in-depth analysis will consider point-by-point over 30 areas of benefit design as well as qualitative data about the various carriers and their networks, such as: financial performance, response time on claim payments, responsiveness of customer service and patient satisfaction.

Common topics for review and recommendations include:

Employer objectives and requirements
 Employer budget and financial goals
 Benchmark benefits and costs to similar employers
 Employee attitudes and expectations

Plan design analysis and recommendations

Leverage competition from all suitable regional carriers and re-insurers

Advocacy vis-a-vis Incumbent Carriers

Review current plans for competitiveness
 Analyze fixed costs (administration / re-insurance)
 Audit incumbent carrier assumptions affecting cost (inflation/trend, network discounts, regional comparisons)
 Evaluate incumbent carrier utilization management
 Offer opportunity to incumbents to reduce fees/rates

Plan design changes

- Network evaluation
- Deductibles, Co-pays, Coinsurance (consider industry benchmarks)
- Dual option / Multiple options
- Explore feasibility of introducing Health Savings Account (HSA)
- Explore feasibility of introducing Health Reimbursement Account (HRA)
- Disease Management Programs
- Wellness Programs

Employee contribution changes

- Review employer contribution history / employee expectations
- Consider regional public sector benchmarks
- Analyze employer cost / employee cost / possible adverse selection
- Explore segmenting employee contributions by employment class / length of service

Eligibility

- Review employer policy on working spouse eligibility
- Evaluate timely cancellation of terminated employees' benefits
- Calculate savings impact of lengthened Employee Waiting Period
- Audit for fraud and unintentional errors as they relate to eligibility

We perform a comprehensive review of all insurance carrier proposals. This in-depth analysis will consider point-by-point over 30 areas of benefit design as well as qualitative data about the various carriers and their networks, such as: financial performance, response time on claim payments, responsiveness of customer service and patient satisfaction. An integral part of this evaluation process includes assessing the reporting capabilities of each insurance plan. Future planning decisions are closely tied to the reporting capabilities of your administrator. We require each prospective insurance administrator to submit copies of actual reports, along with their frequency of availability prior to being selected. Our goal, as always, is to improve benefits for employees, lower costs for both the client and its employees and reduce the financial risk.

All of the original insurance company proposals are analyzed and compiled by us into an Executive Summary. This spreadsheet format eases the management's task of making comparative judgments about all facets of the proposed coverage options. We make a formal presentation to management along with recommendations and we remain constantly engaged for questions and consultation during the entire review process.

- 5) Furnish a list of insurance companies, third party administrators, and other providers for which the consultant is an authorized agent or broker.

As noted, MSI Benefits Group currently acts as consultant and servicing broker for 51 Georgia counties, cities and public sector entities with a combined member count in excess of 35,000. This fact alone ensures that we are able to wield great credibility with carriers as we effectively and aggressively represent your interests.

MSI Benefits Group does not consider any insurance company as a “*preferred carrier*”. However, most large, competitive insurance carriers consider MSI as a “*preferred agency*”. This is an important distinction because on any given day, the best carrier is the one with the lowest cost for the best benefits and in whom we can have confidence of claims paying ability. Our job is to exercise due diligence on your behalf and make unbiased carrier recommendations based solely on the needs of the client.

Our sizable block of public and private sector business allows us to negotiate the most competitive premiums for our clients from any number of insurance companies.

MSI’s negotiating leverage with carriers is further enhanced by our state-of-the-art on-line enrollment system which is recognized by insurance companies as having real monetary value. We provide 100% enrollment accuracy, reduced carrier acquisition cost, self-billing, and paperless enrollment. All the efforts provided by MSI reduce the administrative cost to the insurance companies and allows them to be more aggressive with the pricing provided to our clients for all lines of coverage.

Our carrier/plan administrator relationships include:

Aetna Health, Inc.	Hartford Life & Accident Insurance Co.
Aetna Health Insurance Co.	HealthEquity
Aetna Life Insurance Co.	HealthSmart
Alliant Health Plans, Inc.	Humana Employers Health Plan of Ga., Inc.
Allstate Benefits	Humana Insurance Co.
American Fidelity Assurance Co.	Humana Dental Insurance Co.
American Heritage Life Insurance Co	Kaiser Foundation Health Plan of Ga., Inc.
American Public Life Insurance Co.	Kaiser Permanente Insurance Co.
American United Life Insurance Co.	Kanawha Insurance Co.
Ameritas Life Insurance Co.	MedCom
Banner Life Insurance Co.	Metropolitan Life Insurance Co.
Berkshire Life Insurance Co.	Morgan & White Administrators
Blue Cross and Blue Shield of Ga.	Principal Life Insurance Co.
Boston Mutual Life Insurance Co.	Professional Insurance Co.
Brokers National Life Assurance Co.	Provident Life and Accident Insurance Co.
CIGNA Healthcare of Georgia, Inc.	Reliance Standard Life Insurance Co.
Connecticut General Life Insurance Co.	Standard Insurance Co.
Continental American Insurance Co. (Aflac)	Sun Life Assurance Co. of Canada
Coventry Health and Life Insurance Co.	TASC
Coventry Health Care of Georgia, Inc.	Texas Life Insurance Co.
Dearborn National	Unimerica Insurance Co.
Delta Dental Insurance Co.	Union Security Insurance Co.
Fidelity Security Life Insurance Co.	United HealthCare Insurance Co.
Golden Rule Insurance Co.	United HealthCare of Ga., Inc.
Greater Georgia Life Insurance Co.	Unum Life Insurance Co. of America
Guardian Life Insurance Co. of America	Unum Life Insurance Co. of America

6) How do you propose saving The City of Monroe money?

Please see our answers to questions 1-5 above - beyond that, we have no information about the City of Monroe's current cost.

7) What sort of benchmarking data can you provide?

- Mercer - National Survey of Employer-Sponsored Health Plans
- Kaiser Family Foundation - Employer Surveys
- MSI enjoys a relationship with 50 government employer groups and provides benchmarking on a confidential basis based on our own internal analytical data

COST PROJECTIONS/ONGOING REVIEW

1) How can you help us develop cost projections tied to our fiscal goals?

Please see specimen Benefits Strategic Plan (**Enclosure 7**).

2) Who do you use for actuarial services? Please provide credentials.

Actuarial services is a function of the in-force carrier and/or third party administrator.

3) How will you help with the management of insurance, including: monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports; underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?

Please see Question 1 under DATA ANALYSIS and Questions 1-4 under STRATEGIC PLANNING/VENDOR SELECTION.

PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE

- 1) Do you have an in-house benefits attorney? If yes, please provide his or her credentials and the number of years he or she has provided counsel on benefits issues. If no, do you use an external benefits attorney? Which firm do you use?
- 2) How does your firm stay current with federal and state regulations that impact employer sponsored plans?
- 3) Will your firm notify The City of Monroe of changes in federal and/or local laws that would affect us?
- 4) Explain what steps you have taken to become HIPAA compliant.

Our clients routinely depend on us to be their in-house expert on a multitude of issues that impact on the day to day administration of benefits. COBRA Administration, HIPAA Compliance, Medicare Part D, Section 125 Administration and Compliance, Policy Conversion, Dependent Eligibility, Working Spouse Rules, FMLA, Absence Management Policies, effective wellness programs are all examples of issues on which we provide information, training and advice. Additionally, MSI Benefits Group mails a monthly newsletter to all management level decision makers within our client groups. (Current issue is enclosed) This newsletter addresses issues of topical interest in the realm of employee benefits and related legislative and regulatory trends. Archived copies of these newsletters can be found on our website at www.msibg.com item # 5

Please also review the [MSI – HR Online](#) link on our website which is reserved for clients and which you can access through the RFP process.

Website > www.msibg.com
 Click > "Employer"
 Username > "monroe"
 Password > "msibenefits"
 Click > "HR Online"

MSI – HR Online features the most current federal and state laws and updates plus step-by-step guidelines for compliance as well as how to hire, interview and terminate employees. We give you a comprehensive view of human resource and benefits laws both on a federal and state level. Whether you need a form, poster, the newest information on health care reform laws or state employment laws, we give you a complete inventory of HR information and forms needs including a great range of online tools to help you manage all your HR needs. You'll find easy, step-by-step guidance on how to comply with a broad range of laws from Health Care Reform, COBRA, HIPAA, USERRA and FMLA as well as how to interview, hire and terminate employees. Supported by a professional team of attorneys, we provide the guidelines that will help you comply with the laws, written in plain English so it's easy to understand. This dynamic online HR library provides:

- Health Care Reform (Patient Protection and Affordability Care Act – PPACA)
- Compliance steps that clearly explain how to comply with the law to help avoid penalties or potential employee lawsuits
- Thousands of pages of HR and benefits content
- Fast, efficient online HR tools for developing job descriptions and salary benchmarking
- Over 500 downloadable forms, posters and model notices
- Federal and state employment law information
- Job Description Developer
- Salary Benchmarking Tool
- Federal HR and Benefit Laws
- State Employment Laws
- How to Recruit, Hire and Terminate Employees
- Forms, Posters and Checklists (ready to download and print)
- Performance Reviews

ALL of our employees are subject to and governed by HIPAA "Business Associate Agreements" that MSI executes with all clients and pertinent insurance carriers.

WELLNESS PROGRAMS

- 1) What tools can you provide The City of Monroe to help implement/continue our wellness program with our third-party provider, Care ATC?
- 2) Can you provide examples of low-cost wellness tools?
- 3) How can you help develop a wellness program for the City over time?
- 4) What is your process for measuring the success or failure of a wellness program?

As an extension of our consulting services, MSI Benefits Group assists clients with the design and implementation of Employee Wellness Programs. Matthew S. Bidwell, RHU is a degreed Registered Nurse and takes the lead in coordinating wellness programs for clients.

NOTE: MSI has assisted, among other public sector groups, the City of Griffin in developing one of the most evolved and successful Employee Wellness Programs in the region. (City of Griffin is listed as an MSI reference)

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The first and fundamental decision required from management is to decide the scope, intensity and aggressiveness of the wellness program to be implemented. Each employer group has a unique culture and there are trade-offs between “*positive incentives*” and “*coercive measures*”. MSI helps to ensure that a wellness program meets the needs and is compatible with the culture of the individual employer.

There are several basic considerations:

Goals and Expectations

All employee wellness programs strive to reduce future health care cost by reducing claims. This requires identifying your high and moderate risk individuals and converting them to moderate or low risk status. It is estimated that 12% of the adult population has elevated blood pressure, blood glucose and/or cholesterol and is *unaware of their at-risk condition*. These at-risk individuals will be the source of your future high-dollar claims.

Employee Involvement

The success of your wellness initiative is tied to the involvement and participation from employees. If a program is perceived as too invasive, it will meet resistance. On the other hand, if the program fails to identify at-risk members and does not offer assistance in improving these members’ health, then your intended goals will not be met. The employer must decide if participation will be voluntary or mandatory and consider incentives for participation.

Medical Provider Resources

Local and regional resources offered by health care providers must be accessed to assist in meeting the goals of a health program. This includes assistance in screening members and providing on-going educational assistance.

Financial Resources

Identify the financial commitment required in establishing a program. There are many inexpensive but effective resources available to assist in implementing a wellness program. Most group health insurance plans have imbedded wellness programs of various degrees of intensity. If feasible, these should be incorporated into your strategy.

HUMAN RESOURCES TOOLS

- 1) Describe how you keep your clients abreast of employment laws in a timely manner.
- 2) What resources do you provide to help The City of Monroe remain compliant?
- 3) What types of materials can you provide to communicate pertinent information to the City of Monroe management and employees?

Please see our answers to Questions 1-4 under PLAN ADMINISTRATION and LEGISLATIVE COMPLIANCE.

- 4) Do you have any Internet-based employee communication tools? If yes, please provide a brief description of each and any fees.

Internet Based Tools

All of our clients are enrolled online and this represents over 35,000 member lives. The enrollment websites are designed, deployed and managed year-round by MSI IT staff (none of these tasks are outsourced).

Item # 5

There are two major components of our online electronic capabilities:

1) **Interactive MSI Benefits Group – Website**

Our clients utilize the MSI website year-round to send us the following:

- New Hire Notifications
- Termination Notifications
- Change Requests
- Service Requests

All of these client notifications are electronically confirmed and archived. Beyond these four essential elements of eligibility information, which can only originate with the client, MSI assumes year-round responsibility for on-site enrollment of new hires and all other necessary administrative actions and/or interface with insurance carriers and plan administrators.

The MSI website also provides access to a library of forms and documents specific to your organization's benefit plans as well as the link to "[MSI – HR Online](#)".

Please visit the sample Employer Page we created and customized for the City of Monroe.

Website	>	www.msibg.com
Click	>	"Employer"
Username	>	"monroe"
Password	>	"msibenefits"

2) **MSI - eElect – Online Enrollment Platform / Electronic Data Interface (EDI)**

This website serves as a portal to a state-of-the-art web based benefit communication and enrollment platform (**eElect**) that employees can access 24/7 from their home, office, smartphone or tablet.

Traditional "paper/ink" enrollments have become virtually obsolete – for good reason. In the past, employer groups struggled with the handling, processing and reconciling of multiple carrier insurance applications, billing statements and payroll deductions.

eElect provides a single electronic point of entry for all insurance products. The employee's benefit elections, made with the on-site assistance of MSI benefit counselors, are fed electronically to multiple insurance carriers' eligibility databanks and identical data to the employer's payroll system. **eElect** ensures that the insurance carrier invoices and your payroll deductions will always match the actual lines of coverage elected by the employees.

At the heart of making electronic enrollments work is the blending of technology with an intimate knowledge of the insurance plans being enrolled. The system can be programmed to adjust for waiting periods, payroll cycles, late entrants, age band changes on life insurance and a host of other life events. **All programming and data mapping is performed by MSI EMPLOYEES (Information Technology Team) who are licensed and trained in the insurance products being enrolled.**

- **eElect** is "HIPAA 834" compliant which is the federal government standard for electronic insurance eligibility data formatting

- ★ True EDI - Information is mapped directly into the eligibility database of the appropriate insurance carrier. *(Please note that this feature in itself is a crucial distinction not to be confused with so called “web-based enrollments” or “internet eligibility” capabilities, both of which require subsequent data entry or manipulation and thus vulnerable to errors.)*
- Simultaneously, *eElect* feeds the payroll deduction elections of the employee directly into the employer payroll system.
- MSI performs the extensive “data mapping” needed to accomplish these automatic data feeds.
- The employee can view detailed on-screen explanation of benefits and costs of each line of coverage and is assisted throughout by a MSI benefit counselor.
- **Total Compensation / Benefit Statements** are automatically generated at the conclusion of each enrollment. The Employee Total Compensation / Benefit Statement itemizes the employee’s benefit elections, the corresponding employee cost per pay period and per year and also itemizes the employer cost for each benefit.

Please visit the demo *eElect* enrollment site customized for the City of Monroe.

Website	>	www.eElect.com
Enrollment ID	>	"95329"
Employee ID Number	>	"123456789"

★ Please Note: *eElect Electronic Enrollment is designed to augment, not replace, personal interaction and face-to-face benefit communications. The cornerstone of our implementation strategy is that, whenever possible, employee benefit communications are conducted face-to-face, one-on-one. Thus we conduct annual open enrollments with a staff of qualified, experienced and non-commissioned benefit counselors who meet individually with each employee to answer questions and return monthly for new employee orientations.*

FEE INFORMATION

1. Describe your proposed method of compensation for your services. Your response may propose similar or alternative methods for being compensated for your services.
2. Describe your approach towards commissions and/or your fee structure for: a. Placement of insurance and administrative or other services; b. Complimentary services that your firm provides; describe these services and the additional costs if any; c. Fees for other or optional services that can be purchased at an additional cost. Include a description of other or optional services that the firm provides that have not been listed.
3. What is your estimated annual cost for your firm to provide your proposed services to The City of Monroe? Explain your recommendations on how these fees can be funded (commissions, fee based on per hour of service, annual retainer fee, combination).
4. A general statement of the range of compensation you would expect for the services you propose should be included.
5. If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.

Cost Proposal:

MSI compensation for medical insurance is derived as a Per Employee Per Month (PEPM) fee that the medical carrier/administrator will include in the administration fee paid the City of Monroe.

Our cost proposal to the City of Monroe is a PEPM in the amount of \$20.83 to begin on January 1, 2018. (The PEPM includes only covered employees.) There are no separate or itemized fees for any administrative/complimentary/consulting services and this PEPM covers all MSI services described in this proposal.

Optional Service:

Data preparation for the ACA 1094/1095 IRS Reporting is the only optional service which is invoiced separately. Please see **Enclosure 8**.

Ancillary and Voluntary Benefits:

MSI will accept compensation in the form of standard level commissions, distribution fees or service fees from any carriers providing ancillary and voluntary benefits. MSI does expect the City to take advantage of the full scope of MSI services. As described in the body of our proposal we place equal emphasis on consulting, implementation and ongoing service support in core, supplemental and voluntary benefits which offer inherent administrative efficiencies to the City of Monroe and its employees.

Role of the Broker:

By law and regulation, the broker bears a fiduciary duty to the carrier to accurately and honestly define the risk which they will take in exchange for the premium you pay.

Simultaneously, the broker acts as an aggressive advocate on behalf of the client by “packaging the risk” in ways that the carrier can more easily understand and process within their own unique underwriting criteria and which is the most favorable for the client.

As such, as a successful and trusted brokerage, there are four broad categories of “value” that we deliver from which derive our compensation:

- Consulting services for the client (best product at the best price)
- Added value Implementation and Service/Support for the client
- “Packaging the risk” / product distribution for the carrier
- Added value Implementation and Service/Support for the carrier

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REFERENCES/OTHER

1. How many clients do you currently have that are of a larger size than the City of Monroe?

Barrow County
 City of East Point
 City of Griffin
 City of Lawrenceville
 Douglas County
 Georgia World Congress Center Authority
 Jackson County
 Spalding County
 Walker County
 Walton County
 Ware County
 Whitfield County

2. How many clients do you currently have that are of similar size to the City of Monroe?

Butts County
 Gilmer County
 Habersham County
 Harris County
 Lumpkin County
 Madison County
 Peach County
 Pickens County
 Sumter County
 Upson County
 White County

3. How many clients of similar size to the City of Monroe have you lost in the last three (3) years? Explain.

None

4. How many new clients of similar size to the City of Monroe have you gained in the last three (3) years?

Harris County
 Peach County
 Walker County

5. Please provide a reference list of a minimum of six (6) clients. Include at least two (2) clients with 50 - 100 employees and two (2) clients with 101-499 employees, and two (2) clients with 500 or greater employees. Please include name, address, telephone number, email address and length of time associated with your organization. Indicate on each whether your firm's role was as a broker and/or a consultant.

(50-100)

CITY OF JASPER

- **Stella Brewer** / HR Coordinator
- 200 Burnt Mountain Road, Jasper, GA 30143
- Tel: **706-692-9100**
- sbrewer@jasper-ga.us
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability
- 2008 to Present

CITY OF JEFFERSON

- **Priscilla Murphy** / City Clerk
- 147 Athens Street, Jefferson, GA 30549
- Tel: **706-367-5121 x 7**
- pmurphy@cityofjefferson.com
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA)
- 2008 to Present

(101-499)

JACKSON COUNTY

- **Melanie Thomas** / HR Director
- 67 Athens Street, Jefferson, GA 30549
- Tel: **706-367-6318**
- mthomas@jacksoncountygov.com
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Cancer Insurance / Accident Insurance / Health Reimbursement Arrangement (HRA) / Flexible Spending Account (FSA)
- 2006 to Present

BARROW COUNTY

- **Charlie Felts** / HR Director
- 30 N. Broad Street, Winder, GA 30680
- Tel: **770-307-3663**
- cfelts@barrowga.org
- Broker and Consultant for Health / Dental / Vision / Supplemental Life Insurance / Short Term Disability / Long Term Disability
- 2008 to Present

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(500 or greater)

WALTON COUNTY

- **Karen Fraser** / HR Director
- 303 S. Hammond Drive, Suite 331, Monroe, GA 30655
- Tel: **770-267-1329**
- kfraser@waltoncityofgriffin.com
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Whole Life Insurance / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA)
- 2016 to Present

DOUGLAS COUNTY

- **Frederick Perry** / HR Director
- 8700 Hospital Drive, Douglasville, GA 30134
- Tel: **770-920-7277**
- fperry@co.douglas.ga.us
- Broker and Consultant for Health / Dental / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Whole Life Insurance / Health Reimbursement Arrangement (HRA) / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA) / Legal Shield / Medicare Advantage / Employee Assistance Program (EAP)
- 2015 to Present

6. Describe any other facets of your organization and your firm's experience that are relevant to this proposal which have not been previously described and that you feel warrant consideration.

All three of our business principles described in Question 1 of GENERAL INFORMATION above are equally important to us and defines the rules to which we adhere. However, it is the second of the three that our clients see and feel and experience on a day-to-day basis:

SERVICE / ACCOUNTABILITY: MSI has built a culture of taking ownership of problems. Our customer service representatives (CSR) are prohibited from using the phrase: "Why don't you just call the insurance carrier? Here's the number." Whether the issue is a claim, a bill, a COBRA event or enrollment, we continuously look for ways to ease the client's burden for benefits administration. Wherever possible we do the work and we assume responsibility.

Therefore, as you check our references, we invite you to please drill down with our current clients on what their opinion is of the MSI customer service culture. This is the reason why we list below, for your consideration, ALL of our public sector clients instead of just the few the RFP requests.

The following is a current list of MSI Benefits Group's 51 Georgia public sector clients. In all cases MSI is responsible for core benefits (medical, dental, life and disability) and in most cases for all voluntary benefits. Please feel free to contact any of these in addition to the listed references:

<u>GROUP</u>	<u>CONTACT</u>	<u>TITLE</u>	<u>PHONE</u>
Barrow County	Charlie Felts	HR Director	770-307-3663
Bleckley County	Cindy Newman	Finance Director	478-934-3200
Butts County	Shwander Newton	HR Manager	770-775-8200
City of Canton	Lorrie Waters	HR Director	770-704-1524

City of Duluth	Ed Johnson	HR Director	770-497-5290
City of East Point	Frederick Gardiner	City Manager	404-270-7017
City of Ellijay	Al Hoyle	Mayor	706-635-4711
City of Griffin	Miles Neville	HR Director	770-233-2923
City of Hampton	Tiffany Wilson	Personnel Officer	770-946-4306
City of Hapeville	Jennifer Elkins	City Clerk	404-766-3004
City of Holly Springs	Rob Logan	City Manager	770-721-7503
City of Jasper	Stella Brewer	HR Manager	706-253-9100
City of Jefferson	Priscilla Murphy	City Clerk	706-367-5121
City of Lawrenceville	Steve North	Assistant City Manager	770-963-2414
City of Lilburn	Lynn Smith	HR Director	770-921-2210
City of Locust Grove	Tim Young	City Manager	770-957-5043
City of McDonough	Carla Tuck	HR Director	770-957-3915
City of Peachtree Corners	Brandon Branham	Accounting Manager	770-609-8818
City of Thomaston	Rebecca Zebe	HR Director	706-647-4242
City of Toccoa	Jan Crawford	HR Manager	706-282-3291
City of Washington	Sherri Bailey	City Administrator	706-678-3277
Cusseta-Chattahoochee County	Thomas Weaver	County Manager	706-989-3602
Dade County	Mary Bailey	HR Manager	706-657-4625
Douglas County	Frederick Perry	HR Director	770-920-7277
Elbert County	Tamara Butler	County Clerk	706-283-2000
Ellijay Water & Sewer	Bonnie Broady	HR Manager	706-276-2202
GA World Congress Ctr.	Gwendolyn Miller-		
Authority	Jones	HR Director	404-223-4444
Georgia Public Broadcasting	Veronica Daniels	HR Generalist	404-685-2663
Gilmer County	Lisa Ellis-Malota	HR Director	706-515-2313
Habersham County	Vinitha Robinson	HR Manager	706-754-6270
Harris County	Nancy McMichael	County Clerk	706-628-4958
Jackson County	Melanie Thomas	HR Director	706-367-6318
Jekyll Island Authority	Jennifer Johnson	HR Director	912-635-4075
Lumpkin County	Alicia Davis	HR Manager	706-482-2573
Madison County	Tracy Dake	HR Manager	706-795-6303
Oglethorpe County	Josh Hawkins	County Administrator	706-743-5270
Peach County	Michelle Douglas	HR Manager	478-825-2535
Pickens County	Paula Peace	HR Manager	706-253-8820
Spalding County	Wendy Law	HR Director	770-467-4231
Stephens County	Patsy Browning	HR Director	706-886-9491
Sumter County	Bill Twomey	County Manager	229-928-4500
Three Rivers RC	Hope King	HR Director	678-692-0510
Town of Tyrone	Sandy Beach	Finance Manager	770-487-4038
Upton County	Jim Wheelless	County Administrator	706-647-7012
Walton County	Karen Fraser	HR Director	770-267-1329
Walker County	Shannon Whitfield	Sole Commissioner	706-638-1437
Ware County	Edward Cady, Jr	HR Director	912-287-4333
White County	Shanda Murphy	County Clerk	706-865-2235
Whitfield County	Jackie Carlo	HR Director	706-275-7512
Wilkes County	Karen Burton	County Administrator	706-678-2511
Wilkinson County	Debra Shanks	Deputy Clerk	478-946-2236

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PERSONNEL QUALIFICATIONS - PROFESSIONAL HISTORY OF KEY PERSONNEL

Les Szabolcsi, President – lszabolcsi@msibg.com

Les graduated from the U.S. Military Academy at West Point in 1978. Prior to his appointment to West Point he served as an enlisted Ranger Instructor at Ft. Benning, Georgia. After military service as an infantry officer in Europe and Central America he returned to Georgia in 1985. Between 1985 and 1989 he was an independent Executive Recruiter serving the Human Resources departments of Fortune 500 companies. Clients included IBM, Procter & Gamble, Coca-Cola, Mobil Oil and Pfizer. Since 1989 he has been the President of MSI Benefits Group. Les serves on the Health Care Committee of the Board of Directors of the Georgia Chamber of Commerce, is a member of the Chairman's Club of the Cobb County Chamber of Commerce and is a former member of the Legislative Committee of the Georgia Association of Health Underwriters. Les is married and resides in Acworth, Georgia.

Matthew S. Bidwell RHU, Vice President, Sales– mbidwell@msibg.com

Matt graduated from Spalding College in Louisville, Kentucky in 1980. From 1982 to 1996 he worked for John Alden Life Insurance Co. in the employee group benefits department. For the last ten years of his tenure with John Alden, Matt was the District Manager in Atlanta managing group health insurance sales. In 1996 Matt joined Blue Cross & Blue Shield of Ga. and was responsible for large group sales in Northwest Georgia. Matt joined MSI Benefits Group in 1998 as Vice President, Sales and his specialty is the public sector market. In 1990 Matt received the Health Insurance Associate designation from the Health Insurance Association of America and in 1994 was designated as a Registered Health Underwriter by the National Association of Health Underwriters. Matt is married with 4 children and resides in Milton, Georgia.

John C. Leggett, Benefit Consultant – jleggett@msibg.com

John is a native of Dallas, Georgia and began his professional career in 2002 as an Account Executive with MSI Benefits Group. He attended Floyd College while studying Business Administration. John is a licensed insurance agent and counselor in the State of Georgia and provides benefit consulting / brokerage services to the full range of MSI's public and private sector clients. John would be the lead consultant for Catoosa County and the primary point of contact for renewals, ongoing claims reviews and presentations to the Board of Commissioners. John is married with two children and resides in Marietta, Georgia.

Reenae M. Stamper, Enrollment Counselor Supervisor – rstamper@msibg.com

Reenae is a native of Athens, Georgia and began her professional life in 1976 as a Licensed Practical Nurse (LPN). In 1982 she joined Confederation Life Insurance Company in Marietta, Georgia and for the next 18 years progressed through a series of positions of increasing responsibility in benefits administration, eligibility and customer service dealing with claims, enrollments and employee benefit communications. Reenae joined MSI Benefits Group as Lead Enrollment Counselor in 1999. Reenae is married, has two daughters and resides in Powder Springs, Georgia.

Maria Campos, Account Manager (CSR Supervisor) – mcampos@msibg.com

Maria is a 2001 graduate of the University of Central Florida where she earned a B.S. in Business Administration. From 2001 thru early 2005 she worked as a Customer Service Representative in both the Patient Accounting and Managed Care Appeals Departments of Orlando Regional Healthcare. Maria relocated to Atlanta and joined MSI Benefits Group as a Customer Service Representative in February 2005. Maria is married with two children and resides in Kennesaw, Georgia.

COMPANY NAME **MSI Benefits Group, Inc.**

References

- (1) CLIENT NAME **Jackson County**
- ADDRESS (Street) **67 Athens Street**
- ADDRESS (City, St, Zip) **Jefferson, GA 30549**
- CONTACT NAME **Melanie Thomas, HR Director**
- TELEPHONE/E-MAIL **706-367-6318 / mthomas@jacksoncountygov.com**
- (2) CLIENT NAME **Walton County**
- ADDRESS (Street) **303 S. Hammond Drive, Suite 331**
- ADDRESS (City, St, Zip) **Monroe, GA 30655**
- CONTACT NAME **Karen Fraser, HR Director**
- TELEPHONE/E-MAIL **706-267-1329 / kfraser@co.walton.ga.us**
- (3) CLIENT NAME **Barrow County**
- ADDRESS (Street) **30 N. Broad Street**
- ADDRESS (City, St, Zip) **Winder, GA 30680**
- CONTACT NAME **Charlie Felts III, HR Director**
- TELEPHONE/E-MAIL **770-307-3000 / cfelts@barrowga.org**
- (4) CLIENT NAME **City of Duluth**
- ADDRESS (Street) **3167 Main Street**
- ADDRESS (City, St, Zip) **Duluth, GA 30096**
- CONTACT NAME **Ed Johnson, HR Manager**
- TELEPHONE/E-MAIL **770-497-5287 / ejohnson@duluthga.net**



JACKSON COUNTY
HUMAN RESOURCES DEPARTMENT

67 Athens Street
 Jefferson, Georgia 30549-1401

Melanie E. Thomas
DIRECTOR

Phone: (706) 367-6316 Fax: (706) 367-7367

January 7, 2014

Letter of Recommendation

To Whom It May Concern:

I am writing this letter to make you aware of what a wonderful service MSI Benefits Group, Inc. (MSI) has provided Jackson County Government for the last eight years. Having their services available to us is as if we have additional staff in our own office. MSI has *consistently* provided superb customer service in a number of ways, such as:

Problem Resolution

When our employees have issues with their claims, we can rely on MSI to get to the root of the problem quickly and provide the answers we and our employees need. This frees up our HR staff to work on other duties of our office.

New Hire Orientations

We have our new hire orientations on a bi-weekly schedule. A representative from MSI attends those orientations to present and explain our benefits to the new hires as well as enroll them.

Billing

MSI receives our monthly insurance invoices, reconciles the invoices and prepares spreadsheets for us which we use to pay our premiums.

Open Enrollments

In preparation for each open enrollment, MSI solicits bids on our insurance and works with the different insurance companies providing them with all census data and information needed to prepare their bids. When the benefit package is approved, MSI prepares each employee a benefits handbook and packet of information. They also attend the open enrollments for face to face meetings with the employees as well as providing the option to enroll online.

Website

We have access to MSI's website where we can submit changes to employees' records as well as retrieve an abundance of information related to Human Resources.

Item # 5

Healthcare Reform

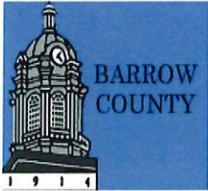
MSI's support with the ever changing healthcare reform has been immeasurable. They have made us and/or our Finance Department aware of items in the reform that would seemingly have been overlooked otherwise thereby saving us from potential penalties.

MSI has demonstrated their knowledge, expertise and reliability from day one of our relationship with them. Given our experience with MSI, we are happy to recommend them for benefit brokerage services. If you have any questions or need additional information, please feel free to contact me at 706-367-6318 or mthomas@jacksoncountygov.com.

Sincerely,



Melanie Thomas
Human Resources Director



January 8, 2014

To Whom It May Concern:

This letter is to recommend the services of MSI Benefits Group.

MSI has been on board with the Barrow County Board of Commissioners for over 5 years and I have personally worked with Mr. Matt Bidwell there since becoming Human Resources Director in 2012.

Prior to being hired in Barrow County, I oversaw a self funded health plan with the City of Valdosta for 12 years with the assistance of other various benefit groups so I know what's out there.

Since coming to Barrow County I can truly say MSI has taken the dread out of administering an insurance program. Our last two renewals with MSI went smoothly and have been extremely cost effective for the County thanks to their knowledge of the market and ability to negotiate on our behalf. Additionally, the renewals were handled on a timely basis which allowed ample opportunity to consider all options available before the budget was set and enrollments planned. At renewal, they provided top quality assistance through their enrollment team basically handling it all for us. Their continued support through out the year all the way up to attending Commission meetings has been a valuable resource.

I have also found the staff at MSI to be knowledgeable, friendly and most importantly ready and willing to take the time necessary to respond to questions and resolve problems quickly. MSI also produces regular benefit updates which have been extremely helpful in navigating the current and ever changing insurance waters. This information allows me to keep my County Manager and elected officials up to date when I am asked about current legislation and future benefit requirements.

Sadly, my past experience with other benefit agencies put me in the same boat as a well known football coach found himself throughout this last season-always inches away from success, seconds away from disaster.

I can truly say that working with MSI Benefits Group has been key to the success of Barrow County's insurance plan and that they are a pleasure to work with.

I highly recommend them to you.

Best regards,

Charlie Felts
Barrow County Human Resources Director

Item # 5



Ed Johnson, PHR
Human Resources Manager

City of Duluth
3167 Main Street
Duluth, GA 30096-3263
(P) 770.497.5290
(F) 678.957.7262
ejohnson@duluthga.net

LETTER OF RECOMMENDATION FOR MSI BENEFITS GROUP

1-7-2014

The City of Duluth has used MSI Benefits Group for about 12 years, and we have been extremely satisfied with their work product, their abilities, and their customer service. I have worked closely with Matt Bidwell and I find him an incredibly competent and personable individual. He has saved the City tens if not hundreds of thousands of dollars over the years by suggesting and recommending various companies, programs, benefits, and strategies for saving money while almost always enhancing the employee's benefits.

Three years ago, for example, our original renewal quote with Blue Cross was an increase of 55%. Matt negotiated them down to a 49% increase, and then through his intelligent plan design (added a deductible and increased office visit copays), we ended up with a 22% increase. We had a bad claims experience year, but our previous years had seen increases in the range of 0-8%, so we were really just catching up on our run of previous good renewals. By shopping companies, Matt was able to get a better short- and long-term disability benefit plan at less cost than the previous year! And each year, Matt performs the same cost-savings and/or benefits enhancing actions. We value his wealth of knowledge on all types of insurance plans.

MSI also stays current with technology—several years ago they added on-line open enrollment, so employees who had no questions could simply complete their enrollment on line. Of course, we continue to have regular open enrollment so employees can ask MSI representatives questions face-to-face, but many of our employees take advantage of the online system. Also, all of the changes we make are simply entered online, we receive a confirmation, and that saves both us and MSI time, instead of sending faxes or making phone calls back and forth.

MSI also helps our employees as they have problems with getting insurance benefits paid. They contact the insurance company for us, discover the real problem (usually a coding error or other simple mistake), and get the problem resolved quickly, and much more effectively than our employees slugging it out with the company or their doctor's office. Our employee's frequently tell us what a great job MSI Benefits does for them when they have problems.

Three years ago, MSI, at their own expense, began printing a fantastic employee benefits handbook. Our employees love it, and I love it. It puts almost everything our employees (and I) need to know in one convenient place. MSI and I work on updating it each year, and adding more information.

But beyond all the above, I love the ability to pick up the phone, call and get answers to questions on subjects and specific instances I've not come across before. The entire staff at MSI is always friendly, knowledgeable, and helpful. They always return phone calls if they don't know the answer off the top of their heads or just want to make certain before they commit to an answer they are not absolutely sure of; not to mention the routine help they give us almost each and every day.

I wholeheartedly, and without reservation, recommend MSI Benefits Group for your consideration. Please feel free to contact me with any questions you may have.

Ed Johnson, HR Manager

Item # 5



January 8, 2014

To: Whom It May Concern

I am pleased to write a letter of recommendation for MSI Benefits Group, Inc. The City of Griffin has utilized MSI broker services for 13 years. I have been with the City of Griffin for ten (10) of those years.

Although MSI is our broker, I believe they go far beyond what is normally expected of a broker. In addition to their traditional broker services they provide the following:

- A user-friendly website which allows us to make on-line benefit changes.
- A very informational and comprehensive annual employee benefits handbook, which is tailored directly to our needs.
- Educated staff who understand our benefits and can answer all our questions.
- High level contacts with our insurance company and can get problems resolved in a timely manner.
- Staff who keep up with changes in the health laws and provide us with direction and guidance.
- Electronic open enrollment sign-up.

MSI staff provides us with the highest level of customer service we can expect. When we call their office, we always get a person. They do not use voicemail.

Please don't hesitate to call me if you have any questions at (770)233-2923 or mneville@cityofgriffin.com.

Regards,

A handwritten signature in black ink, appearing to read "Miles Neville".

Miles Neville, SPHR
Director, Human Resources

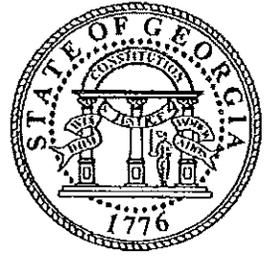
Human Resources Department
P.O. Box T * 100 South Hill St., Suite 400 * Griffin, Ga 30224 * 770-229-6425
Website - www.cityofgriffin.com

Item # 5



LUMPKIN COUNTY BOARD OF COMMISSIONERS

Stanley J. Kelley
County Manager



January 13, 2014

MSI has been serving Lumpkin County for almost two years now. When I originally came to work for the county, no broker was in place and this was a service I was very interested in; however, I wanted a service that was familiar with the unique challenges that come with working for a county government. After doing the research and following the appropriate process, we selected MSI Benefits Group, Inc.

I have not regretted this decision. I have found the whole group to be very responsive. I especially like the fact that when any of us calls, a person answers the phone and immediately begins trying to resolve our issue or answer the question. I also appreciate the time that Matt saves me in staying on top of our claims and pricing services. Additionally, Matt was able to save the county money and help us increase our benefits by finding a much more reasonable price for employer provided life insurance.

I wholly recommend MSI Benefits Group, Inc. as a benefits broker. If you have questions or would like to speak with me personally, please contact me at 706.482.2573 or alicia.davis@lumpkincounty.gov.

Best Regards,

Alicia Davis,
Director, Community and Employee Services

Item # 5

BOARD OF COMMISSIONERS PICKENS COUNTY, GEORGIA

ROBERT P. JONES, CHAIRMAN
JERRY R. BARNES, DISTRICT 1 COMMISSIONER
BECKY DENNEY, DISTRICT 2 COMMISSIONER



DEBORAH WATSON, COUNTY CLERK
PHIL LANDRUM, COUNTY ATTORNEY

January 9, 2014

To Whom it May Concern:

As the Human Resources Manager for Pickens County I can tell you that MSI Benefits Group has been an invaluable asset for our county for 13 years. I would say if we did not have MSI we would have to add another employee just to do the benefits. They handle every aspect of the benefits process for us.

MSI has a vast supply of knowledge that is exhibited through its employees, its Website and Newsletters. Anytime I need help with an issue I can call MSI and the problem is always resolved in a timely manner. From my experience with MSI they only hire professional and dependable employees.

I hope you will take this into consideration when making your decision. I highly recommend MSI Benefits Group and believe if you should decide to go with them you will be very satisfied with your decision.

Sincerely,

Paula F. Peace, Manager
Human Resources
Pickens County Government

Item # 5



Council Meeting

AGENDA

November 14, 2017

Item:

Approval - Apron Rehabilitation and Expansion Design Agreement - To contract with Barge, Waggoner, Sumner, and Cannon for \$74,230.00. (Recommended for Council approval by Airport Committee November 7, 2017)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Apron Rehab Agreement](#)



To: Airport Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Airport
Date: 10/30/17

Description: Approval is being sought for the execution of the Apron Rehabilitation and Expansion Design contract between the City of Monroe and Barge, Waggoner, Sumner, and Cannon, Inc. (BWSC) for \$74,230.00. This contract has been provided based on the approval of grant funding by the State. The City of Monroe will be responsible for five (5) percent of the existing proposal.

Budget Account/Project Name: 2017 Airport CIP Budget

Funding Source: 2017 Airport CIP Budget

Budget Allocation: \$100,000.00

Budget Available: \$100,000.00

Requested Expense: \$74,230.00

Company of Purchase: Barge, Waggoner, Sumner, and Cannon, Inc.

Recommendation:

Staff recommends that the Committee and Council APPROVE the request for the execution of the Apron Rehabilitation and Expansion Design contract between the City of Monroe and Barge, Waggoner, Sumner, and Cannon, Inc. (BWSC) for \$74,230.00. Original funding amounts were provided at \$54,000.00 by the State, but with requests, have been approved for the higher amount to further expand the scope of services provided for design.

Background:

It is the City of Monroe's practice to continually enhance and provide additional services at the Monroe-Walton County Airport through grant funding and City matched funds.

Attachment(s):

Contract – 4 pages

EXHIBIT A

MONROE-WALTON COUNTY AIRPORT

MONROE, GEORGIA

WORK AUTHORIZATION NO.: 2017-01

APRON REHABILITATION AND EXPANSION DESIGN

AP XXX-XXXX-XX(XXX) Walton
(Project Identification No.)

October 11, 2017
Date:

It is agreed to undertake the following work in accordance with the provisions of the Agreement between the **CITY OF MONROE** (OWNER) and **BARGE, WAGGONER, SUMNER and CANNON, INC.** (E/A) dated September 30, 2014.

Scope of Services:

See attached Work Scope document.

Time of Performance:

AE will complete all work items to meet or exceed GDOT's schedule for completion.

Compensation:

E/A will provide the following basic services (lump sum) at the indicated costs:

Apron Rehabilitation and Expansion Design:

Element 1 – Project Formulation	\$6,128.00
Element 2 – Survey	\$8,377.00
Element 3 – Geotechnical Investigation	\$8,580.00
Element 4 – Construction Plans	\$33,755.00
Element 5 – Contract Documents	\$3,259.00
Element 6 – Engineer's Design Report	\$1,261.00
Element 7 – DBE Plan	\$9,900.00
Element 8 – Coordination, Review, & Comments	\$2,970.00
 TOTAL PROJECT COSTS:	 \$74,230.00

Agree as to Scope of Services, Time of Performance and Compensation:

CITY OF MONROE

**BARGE WAGGONER SUMNER &
CANNON, INC.**

Title: _____

Title: _____

Date: _____

Date: _____

Witness: _____

Witness: _____

**Monroe-Walton County Airport
Monroe, Georgia**

EXHIBIT A

SCOPE OF WORK

**ENGINEERING DESIGN FOR REHABILITATION AND EXPANSION OF
THE AIRCRAFT PARKING APRON AND GRADING DESIGN FOR A
PROPOSED T-HANGAR**

**GDOT Project Number APXXX-XXXX-XX(XXX) Walton County
PID-TXXXXXX**

The City of Monroe will provide engineering design services for the following construction projects at the Monroe-Walton County Airport:

1. Rehabilitation of the existing aircraft parking apron
2. Design of apron expansion (as shown on the approved ALP Terminal Area Drawing)
3. Drainage design to route stormwater through a pipe culvert and fill in the ditch adjacent to the taxiway. The pipe will be placed and the ditch filled for the entire length of the proposed apron plus approximately 20'.

The Engineering Design Services will consist of the preparation of construction drawings and specifications necessary to complete the project, as well as, the necessary documents to advertise for bids, receive construction proposals, and award construction contract. The design services will include the following elements of work:

- **Element 1 – Project Formulation** shall include the preparation of work scope, fees, predesign/scoping meeting with GDOT, and funding assistance. Prepare and coordinate a FAA Categorical Exclusion Checklist (CATEX) for the rehabilitation of the existing apron and the proposed construction for the apron expansion. A FAA 7460 form and a Construction Safety Phasing Plan will also be prepared and submitted.
- **Element 2 – Survey Work** will consist of locating all relevant existing planimetric features (edges of pavements, drainage structures, lights, etc.) and obtaining existing contour information. The area southwest of the existing T-Hangars will be surveyed along with the existing apron, proposed area for apron expansion, and the drainage ditch to the west of the existing apron. The survey will also be used to maintain existing drainage patterns.
- **Element 3 – Geotechnical Investigation** will be conducted to determine the suitability of the existing material southwest of the existing T-Hangars to be used as “engineered fill”. Cores of the existing apron will be taken to determine the existing apron’s buildup and borings will be taken in the area of the apron expansion to determine CBR values.

- **Element 4 – Construction Plans** will consist of:
 1. Cover Sheet listing the name of the airport, description of the project, vicinity and location maps, project number, and index of drawings
 2. Project Layout Plan/General Notes/ etc
 3. Summary of Quantities with item number, specification numbers, description of work item, unit and quantity
 4. Construction Sequence and Safety Plan
 5. Grading Plan (for the apron area and the future T-Hangar area)
 6. NPDES Erosion Sedimentation and Pollution Control Plan (ESCPC) including the Comprehensive Monitoring Plan (if appropriate)
 7. Drainage plan & profile
 8. Marking Layout Plan
 9. Typical Sections and details as required

- **Element 5 – Contract Document** including the advertisement for bids, instructions to bidders, bid documents, contract documents, bid bond, performance bond, payment bond, and Federal Aviation Administration (FAA) and/or Georgia Department of Transportation (GDOT) specifications to include GDOT Special Provisions to published specifications. This element shall include preparation of an engineering cost estimate for the project. The plans and specifications will be a complete package ready to bid. Alternate bid schedules will be provided to match available funding. The apron markings and tie down layout will be “master planned” for the ultimate apron expansion.

- **Element 6 – Engineers/Design Report** – shall include a detailed description of the project construction, results of geotechnical investigation, design calculations, and discussion of rational for design decisions..

- **Element 7 – DBE Plan Update (3 Year Plan)** Under this phase, the ENGINEER will subcontract a qualified sub-consultant to develop a Disadvantaged Business Enterprise Plan update in accordance with 49 CFR, Part 26, associated with the Federal Aviation Administration for a three year period (FY18-FY20).

- **Element 8 - Coordination, Review and Comments** will be addressed after the 90 percent submittal to GDOT.

This project will be designed in accordance with the provisions of the Federal Aviation Administration (FAA) Advisory Circular 150/5300-13A. All construction details will conform to (FAA or GDOT Specifications and indicate published specification reference).

Deliverables will consist of an electronic set of Plans and Specifications to the GDOT for review and comment prior to the bidding phase. The final plans and specifications will be delivered to GDOT in electronic format to include PDF and Microstation files and (1) full size set of printed plans will be delivered to GDOT. Construction contract from GDOT will not be initiated until receipt of all deliverables.



Council Meeting

AGENDA

November 14, 2017

Item:

Approval - North Broad Street LCI Construction Contract Award - Approval of low bid from Tri Scapes for \$2,083,351.69. (Recommended for Council approval by Public Works Committee November 7, 2017)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[North Broad LCI Construction Award](#)



To: Public Works Committee

From: Logan Propes, City Administrator

Department: STREETS & TRANSPORTATION

Date: 10/31/2017 for the 11/07/2017 Agenda

Description: NORTH BROAD STREET LCI CONSTRUCTION CONTRACT AWARD

Budget Account/Project Name: LCI Construction

Funding Source: SPLOST/GDOT Federal pass-thru funds (LCI)

Budget Allocation:	n/a	Allocated in each dept.	n/a
Budget Available:	\$	Allocated in each dept.	n/a
Requested Expense:	\$2,083,351.69*	Company of Purchase:	Tri-Scapes, Inc.

Recommendation:

Staff recommends that the Council authorize the Mayor execute the low bid construction contract to **Tri-Scapes, Inc.** in the amount of \$2,083,351.69 pending final GDOT approvals.

Background: The N. Broad LCI is slated as a \$3,523,198 total project with the local share being \$1,120,640. Total construction match is anticipated to be \$416,670.34 (20%). The City electric crews will be installing the street lighting for a substantial cost savings over the alternate bid of street lighting. Bids for lighting ranged from \$549,245 to \$751,868.

The Georgia Department of Transportation will be reimbursing the City as draws are completed and paid. This allows the City to continue to pursue other SPLOST-funded projects at the same time.

*Total Construction Contract: \$2,083,351.69

Total City Construction match: \$416,670.34 plus lighting install. Original GDOT budget was \$521,595.10 (20% match)

Attachment(s): Construction bid tabulation sheet with engineer's letter.



Keck & Wood, Inc.

3090 Premiere Parkway
Suite 200
Duluth, Georgia 30097
Office: (678) 417-4000
Fax: (678) 417-4055
www.keckwood.com

October 30, 2017

Mayor and Council Members
215 N Broad Street
Monroe, Georgia 30655

Re: North Broad Street LCI Project
Our Reference No. 120101.00

Dear Honorable Mayor and Council:

We have reviewed the bids received at City Hall, at 2:00 p.m., local time on September 14, 2017 for construction of the referenced project. Three (3) bids were received. The following is a summary of the three (3) low bids.

	<u>Bidder</u>	<u>Bid Amount</u>
1.	Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041	\$2,083,351.69
2.	Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043	\$2,117,443.99
3.	CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	\$2,189,590.80

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

Each bidder submitted a 5% bid bond from a surety company listed on U. S. Treasury Circular 570 (07/01/17). The low bid of \$2,083,351.69 is within the funds allocated for the project.

Item # 7

Honorable Mayor and Council
City of Monroe

October 30, 2017
Page Two

The low bidder, Tri Scapes, Inc. is a prequalified contractor with the Georgia Department of Transportation (GDOT), and appears to have met all of the required qualifications for GDOT. Keck & Wood, Inc. has worked with Tri Scapes, Inc. on a similar streetscape project and considers Tri Scapes, Inc. to be capable of performing the required activities to complete this project.

Keck & Wood, Inc., therefore, recommends contract award to Tri Scapes, Inc. in the amount of \$2,083,351.69 for construction of the North Broad Street LCI Project. It must be noted that should the City of Monroe accept this recommendation and award to Tri Scapes, Inc., the award should be contingent on concurrence in the award from the Georgia Department of Transportation, and their approval of the Force Account Request for the City of Monroe to furnish and install pedestrian lighting.

Hartford Fire Insurance Company is the surety company for the recommended bidder's bid bond and will likely be the surety company used for the payment and performance bonds on the project. 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.



Robert Renwick, P.E.

Enclosure

**BID TABULATION
NORTH BROAD STREET LCI PROJECT
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA
AT MONROE CITY HALL
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

			BIDDER NO. 1 Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		BIDDER NO. 2 Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		BIDDER NO. 3 CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID SCHEDULE								
1	TRAFFIC CONTROL - PI 0011641	1 LS	\$54,576.00	\$54,576.00	\$150,000.00	\$150,000.00	\$104,784.00	\$104,784.00
2	TEMPORARY GRASSING	2 AC	\$834.00	\$1,668.00	\$450.00	\$900.00	\$450.00	\$900.00
3	MULCH	35 TN	\$504.00	\$17,640.00	\$250.00	\$8,750.00	\$250.00	\$8,750.00
4	CONSTRUCTION EXIT	1 EA	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00
5	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 2	3 EA	\$510.00	\$1,530.00	\$200.00	\$600.00	\$450.00	\$1,350.00
6	CONSTRUCT AND REMOVE BALED STRAW CHECK DAM	78 LF	\$13.20	\$1,029.60	\$3.50	\$273.00	\$25.00	\$1,950.00
7	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	34 EA	\$142.20	\$4,834.80	\$85.00	\$2,890.00	\$150.00	\$5,100.00
8	MAINTENANCE OF TEMPORARY SILT FENCE, TP A	1,800 LF	\$0.59	\$1,062.00	\$0.50	\$900.00	\$0.25	\$450.00
9	MAINTENANCE OF SEDIMENT BARRIER - BALED STRAW	78 LF	\$1.40	\$109.20	\$2.00	\$156.00	\$5.00	\$390.00
10	MAINTENANCE OF SILT CONTROL GATE, TP 2	3 EA	\$331.50	\$994.50	\$50.00	\$150.00	\$100.00	\$300.00
11	MAINTENANCE OF CONSTRUCTION EXIT	1 EA	\$1,800.00	\$1,800.00	\$250.00	\$250.00	\$350.00	\$350.00
12	MAINTENANCE OF INLET SEDIMENT TRAP	34 EA	\$45.48	\$1,546.32	\$15.00	\$510.00	\$35.00	\$1,190.00
13	WATER QUALITY MONITORING AND SAMPLING	2 EA	\$240.00	\$480.00	\$250.00	\$500.00	\$100.00	\$200.00
14	WATER QUALITY INSPECTIONS	9 MO	\$1,140.00	\$10,260.00	\$325.00	\$2,925.00	\$200.00	\$1,800.00
15	TEMPORARY SILT FENCE, TYPE A	3,600 LF	\$1.73	\$6,228.00	\$1.50	\$5,400.00	\$2.00	\$7,200.00
16	GRADING COMPLETE - PI 120101	1 LS	\$428,910.37	\$428,910.37	\$625,000.00	\$625,000.00	\$675,753.00	\$675,753.00
17	GR AGGR BASE CRS, 6 INCH, INCL MATL	2,747 SY	\$6.90	\$18,954.30	\$8.50	\$23,349.50	\$16.00	\$43,952.00
18	AGGR SURF CRS	75 TN	\$24.23	\$1,817.25	\$21.00	\$1,575.00	\$24.00	\$1,800.00
19	RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & H LIME	1,926 TN	\$134.10	\$258,276.60 *	\$98.95	\$190,577.70	\$102.00	\$196,452.00
20	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	1,415 TN	\$131.60	\$186,214.00	\$108.00	\$152,820.00	\$111.00	\$157,065.00
21	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	55 TN	\$156.85	\$8,626.75	\$114.00	\$6,270.00	\$115.00	\$6,325.00
22	BITUM TACK COAT	756 GL	\$3.18	\$2,404.08	\$4.00	\$3,024.00	\$4.00	\$3,024.00
23	MILL ASPH CONC PVMT, 1 1/2 IN DEPTH	400 SY	\$15.47	\$6,188.00	\$7.75	\$3,100.00	\$8.00	\$3,200.00
24	MILL ASPH CONC PVMT, VARIABLE DEPTH	840 SY	\$7.20	\$6,048.00	\$7.55	\$6,342.00	\$8.00	\$6,720.00
25	DRIVEWAY CONCRETE, 8 IN TK	100 SY	\$50.18	\$5,018.00	\$40.00	\$4,000.00	\$52.00	\$5,200.00
26	CONC SLOPE DRAIN	50 SY	\$52.14	\$2,607.00	\$32.00	\$1,600.00	\$52.00	\$2,600.00
27	CONC SIDEWALK, 4 IN	3,180 SY	\$33.45	\$106,371.00	\$25.00	\$79,500.00	\$35.00	\$111,300.00
28	CONC SIDEWALK, 8 IN	211 SY	\$50.18	\$10,587.98	\$40.00	\$8,440.00	\$64.00	\$13,504.00
29	CONCRETE MEDIAN, 6 IN	15 SY	\$55.95	\$839.25	\$32.00	\$480.00	\$45.00	\$675.00
30	CONCRETE MEDIAN, 7 1/2 IN	130 SY	\$62.42	\$8,114.60	\$42.00	\$5,460.00	\$46.00	\$5,980.00
31	CONC VALLEY GUTTER, 6 IN	65 SY	\$47.54	\$3,090.10	\$32.00	\$2,080.00	\$36.00	\$2,340.00
32	CONC VALLEY GUTTER WITH CURB, 8 IN	890 SY	\$50.18	\$44,660.20	\$40.00	\$35,600.00	\$52.00	\$46,280.00
33	CONCRETE HEADER CURB, 6 IN, TP 2	585 LF	\$17.19	\$10,056.15	\$12.00	\$7,020.00	\$9.00	\$5,265.00

Item # 7

**BID TABULATION
NORTH BROAD STREET LCI PROJECT
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA
AT MONROE CITY HALL
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				Tri Scapes, Inc.		Ohmshiv Construction, LLC		CMES, Inc.	
				1595 Peachtree Parkway		1805 Herrington Road		6555 McDonough Drive	
				Suite 204-396		Building 3, Suite E		Norcross, Georgia 30093	
				Cumming, Georgia 30041		Lawrenceville, Georgia 30043			
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
34	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	6,320	LF	\$19.04	\$120,332.80	\$15.00	\$94,800.00	\$14.00	\$88,480.00
35	CONC CURB & GUTTER, 8 IN X 30 IN, TP 7	810	LF	\$22.04	\$17,852.40	\$15.50	\$12,555.00	\$14.00	\$11,340.00
36	CLASS B CONCRETE, INCL REINF STEEL	2	CY	\$242.25	\$484.50	\$500.00	\$1,000.00	\$910.00	\$1,820.00
37	CLASS B CONC, BASE OR PVMT WIDENING	85	CY	\$204.75	\$17,403.75	\$200.00	\$17,000.00	\$160.00	\$13,600.00
38	STORM DRAIN PIPE, 18 IN, H 1-10	2,435	LF	\$41.46	\$100,955.10	\$32.00	\$77,920.00	\$40.00	\$97,400.00
39	SIDE DRAIN PIPE, 18 IN, H 1-10	30	LF	\$30.23	\$906.90	\$32.00	\$960.00	\$35.00	\$1,050.00
40	SAFETY END SECTION 18 IN, SIDE DRAIN, 4:1 SLOPE	4	EA	\$726.75	\$2,907.00	\$650.00	\$2,600.00	\$1,300.00	\$5,200.00
41	FLARED END SECTION 18 IN, STORM DRAIN	4	EA	\$1,404.98	\$5,619.92	\$650.00	\$2,600.00	\$680.00	\$2,720.00
42	STN DUMPED RIP RAP, TP 3, 18 IN	200	SY	\$60.68	\$12,136.00	\$35.00	\$7,000.00	\$38.00	\$7,600.00
43	PLASTIC FILTER FABRIC	200	SY	\$5.49	\$1,098.00	\$4.00	\$800.00	\$2.00	\$400.00
44	REM SIGN	13	EA	\$120.00	\$1,560.00	\$65.00	\$845.00	\$150.00	\$1,950.00
45	RECONSTR DROP INLET, GROUP 1	1	EA	\$1,678.50	\$1,678.50	\$1,500.00	\$1,500.00	\$850.00	\$850.00
46	RECONSTR STORM SEW MANHOLE, TYPE 1	2	EA	\$1,419.00	\$2,838.00	\$1,500.00	\$3,000.00	\$750.00	\$1,500.00
47	RESET HIGHWAY SIGN	13	EA	\$240.00	\$3,120.00	\$65.00	\$845.00	\$200.00	\$2,600.00
48	ADJUST CATCH BASIN TO GRADE	1	EA	\$1,371.68	\$1,371.68	\$1,000.00	\$1,000.00	\$1,700.00	\$1,700.00
49	ADJUST DRAIN INLET TO GRADE	1	EA	\$1,371.68	\$1,371.68	\$1,000.00	\$1,000.00	\$720.00	\$720.00
50	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 9	198	SF	\$22.54	\$4,457.06	\$19.00	\$3,757.06	\$20.00	\$3,954.80
51	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 11	210	SF	\$22.96	\$4,814.71	\$19.25	\$4,036.73	\$20.00	\$4,194.00
52	GALV STEEL POSTS, TP 7	984	LF	\$9.54	\$9,387.36	\$8.00	\$7,872.00	\$8.50	\$8,364.00
53	GALV STEEL POSTS, TP 8	100	LF	\$15.41	\$1,541.00	\$13.00	\$1,300.00	\$13.00	\$1,300.00
54	GALV STEEL POSTS, TP 9	30	LF	\$9.89	\$296.70	\$8.50	\$255.00	\$8.50	\$255.00
55	GUARDRAIL, TP T	135	LF	\$62.42	\$8,426.70	\$68.00	\$9,180.00	\$65.00	\$8,775.00
56	GUARDRAIL, TP W	55	LF	\$72.68	\$3,997.40	\$28.00	\$1,540.00	\$27.00	\$1,485.00
57	GUARDRAIL ANCHORAGE, TP 1	1	EA	\$1,015.13	\$1,015.13	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
58	GUARDRAIL ANCHORAGE, TP 12A	1	EA	\$2,422.50	\$2,422.50	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
59	BARRIER FENCE (ORANGE), 4 FT	50	LF	\$1.98	\$99.00	\$1.50	\$75.00	\$3.00	\$150.00
60	DECORATIVE FENCE	1,020	LF	\$103.20	\$105,264.00	\$68.00	\$69,360.00	\$55.00	\$56,100.00
61	PAVEMENT MARKING SYMBOL, TP 4	12	EA	\$115.44	\$1,385.28	\$100.00	\$1,200.00	\$100.00	\$1,200.00
62	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, WHITE	4,850	LF	\$0.74	\$3,589.00	\$0.65	\$3,152.50	\$0.65	\$3,152.50
63	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, YELLOW	5,810	LF	\$0.74	\$4,299.40	\$0.65	\$3,776.50	\$0.65	\$3,776.50
64	PAVEMENT MARKING, BIKE SHARED LANE SYMBOL	4	EA	\$370.12	\$1,480.48	\$315.00	\$1,260.00	\$320.00	\$1,280.00
65	THERMOPLASTIC PVMT MARKING, ARROW, TP 1	12	EA	\$105.60	\$1,267.20	\$100.00	\$1,200.00	\$91.00	\$1,092.00
66	THERMOPLASTIC PVMT MARKING, ARROW, TP 2	6	EA	\$127.80	\$766.80	\$110.00	\$660.00	\$110.00	\$660.00
67	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	136	LF	\$5.46	\$742.56	\$5.00	\$680.00	\$4.50	\$612.00
68	THERMOPLASTIC SOLID TRAF STRIPE, 8 IN, WHITE	2,370	LF	\$2.74	\$6,493.80	\$2.50	\$5,925.00	\$2.50	\$5,925.00
69	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, WHITE	1,800	GLF	\$0.66	\$1,188.00	\$0.60	\$1,080.00	\$0.55	\$990.00
70	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, YELLOW	560	GLF	\$0.66	\$369.60	\$0.60	\$336.00	\$0.55	\$308.00

Item # 7

BID TABULATION
NORTH BROAD STREET LCI PROJECT
CITY OF MONROE, GEORGIA

RECEIVED BY: CITY OF MONROE, GEORGIA
 AT MONROE CITY HALL
 2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				Tri Scapes, Inc.		Ohmshiv Construction, LLC		CMES, Inc.	
				1595 Peachtree Parkway		1805 Herrington Road		6555 McDonough Drive	
				Suite 204-396		Building 3, Suite E		Norcross, Georgia 30093	
				Cumming, Georgia 30041		Lawrenceville, Georgia 30043			
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT		UNIT		UNIT	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
71	THERMOPLASTIC TRAF STRIPING, YELLOW	280	SY	\$5.71	\$1,598.80 *	\$5.00	\$1,400.00	\$5.00	\$1,400.00
72	RAISED PVMT MARKERS TP 1	146	EA	\$5.76	\$840.96	\$5.00	\$730.00	\$5.00	\$730.00
73	RAISED PVMT MARKERS TP 3	45	EA	\$5.76	\$259.20	\$5.00	\$225.00	\$5.00	\$225.00
74	CATCH BASIN, GP 1	17	EA	\$1,918.35	\$32,611.95	\$2,450.00	\$41,650.00	\$2,100.00	\$35,700.00
75	CATCH BASIN, GP 1, SPCL DES	11	EA	\$2,330.25	\$25,632.75	\$2,350.00	\$25,850.00	\$2,000.00	\$22,000.00
76	CATCH BASIN, GP 1, ADDL DEPTH	10	LF	\$173.63	\$1,736.30	\$190.00	\$1,900.00	\$150.00	\$1,500.00
77	DROP INLET, GP 1	5	EA	\$3,041.49	\$15,207.45	\$2,350.00	\$11,750.00	\$1,200.00	\$6,000.00
78	STORM SEWER MANHOLE, TP 1	9	EA	\$2,047.50	\$18,427.50	\$2,250.00	\$20,250.00	\$900.00	\$8,100.00
79	STORM SEWER MANHOLE, TP 1, ADDL DEPTH, CL 1	5	LF	\$317.25	\$1,586.25	\$190.00	\$950.00	\$150.00	\$750.00
80	TRENCH DRAIN, 6 IN	0	LF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
81	DRIVEWAY GRATE INLET, SPECIAL DESIGN	5	EA	\$3,345.00	\$16,725.00	\$4,500.00	\$22,500.00	\$6,000.00	\$30,000.00
82	PERMANENT GRASSING	1	AC	\$1,938.00	\$1,938.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00
83	AGRICULTURAL LIME	4	TN	\$237.60	\$855.36	\$150.00	\$540.00	\$210.00	\$756.00
84	FERTILIZER MIXED GRADE	1	TN	\$630.00	\$756.00	\$250.00	\$300.00	\$550.00	\$660.00
85	FERTILIZER NITROGEN CONTENT	60	LB	\$2.22	\$133.20	\$5.00	\$300.00	\$1.90	\$114.00
86	BERMUDA SOD	6,450	SY	\$5.51	\$35,539.50	\$6.00	\$38,700.00	\$4.50	\$29,025.00
87	LIRIOPE SPICATA	3,344	EA	\$16.26	\$54,373.44	\$6.00	\$20,064.00	\$5.00	\$16,720.00
88	4" CAL WILLOWS OAK - QUERCUS PHELLOS	0	EA	\$0.00	\$0.00 *	\$0.00	\$0.00	\$0.00	\$0.00
89	MAPLE ACER BUERGERANIUM	67	EA	\$795.75	\$53,315.25	\$285.00	\$19,095.00	\$870.00	\$58,290.00
90	LAGERSTROEMIA INDICA -	6	EA	\$334.50	\$2,007.00	\$250.00	\$1,500.00	\$580.00	\$3,480.00
91	PLANT TOPSOIL	195	CY	\$32.54	\$6,345.30	\$5.00	\$975.00	\$70.00	\$13,650.00
92	BRICK PAVERS	9,716	SF	\$13.22	\$128,445.52	\$22.00	\$213,752.00	\$18.00	\$174,888.00
93	SOLAR POWERED FLASHING ASSEMBLY	2	EA	\$7,267.50	\$14,535.00	\$8,000.00	\$16,000.00	\$7,400.00	\$14,800.00
TOTAL BASE BID AMOUNT				\$2,083,351.69 *		\$2,117,443.99		\$2,189,590.80	
ALTERNATE A BID SCHEDULE									
A1	TYPE A, SPCL, 100W LED TYPE 3 LUMINAIRE AND 12' POLE COMPLETE	81	EA	\$6,948.00	\$562,788.00	\$6,000.00	\$486,000.00	\$5,300.00	\$429,300.00
A2	TYPE B, SPCL, 100W LED TYPE 5 LUMINAIRE AND 12' POLE COMPLETE	2	EA	\$9,000.00	\$18,000.00	\$6,100.00	\$12,200.00	\$5,300.00	\$10,600.00
A3	CABLE, TP XHHW, AWG NO 4	24,300	LF	\$1.24	\$30,132.00	\$2.85	\$69,255.00	\$1.55	\$37,665.00
A4	CONDUIT, NONMETL, TP 2, 2 IN	6,100	LF	\$10.21	\$62,281.00	\$12.00	\$73,200.00	\$6.00	\$36,600.00
A5	CONDUIT, NONMETL, TP 3, 2 IN	900	LF	\$5.27	\$4,743.00	\$5.50	\$4,950.00	\$2.00	\$1,800.00
A6	ELECTRICAL POWER SERVICE ASSEMBLY, UNDERGROUND SERVICE POINT	1	EA	\$6,000.00	\$6,000.00	\$9,500.00	\$9,500.00	\$3,100.00	\$3,100.00
A7	SVC POLE RISER	1	EA	\$7,740.00	\$7,740.00	\$3,000.00	\$3,000.00	\$3,600.00	\$3,600.00
A8	ELECTRICAL JUNCTION BOX, CONC GROUND MOUNTED	26	EA	\$1,620.00	\$42,120.00	\$375.00	\$9,750.00	\$530.00	\$13,780.00
A9	DIRECTIONAL BORE - 2 IN	800	LF	\$22.58	\$18,064.00	\$16.50	\$13,200.00	\$16.00	\$12,800.00

Item # 7

**BID TABULATION
NORTH BROAD STREET LCI PROJECT
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA
AT MONROE CITY HALL
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	BIDDER NO. 1 Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		BIDDER NO. 2 Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		BIDDER NO. 3 CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	TOTAL ALTERNATE A BID AMOUNT			\$751,868.00		\$681,055.00		\$549,245.00
	TOTAL BASE BID PLUS ALTERNATE A BID PRICES			\$2,835,219.69		\$2,798,498.99		\$2,738,835.80
	BID BOND			5%		5%		5%
	NOTE REFERENCE			(1) (2) (3)		(1) (2)		(1) (2)
	LICENSE NUMBER			GCCO003381		UC302405		UC301152

NOTES:

* DENOTES CORRECTED VALUE

- (1) SURETY COMPANY LISTED ON U. S. TREASURY CIRCULAR 570 (7/1/17).
- (2) BIDDER ACKNOWLEDGED RECEIPT OF ADDENDUM NO. 1.
- (3) BIDDER SUBMITTED UNIT PRICE FOR LINE ITEM NO.88 WHEN NO QUANTITY WAS NEEDED.

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.



 KECK & WOOD, INC.

9/29/17

 DATE



Council Meeting

AGENDA

November 14, 2017

Item:

Rezone / Annexation - 1050 Good Hope Road & 1054 Good Hope Road

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Request for Annexation & Rezone](#)

July 10, 2017

Petition Number: 17-00323
Applicant: Stone Creek Development, LLC
Location: **Map C13 Parcel 1 & 1DP**
Proposed Zoning: **R-1A City**
Existing Zoning: **R-1 City & A2 County**
Acres: **+/- 51.07 acres Rezone & 46.57 for Annexation**
Proposed Use: **Single Family Residential Subdivision**

CODE ENFORCEMENT STAFF RECOMMENDATION

Approve
 Deny
 Approve with recommended conditions

- (a) The applicant, Stone Creek Development, LLC request a rezone and an annexation for property located at 1050 Good Hope Road. The property has 662.52 ft of road frontage on Good Hope Road.
- (b) The Property is presently zoned R-1 City & A2 County.
- (c) The requested zoning classification is R1A City.
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) This property is in the county therefore the Future Land Use Plan does not apply.

Recommended conditions:

1. Maximum 3 Units Per Acre
2. Front façade to have brick, stone or stucco accent with the remainder of the home to be of the same material or wood or fiber cement siding.
3. That all state waters be delineated on the plans.

RE-ZONING REQUEST ALL TYPES



215 North Broad Street
 Monroe, GA 30655
 CALLFORINSPECTIONS
 770-207-4674 ... Phone
 codedept@monroega.gov

PERMITNUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
17-00323	07/07/2017	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	1050 Good Hope Rd Monroe, GA 30655	USEZONE	R-1 COUNTY	FLOODZONE
			PN	C130-001-DP	
			SUBDIVISION		
	CONTRACTOR	Stone Creek Development, LLC	LOT		
			BLOCK		
		PO Box 1326 Lawrenceville GA 30046	UTILITIES...		
			Electric		
			Sewer		
			Gas		
	OWNER	Joseph N Jackson Estate ()	PROJECTID#	1050Good HopeRd-170707-1	
	1050 Good Hope Rd NE Monroe GA 30655	EXPIRATIONDATE:	09/30/2017		

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
Request for Annexation & Rezone from A2 R1 County to R1A City - P&Z Mtg 8/15/17 @ 5:30 PM - Council Mtg 9/12/17 6:00 PM 215 N Broad Street	#STORIES
NATURE OF WORK	SQUARE FOOTAGE
Other	Sq. Ft.
CENSUS REPORT CODE	#UNITS
875 - * Re-Zoning Request	SINGLE FAMILY ONLY
	#BATHROOMS
	#BEDROOMS
	TOTAL ROOMS

NOTICE

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.


 Signature of Contractor or Authorized Agent

7-7-17
 Date


 Approved By

7-7-17
 Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
http://BuildingDepartment.com/project	17-00323	54693 Item # 8

Annexation and Rezoning Application

Request to Annex and Rezone 1050 Good Hope Road, NE

From A2 and R1 (County) to R1A

And to Rezone 1054 Good Hope Road, NE from R1 to R1A

For a quality single-family residential neighborhood

NOTES:

1. TOTAL NUMBER OF RESIDENTIAL - 87 OF ACRES
2. TOTAL NUMBER OF LOTS - 108
3. LOTS ARE 1/2 ACRES
4. LOTS ARE 1/4 ACRES
5. LOTS ARE 1/8 ACRES
6. LOTS ARE 1/16 ACRES
7. LOTS ARE 1/32 ACRES
8. LOTS ARE 1/64 ACRES
9. LOTS ARE 1/128 ACRES
10. LOTS ARE 1/256 ACRES
11. LOTS ARE 1/512 ACRES
12. LOTS ARE 1/1024 ACRES
13. LOTS ARE 1/2048 ACRES
14. LOTS ARE 1/4096 ACRES
15. LOTS ARE 1/8192 ACRES
16. LOTS ARE 1/16384 ACRES
17. LOTS ARE 1/32768 ACRES
18. LOTS ARE 1/65536 ACRES
19. LOTS ARE 1/131072 ACRES
20. LOTS ARE 1/262144 ACRES
21. LOTS ARE 1/524288 ACRES
22. LOTS ARE 1/1048576 ACRES
23. LOTS ARE 1/2097152 ACRES
24. LOTS ARE 1/4194304 ACRES
25. LOTS ARE 1/8388608 ACRES
26. LOTS ARE 1/16777216 ACRES
27. LOTS ARE 1/33554432 ACRES
28. LOTS ARE 1/67108864 ACRES
29. LOTS ARE 1/134217728 ACRES
30. LOTS ARE 1/268435456 ACRES
31. LOTS ARE 1/536870912 ACRES
32. LOTS ARE 1/1073741824 ACRES
33. LOTS ARE 1/2147483648 ACRES
34. LOTS ARE 1/4294967296 ACRES
35. LOTS ARE 1/8589934592 ACRES
36. LOTS ARE 1/17179869184 ACRES
37. LOTS ARE 1/34359738368 ACRES
38. LOTS ARE 1/68719476736 ACRES
39. LOTS ARE 1/137438953472 ACRES
40. LOTS ARE 1/274877906944 ACRES
41. LOTS ARE 1/549755813888 ACRES
42. LOTS ARE 1/1099511627776 ACRES
43. LOTS ARE 1/2199023255552 ACRES
44. LOTS ARE 1/4398046511104 ACRES
45. LOTS ARE 1/8796093022208 ACRES
46. LOTS ARE 1/17592186044416 ACRES
47. LOTS ARE 1/35184372088832 ACRES
48. LOTS ARE 1/70368744177664 ACRES
49. LOTS ARE 1/140737488355328 ACRES
50. LOTS ARE 1/281474976710656 ACRES
51. LOTS ARE 1/562949953421312 ACRES
52. LOTS ARE 1/1125899906842624 ACRES
53. LOTS ARE 1/2251799813685248 ACRES
54. LOTS ARE 1/4503599627370496 ACRES
55. LOTS ARE 1/9007199254740992 ACRES
56. LOTS ARE 1/18014398509481984 ACRES
57. LOTS ARE 1/36028797018963968 ACRES
58. LOTS ARE 1/72057594037927936 ACRES
59. LOTS ARE 1/144115188075855872 ACRES
60. LOTS ARE 1/288230376151711744 ACRES
61. LOTS ARE 1/576460752303423488 ACRES
62. LOTS ARE 1/1152921504606846976 ACRES
63. LOTS ARE 1/2305843009213693952 ACRES
64. LOTS ARE 1/4611686018427387904 ACRES
65. LOTS ARE 1/9223372036854775808 ACRES
66. LOTS ARE 1/18446744073709551616 ACRES
67. LOTS ARE 1/36893488147419103232 ACRES
68. LOTS ARE 1/73786976294838206464 ACRES
69. LOTS ARE 1/147573952589676412928 ACRES
70. LOTS ARE 1/295147905179352825856 ACRES
71. LOTS ARE 1/590295810358705651712 ACRES
72. LOTS ARE 1/1180591620717411303424 ACRES
73. LOTS ARE 1/2361183241434822606848 ACRES
74. LOTS ARE 1/4722366482869645213696 ACRES
75. LOTS ARE 1/9444732965739290427392 ACRES
76. LOTS ARE 1/18889465931478580854784 ACRES
77. LOTS ARE 1/37778931862957161709568 ACRES
78. LOTS ARE 1/75557863725914323419136 ACRES
79. LOTS ARE 1/151115727451828646838272 ACRES
80. LOTS ARE 1/302231454903657293676544 ACRES
81. LOTS ARE 1/604462909807314587353088 ACRES
82. LOTS ARE 1/1208925819614629174706176 ACRES
83. LOTS ARE 1/2417851639229258349412352 ACRES
84. LOTS ARE 1/4835703278458516698824704 ACRES
85. LOTS ARE 1/9671406556917033397649408 ACRES
86. LOTS ARE 1/19342813113834066795298816 ACRES
87. LOTS ARE 1/38685626227668133590597632 ACRES
88. LOTS ARE 1/77371252455336267181195264 ACRES
89. LOTS ARE 1/154742504910672534362390528 ACRES
90. LOTS ARE 1/309485009821345068724781056 ACRES
91. LOTS ARE 1/618970019642690137449562112 ACRES
92. LOTS ARE 1/1237940039285380274899124224 ACRES
93. LOTS ARE 1/2475880078570760549798248448 ACRES
94. LOTS ARE 1/4951760157141521099596488896 ACRES
95. LOTS ARE 1/9903520314283042199192977792 ACRES
96. LOTS ARE 1/19807040628566084398385955584 ACRES
97. LOTS ARE 1/39614081257132168796771911168 ACRES
98. LOTS ARE 1/79228162514264337593543822336 ACRES
99. LOTS ARE 1/158456325028528675187087644672 ACRES
100. LOTS ARE 1/316912650057057350374175289344 ACRES
101. LOTS ARE 1/633825300114114700748350578688 ACRES
102. LOTS ARE 1/1267650600228229401496701157376 ACRES
103. LOTS ARE 1/2535301200456458802993402314752 ACRES
104. LOTS ARE 1/5070602400912917605986804629504 ACRES
105. LOTS ARE 1/10141204801825835211973609259008 ACRES
106. LOTS ARE 1/20282409603651670423947218518016 ACRES
107. LOTS ARE 1/40564819207303340847894437036032 ACRES
108. LOTS ARE 1/81129638414606681695788874072064 ACRES



Prepared By:
 Andrea P. Gray, LLC
 248 North Broad Street
 Monroe, Georgia 30655
 (678) 364-2384

On behalf of:
 Stone Creek Development, LLC
 As Agent for:
 Joseph N. Jackson Estate

Table of Contents

1. Introduction and Project Overview
2. Application with Supplemental Information
3. Location and Zoning Maps
4. Site Plan and Survey
5. Utilities Letter
6. Photographs

1. Introduction and Project Overview

Stone Creek Development, LLC (the “Applicant”) builds high quality homes in northeast Georgia and is planning to bring a needed community of new homes to the City of Monroe. The Applicant identified \pm 51.07 acres owned by the Joseph N. Jackson Estate and located at 1050 and 1054 Good Hope Road NE, Monroe, Georgia 30655 (the “Subject Property”) for such a development (see Location Map). The proposed site plan includes 138 single family residential lots resulting in a density of less than 3 homes per acre. The homes, constructed on slab or basement lots, will be craftsman style and constructed of brick, stone, stucco, wood siding or cement siding (no vinyl siding). Wood and cement siding homes will have brick, stone or stucco accents. Sidewalks and streetlights will be installed to enhance the neighborhood.

The Subject Property lies partly in Walton County and partly in the City of Monroe. To carry out its development plans, the Applicant seeks to annex the portion of the Subject Property in the unincorporated County (Tax Parcel No. C13000010DP) into the City of Monroe (the “City”) and to rezone the entire Subject Property from its City of Monroe zoning designation of R1 and Walton County zoning designations of A2 and R1 to the City’s designation of R1A (Medium Lot Residential District).

2. Application with Supplemental Information

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 1050 and 1054 Good Hope Rd. NE, Monroe, GA 30655
 COUNCIL DISTRICT 4 and 8
 MAPNUMBER _____
 PARCEL NUMBER C13000010DP and C1300001
- II. PRESENT ZONING A2/R1 and R1 REQUESTED ZONING R1A
- III. ACREAGE +/- 51.07 acres PROPOSED USE Single Family Residential Subdivision
- IV. OWNER OF RECORD Joseph N. Jackson Estate
 ADDRESS 1050 Good Hope Rd. NE; Monroe, GA 30655
 PHONE NUMBER (770) 743-6734

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
1. A description of all existing uses and zoning of nearby property
 See supplemental Letter of Intent for description of existing uses and zoning of nearby property.

 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification As detailed in the supplemental information, the value of the subject property is substantially diminished by the existing zoning district classifications.

 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification As detailed in the supplemental information, the assessed value of the subject property is \$243,300.

 4. The value of the property contained in the application for rezoning under the proposed zoning Classification As detailed in the supplemental information, the value of the subject property will be significantly increased under the proposed zoning classification.

 5. A description of the suitability of the subject property under the existing zoning classification As detailed in the supplemental information, the subject property is suitable for its present use, but is unsuitable for the development of a single family residential subdivision.

 6. A description of the suitability of the subject property under the proposed zoning classification of the property As detailed in the supplemental information, the subject property is suitable for the development of a single family residential subdivision under the proposed zoning classification.

Rezoning/Annexation Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property See supplemental information.

8. The length of time the property has been vacant or unused as currently zoned See supplemental information.

9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification See supplemental information.

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

See Supplemental Information

Rezoning/Annexation Application
Page Three (3)

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) Vivian J. Israel - executor
Address 1050 Good Hope Rd., NE, Monroe, GA 30655
Phone Number (770) 743-6734

Attorney/Agent (signature) Chad P. S. as attorney for Expo Homes
Address 248 North Broad Street; Monroe, Georgia 30655
Phone Number (678) 364-2384

Personally appeared before me the above applicant named Vivian Israel who on oath says that he/she is the Executor for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Jenny S. Carter (Notary Public) 7.7.17 (Date)

My Commission Expires 1.7.2020



PETITION REQUESTING ANNEXATION
CITY OF MONROE, GEORGIA

Date: July 7, 2017

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

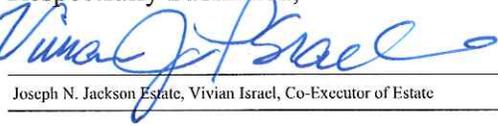
Address/Location of Property: 1050 Good Hope Rd NE; Monroe, Georgia 30655

Tax Map Number: C13000010DP

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned R1A for the following reasons: The requested zoning classification would allow for the development of a 138-lot single family residential subdivision to provide needed housing to the area. Due to the existing pond and flood area, the requested R1A zoning allows the flexibility for the property to be developed with smaller lot sizes, but with an overall density of 2.70 lots per acre which is compatible with the 3.00 lots per acre allowed by the R1 zoning classification.

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,


Joseph N. Jackson Estate, Vivian Israel, Co-Executor of Estate

Owners Address: 1050 Good Hope Rd., NE, Monroe, GA 30655

Rezoning/Annexation Application
Page Four (4)

What method of sewage disposal is planned for the subject property?

Sanitary Sewer

Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from A2/R1 and R1 to R1A located at 1050 and 1054 Good Hope Rd. NE, Monroe GA 30655, containing +/- 51 acre(s), property owner being Joseph N. Jackson Estate filed on July 7, 2017.

CHECK LIST - APPLICATION MATERIAL

- Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)
- The completed application form (one original with original signatures)
- Special Conditions made part of the rezoning/annexation request
- Legal Description
- Survey plat of property showing bearings and distances and:
- abutting property owners
 - the zoning of abutting property
 - the current zoning of the subject property
- Development Plan (two full size and one 11x17)
- Site plan of the property at an appropriate scale
- the proposed use
 - internal circulation and parking (proposed number of parking spaces)
 - landscaping minimum square footage of landscaped area
 - grading
 - lighting
 - drainage (storm water retention structures)
 - amenities (location of amenities)
 - buildings (maximum gross square footage and height of structures)
 - buffers
 - Additional information that may be required by the Code Enforcement Officer:

 Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:

Rezoning/Annexation Application

Page five (5)

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- for any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities, and buffer areas: and,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. Information that the special circumstances are not the result of the actions of the applicant.
6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

Rezoning/Annexation Application
Page six (6)

COMMENTS

Proposed Special Conditions:

1. Maximum lot density: 3.0 units per acre

2. Homes to have accents of brick, stone, or stucco on the front facade; the balance of the home to be the same or of wood or fiber cement siding.

Disclosure of Campaign Contributions and/or gifts:

Each applicant has the duty of filing a disclosure report with the City if a contribution or gift totaling two hundred and fifty dollars (\$250.00) or more has been given to an official of the City of Monroe within the last two (2) years. The filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing.

I hereby withdraw the above application: Signature: _____ Date: _____

Revised 08/07/15

Supplemental Information for Application Section V:

V. Analysis:

- 1. A description of all existing uses and zoning of nearby property:*** The Subject Property is located on Good Hope Road, east of the City: To the north and northwest, the Subject Property is bordered by property owned by Jack's Creek Reserve, LLC. The parcel to the north, located in the unincorporated County, is zoned A2, and the parcel to the northwest, located in the City, is zoned R-1. Both parcels are undeveloped. To the east, the Subject Property is bordered by a single parcel located in the unincorporated County which is zoned A2 and contains a single family residence. Nine lots of the Young Heights subdivision are located along the western boundary. One of the lots is located within the City and is zoned R1, 7 of the lots are located partly in the City and partly in the unincorporated County and are zoned R1 (City designation). The remaining subdivision lot is located in the unincorporated County and is zoned R1 (County designation). One additional parcel, lying in the unincorporated County and zoned A2 and R1, is adjacent to the Subject Property along its western border. South of the Subject Property and directly across Good Hope Road is Carver Middle School, owned by the Walton County Board of Education and zoned A1 and R1. An undeveloped parcel located within the City and zoned PCD is also located to the south across Good Hope Road. A location and zoning map is included under Tab 4 of this application notebook.
- 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification:*** The property value of

- Subject Property is significantly diminished by the existing zoning district classifications. The majority of the Subject Property is currently in the unincorporated County. Less than 10 acres of the southern portion of the Subject Property along Good Hope Road are zoned R1 (Single Family Residential) allowing development with a minimum lot size of 1 acre (without public sewer). The balance of the Subject Property is zoned A2 (Rural Estate), allowing development with a minimum lot size of 1.5 acres (without public sewer). In addition, there is an existing pond and 100 year flood area covering approximately 10 acres of the Subject Property, making that portion unsuitable for development. Therefore, under the current zoning designation, the Subject Property would likely yield 30 lots, at most, and the accompanying infrastructure cost would make it unfeasible to develop the Subject Property as zoned.
3. ***The existing value of the property contained in the petition for rezoning under the existing zoning classification:*** As assessed by the Walton County Board of Tax Assessors, the 2017 value of the Subject Property is \$243,300. The value of the land is estimated to be \$201,600 and the value of the existing single family house and accessory structures is estimated to be \$41,700.
 4. ***The value of the property contained in the application for rezoning under the proposed zoning classification:*** The proposed zoning classification would allow for the property to be developed into a 138-lot single family residential subdivision. The requested rezoning will significantly increase the value of the Subject Property, which is under contract to be sold for nearly twice the assessed value, provided the requested annexation and rezoning are approved.
 5. ***A description of the suitability of the subject property under the existing zoning classification:*** Under the existing zoning classification, the Subject Property is

suitable for its current use, a single family residence and accompanying agricultural use. It would also be suitable for the development of a few single family lots fronting Good Hope Road. The split zoning, existing pond and flood area, discussed in further detail in paragraph 2, make the Subject Property unsuitable for development as a single family residential subdivision.

6. ***A description of the suitability of the subject property under the proposed zoning classification of the property:*** Under the proposed zoning classification, the Subject Property is well suited for the development of a single family residential subdivision that would be compatible with the surrounding properties and provide needed housing to the area. Due to the existing pond and flood area, the requested R1A rezoning allows the flexibility for the Subject Property to be developed with smaller lot sizes than the R1 zoning, but with an overall density of 2.70 lots per acre which is compatible with the 3.00 lots per acre allowed by the R1 zoning classification.
7. ***A description of any existing use of property including a description of all structures presently occupying the property:*** The property is used for residential and accompanying agricultural use. The 1,266 square foot single family residence on the Subject Property was built in 1920. There are also several accessory structures on the Subject Property, including a 1984 mobile home.
8. ***The length of time the property has been vacant or unused as currently zoned:*** The Subject Property is not currently vacant. The existing single family residence was constructed in 1920, and the property has been used for residential and accompanying agricultural use.
9. ***A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification:*** Due to the

economic downturn, there were no efforts to market the Subject Property until March 2017. The Subject Property went under contract in May 2017; however, the contract is contingent on the requested annexation and rezoning approvals.

Legal Description:

ALL THAT TRACT OR PARCEL OF LAND lying and being in the 419th District, G.M., County of Walton, State of Georgia, about one and one-half miles Easterly of Monroe, Georgia, on the Good Hope Road, State Highway No. 83, containing 48 acres, more or less, as shown by survey and plat made by H.L. Dunahoo, Barrow County, Surveyor, Georgia Reg. Surveyor No. 277, on November 1, 1956, the plat being recorded in Plat Book 7, page 76, Office of the Clerk of Walton Superior Court, reference being made to said plat and the record thereof. Said land is more particularly described as follows:

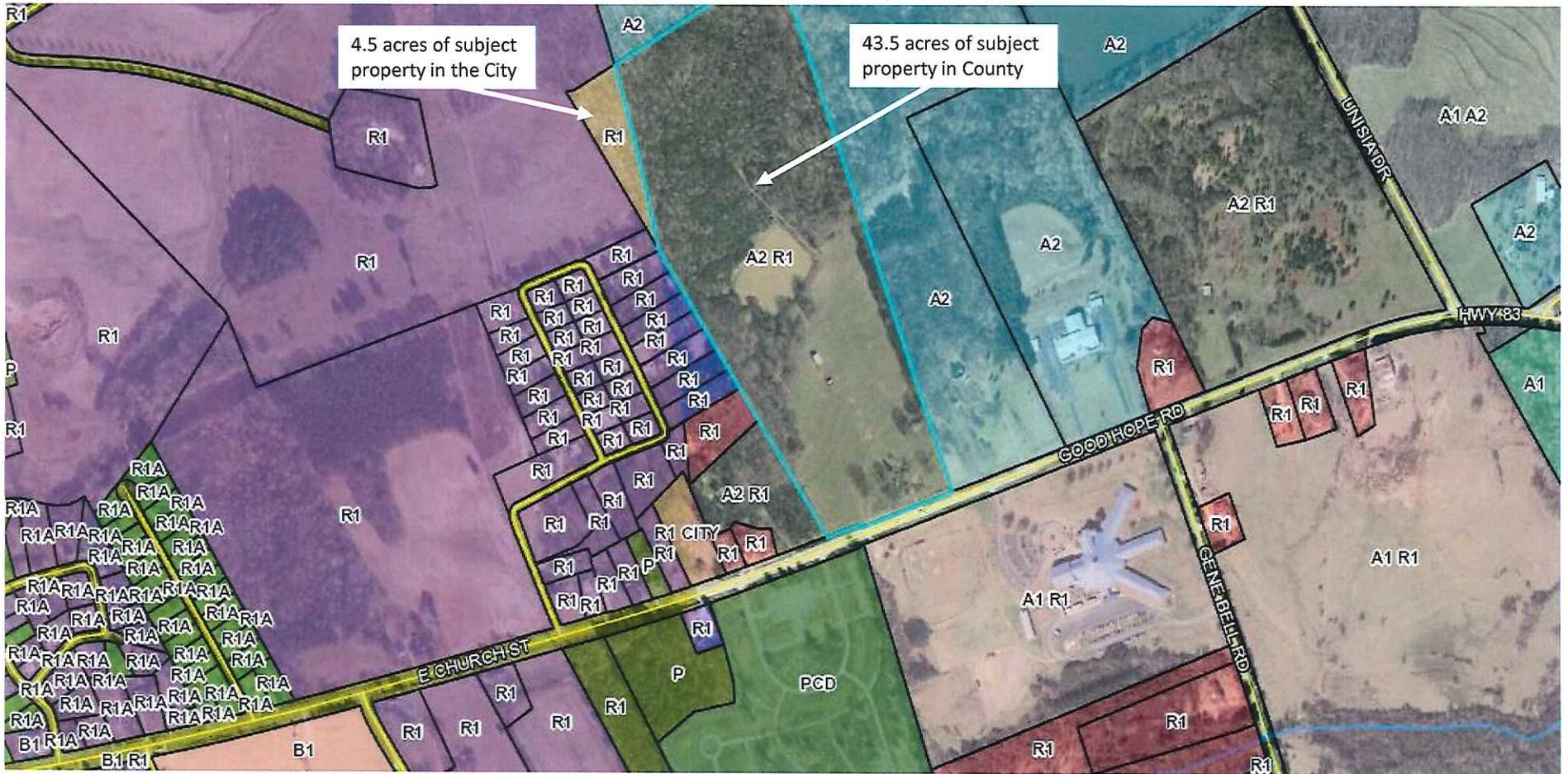
BEGINNING on the Northerly side of the Monroe Good Hope Road, State Highway No. 83, at iron pin at corner of land of Hugh Young and running thence North 33 degrees 00 minutes West two thousand three hundred sixty three (2363) feet to large hickory, running thence North 58 degrees 50 minutes East one thousand ninety four (1094) feet to iron pin corner, running thence South 22 degrees 20 minutes East two thousand five hundred four feet to iron pin corner at the edge of the right of way of said Monroe Good Hope Road, State Highway No. 83, running thence along said Road South 69 degrees 15 minutes West six hundred forty six (646) feet to beginning point.

Supplemental Information for Annexation Application:

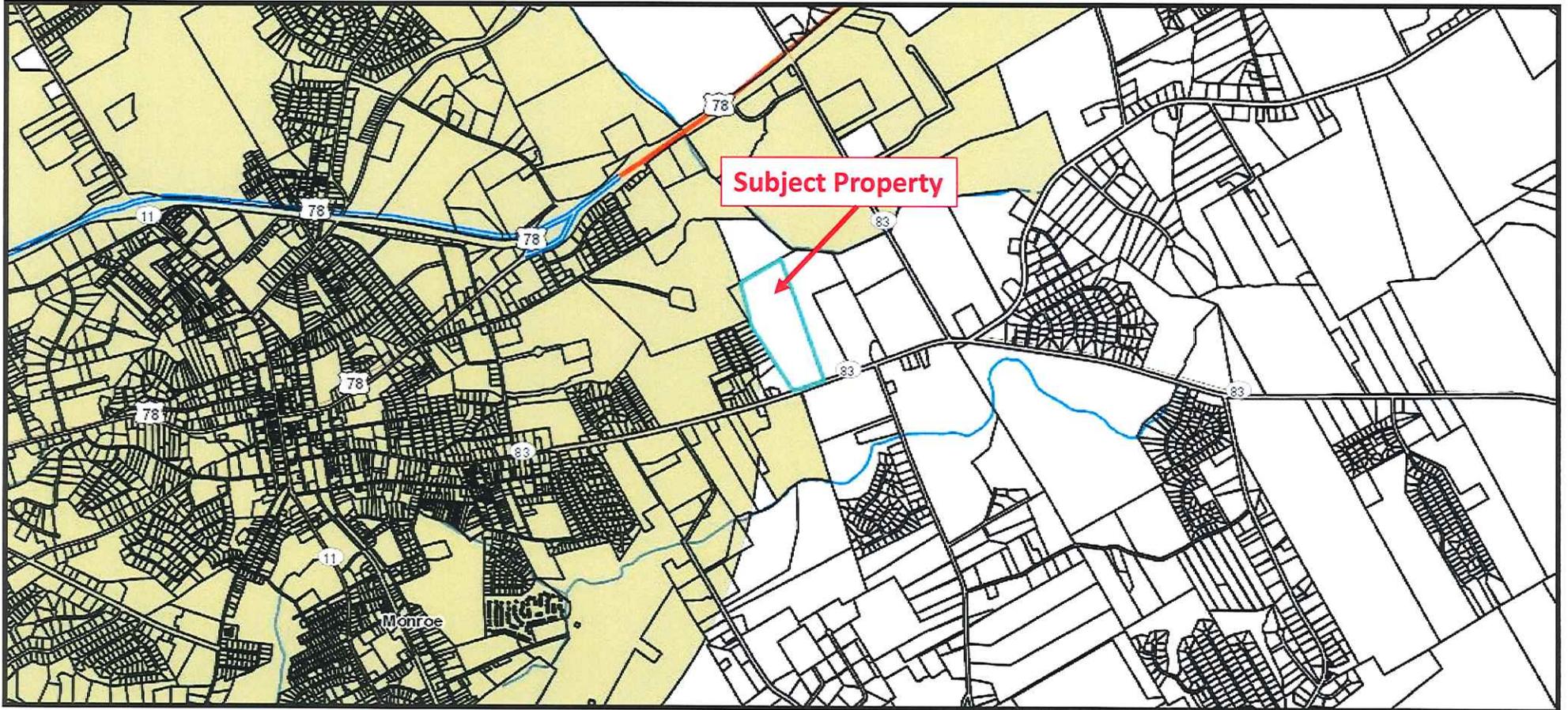
Pursuant to the 100% Method of Annexation set forth in O.C.G.A. §36-36-20 *et seq.*, the Applicant is requesting the City Council annex the Subject Property into the City and extend the City boundaries to include said property. The Subject Property is unincorporated and contiguous to the City (as described in O.C.G.A. § 36-36-20), and the northwest corner of the Subject Property (Tax Parcel No. C13000010DP) is already located within the City boundaries.

3. Location/Zoning Map

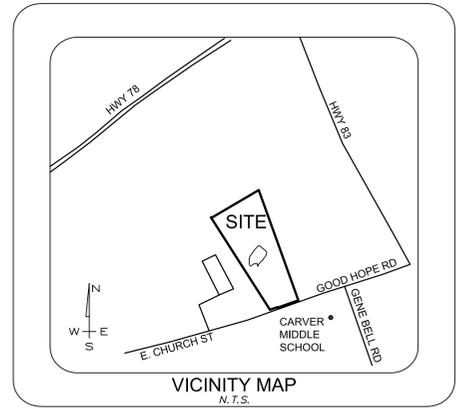
Zoning Map of 1050 Good Hope Road (Hwy 83), Monroe, Georgia 30655



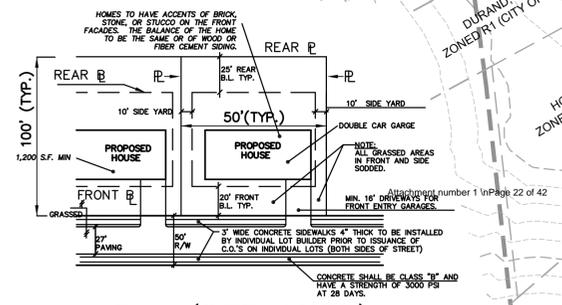
Location Map of 1050 Good Hope Road (Hwy 83), Monroe, Georgia 30655



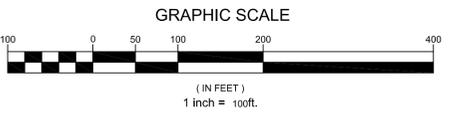
4. Site Plan and Survey



- R1A SITE SUMMARY:**
- TOTAL ACREAGE OF RESIDENTIAL = 51.07 ACRES
 - TOTAL NUMBER OF LOTS = 138
 - EXISTING ZONING - A2R1
PROPOSED ZONING - R1A
 - DENSITY = 2.70 LOTS/AC.
 - BOUNDARY INFORMATION BASED ON TAX MAPS.
 - TOPOGRAPHIC INFORMATION BASED ON MEAN SEA LEVEL AS TAKEN FROM WALTON COUNTY GIS & USGS.
 - A PORTION OF THE SUBJECT PROPERTY LIES WITHIN A DESIGNATED 100 YEAR FLOOD HAZARD AREA AS DEPICTED ON F.I.R.M. PANEL NO. 13297C0145D DATED MAY 18, 2009.
 - LOTS SHOWN ARE FOR SINGLE FAMILY USE ONLY. LOTS HAVE A MINIMUM SQUARE FOOTAGE OF 7,500.
 - ALL LOTS TO BE SERVED BY WALTON COUNTY GRAVITY FLOW SANITARY SEWER.
 - WATER PROVIDED BY CITY OF MONROE.
 - YARD REQUIREMENTS:
FRONT = 20'
REAR = 25', 40' ALONG GOOD HOPE RD.
SIDE = 10'
 - MAX. BUILDING HEIGHT = 33'
 - SITE LIGHTING BY WALTON EMC.

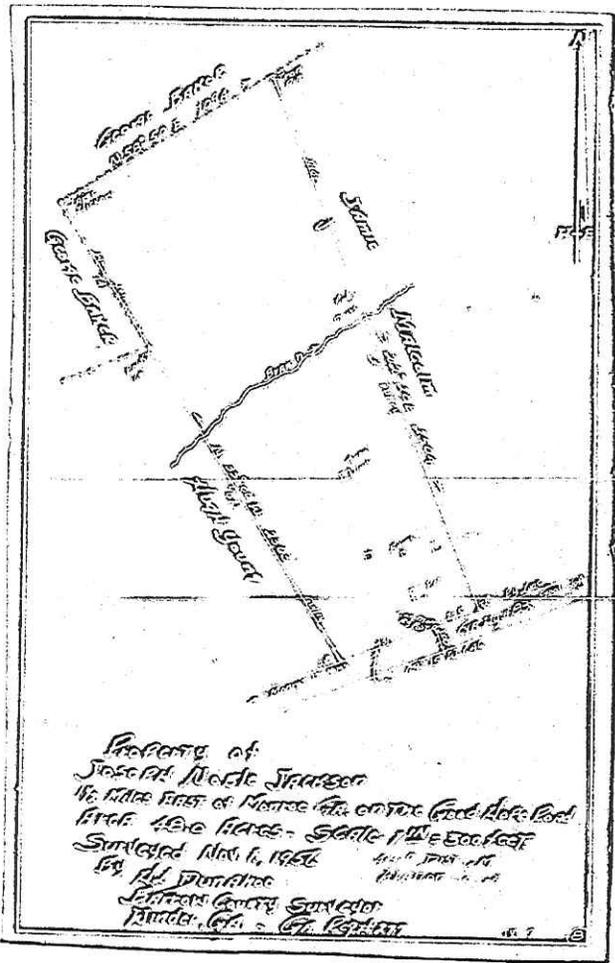


OWNER / DEVELOPER
STONE CREEK DEVELOPMENT, LLC
P.O. BOX 1326
LAWRENCEVILLE, GA 30046
CONTACT: JOE DIXON
PHONE: 770.338.8162



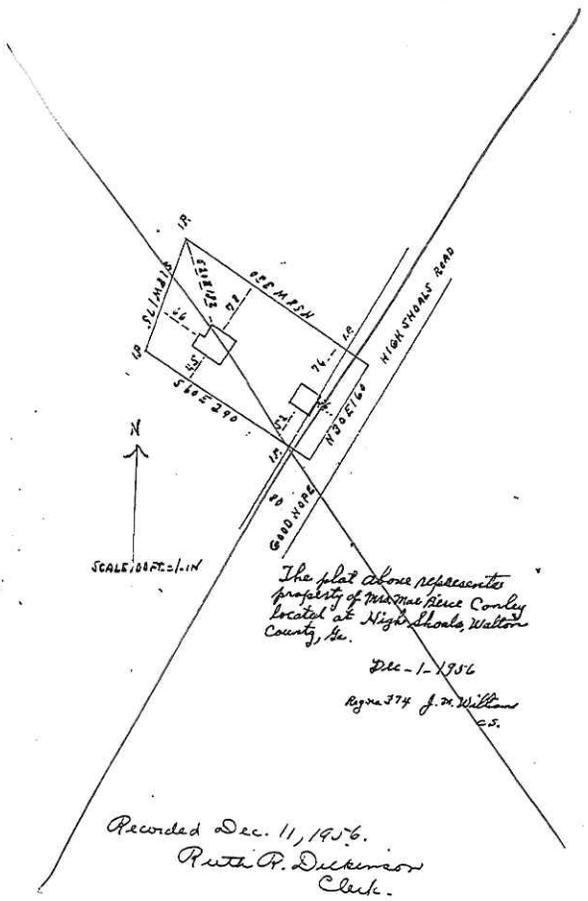
1 OF 1	DATE: 06/20/17	NO. DESCRIPTION	REZONING PLAN	STONE CREEK GOOD HOPE ROAD WALTON COUNTY, GEORGIA	 PRECISION Planning Inc. planners • engineers • architects • surveyors 400 Pike Boulevard, Lawrenceville, Ga 30046 770.338.8000 • www.ppi.us	PRELIMINARY, NOT FOR PUBLIC USE, GENERAL RELEASE OR CONSTRUCTION STAMP	© 2017 PRECISION PLANNING, INC. ALL RIGHTS RESERVED. THESE CONSTRUCTION DOCUMENTS AND PERMITTED REPRODUCTIONS, IN WHOLE OR IN PART, ARE INSTRUMENTS OF SERVICE AND ARE THE SOLE PROPERTY OF PRECISION PLANNING, INC. UNLESS OTHERWISE AGREED TO. THEY SHALL NOT BE REPRODUCED OR CONVEYED IN ANY MANNER NOR ARE THEY TO BE USED FOR ANY OTHER PROJECTS OTHER THAN THAT SPECIFICALLY INDICATED HEREIN WITHOUT WRITTEN PERMISSION FROM PRECISION PLANNING, INC.
	PROJECT NO: R16-204						
	RELEASE		DESIGN: PPI DRAWN: CS CHECKED: SWS				

Item # 8



Property of
 Joseph Wade Spencer
 1/2 Acre East of House on the Grand Old Road
 1/2 Acre West of House - State 1/2 Acre East
 Surveyed Nov 1, 1956
 by A. J. [unclear]
 [unclear] County Surveyor
 [unclear] [unclear]

Recorded Dec. 6th 1956
 Ruth P. Dickinson
 Clerk.



The plat above represents
 property of William Pierce Conley
 located at High School, Walton
 County, Ga.

Dec. 1 - 1956
 Reg. 374 J. W. Williams
 S.S.

Recorded Dec. 11, 1956.
 Ruth P. Dickinson
 Clerk.

Item # 8

5. Utility Letter



IN RE: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are water, electricity, natural gas, wastewater, and cable television. We strive to provide the highest quality service at the lowest possible cost.

We value you as a customer and look forward to serving you. The utilities that are checked below are available at the location you have chosen.

WATER

ELECTRICITY *City of Monroe*
Walton EMC CABLE TV

NATURAL GAS

WASTEWATER

Please contact our office for any information needed to plan your relocation to Monroe. The City of Monroe offers fast service, knowledgeable service people, and a sensitivity to your needs. Again, let me say that we look forward to serving you.

Yours very truly,

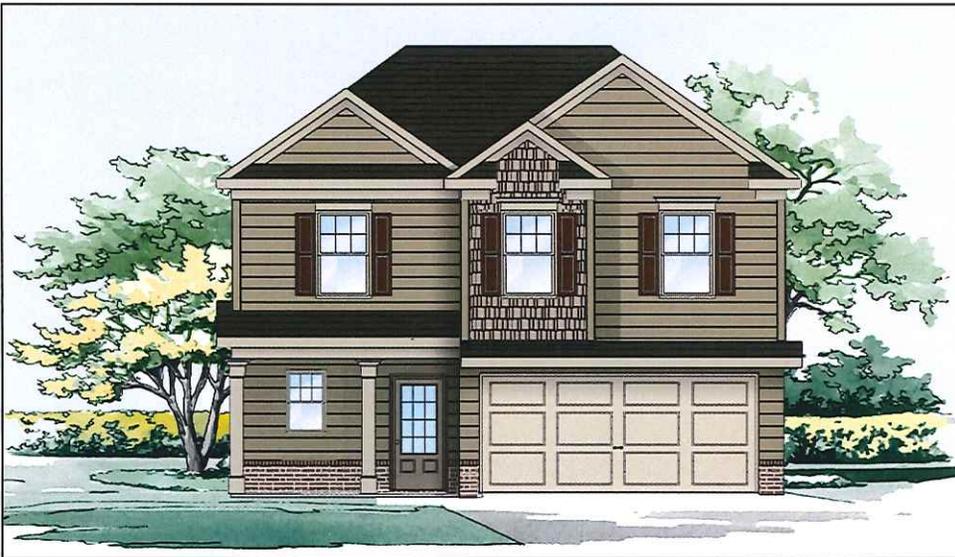
Customer Service Representative

File:

A:\Utilities Available Form Letter.spd

6. Photographs

Photographs and Renderings of Homes Constructed by Expo Homes which are Representative of the Homes Planned for the Proposed Development





CODE DEPARTMENT

July 7, 2017

To: Walton County Board of Commissioners
111 South Broad Street
Monroe, Georgia 30655

Re: Map C130 Parcel 1DP

Dear Commissioners:

Please be advised that the City of Monroe, Georgia by the authority vested in the Mayor and the Council of the City of Monroe, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property hereinafter described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of Monroe, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9.

See Exhibit "A" Attached

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the governing authority of the City of Monroe, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as R1A City will be held September 12, 2017 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson
Code Department Assistant

Item # 8

Exhibit A

economic downturn, there were no efforts to market the Subject Property until March 2017. The Subject Property went under contract in May 2017; however, the contract is contingent on the requested annexation and rezoning approvals.

Legal Description:

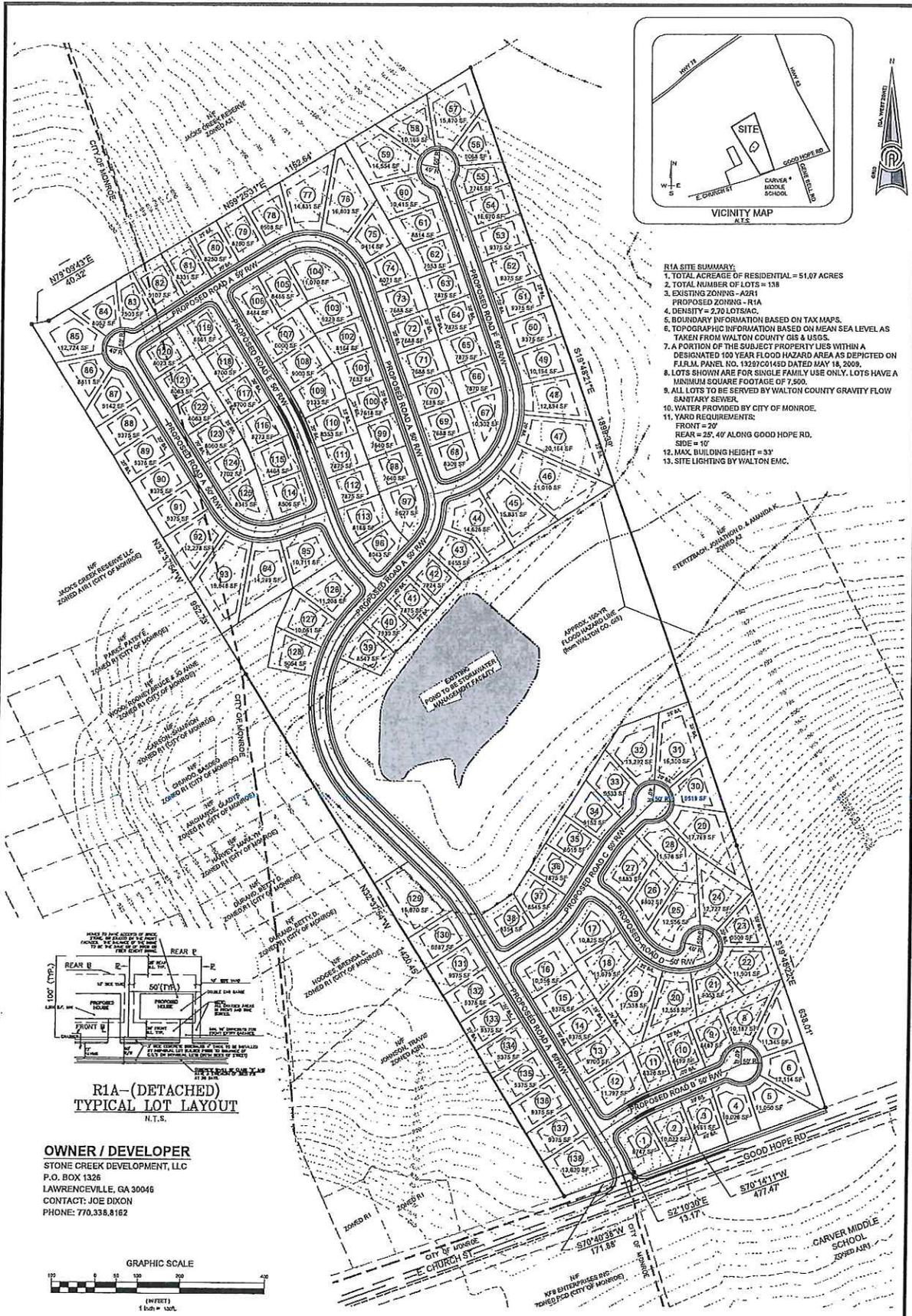
ALL THAT TRACT OR PARCEL OF LAND lying and being in the 419th District, G.M., County of Walton, State of Georgia, about one and one-half miles Easterly of Monroe, Georgia, on the Good Hope Road, State Highway No. 83, containing 48 acres, more or less, as shown by survey and plat made by H.L. Dunahoo, Barrow County, Surveyor, Georgia Reg. Surveyor No. 277, on November 1, 1956, the plat being recorded in Plat Book 7, page 76, Office of the Clerk of Walton Superior Court, reference being made to said plat and the record thereof. Said land is more particularly described as follows:

BEGINNING on the Northerly side of the Monroe Good Hope Road, State Highway No. 83, at iron pin at corner of land of Hugh Young and running thence North 33 degrees 00 minutes West two thousand three hundred sixty three (2363) feet to large hickory, running thence North 58 degrees 50 minutes East one thousand ninety four (1094) feet to iron pin corner, running thence South 22 degrees 20 minutes East two thousand five hundred four feet to iron pin corner at the edge of the right of way of said Monroe Good Hope Road, State Highway No. 83, running thence along said Road South 69 degrees 15 minutes West six hundred forty six (646) feet to beginning point.

Supplemental Information for Annexation Application:

Pursuant to the 100% Method of Annexation set forth in O.C.G.A. §36-36-20 *et seq.*, the Applicant is requesting the City Council annex the Subject Property into the City and extend the City boundaries to include said property. The Subject Property is unincorporated and contiguous to the City (as described in O.C.G.A. § 36-36-20), and the northwest corner of the Subject Property (Tax Parcel No. C13000010DP) is already located within the City boundaries.

Exhibit "A2"



1 OF 1	DATE	NO.	DESCRIPTION	REZONING PLAN	STONE CREEK	PRECISION Planning Inc. planners • engineers • architects • surveyors	PRELIMINARY, NOT FOR PUBLIC USE. GENERAL RELEASE OR CONSTRUCTION	© 2017 Precision Planning, Inc. ALL RIGHTS RESERVED.
	DESIGN	DATE	DESCRIPTION					
	RELEASE							
SHEET TITLE				GOOD HOPE ROAD WALTON COUNTY, GEORGIA		400 Pk. Boulevard, Lawrenceville, Ga 30044 770.338.8000 • www.ppiusa.com		STAMP
DESIGN	DATE	NO.	DESCRIPTION	PPI	CS	SWS		

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 1050 & 1054 Good Hope Rd
to be rezoned from R-1 City & A2 County to
R1A City and 1050 Good Hope Rd to be Annexed
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on August 15, 2017
at 5:30 P.M. All those having an
interest should be present.**

**A petition has been filed with the
City of Monroe requesting the
property at 1050 & 1054 Good Hope Rd
to be rezoned from R-1 City & A2 County to
R1A City and 1050 Good Hope Rd to be Annexed
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on September 12, 2017
at 6:00 P.M. All those having an
interest should be present.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

July 30, 2017

GOOD HOPE ROAD TRACT, WALTON COUNTY, GEORGIA

SITE RECONNAISSANCE FOR WETLANDS, STREAMS, AND STREAM BUFFERS
PREPARED 8/11/2017 FOR MR. DAVID LEONARD, P.E. - PPI

On August 9, 2017, NEI reviewed the property known as "GOOD HOPE ROAD TRACT" to determine the extent of aquatic areas we believe would be jurisdictional under Section 404 of the Clean Water Act. The property is located on the north side of Good Hope Road approximately 0.5 miles east of Monroe. Coordinates to the center of the site are as follows: 33.799414°N -83.680370°W.

SUMMARY OF FINDINGS

Attachment number 1 \nPage 3

TOTAL STUDY AREA	~50 AC
Wetland Area	~0.3 AC
Intermittent/Perennial Stream	474 LF
Ephemeral Stream	95 LF

PROPERTY DESCRIPTION

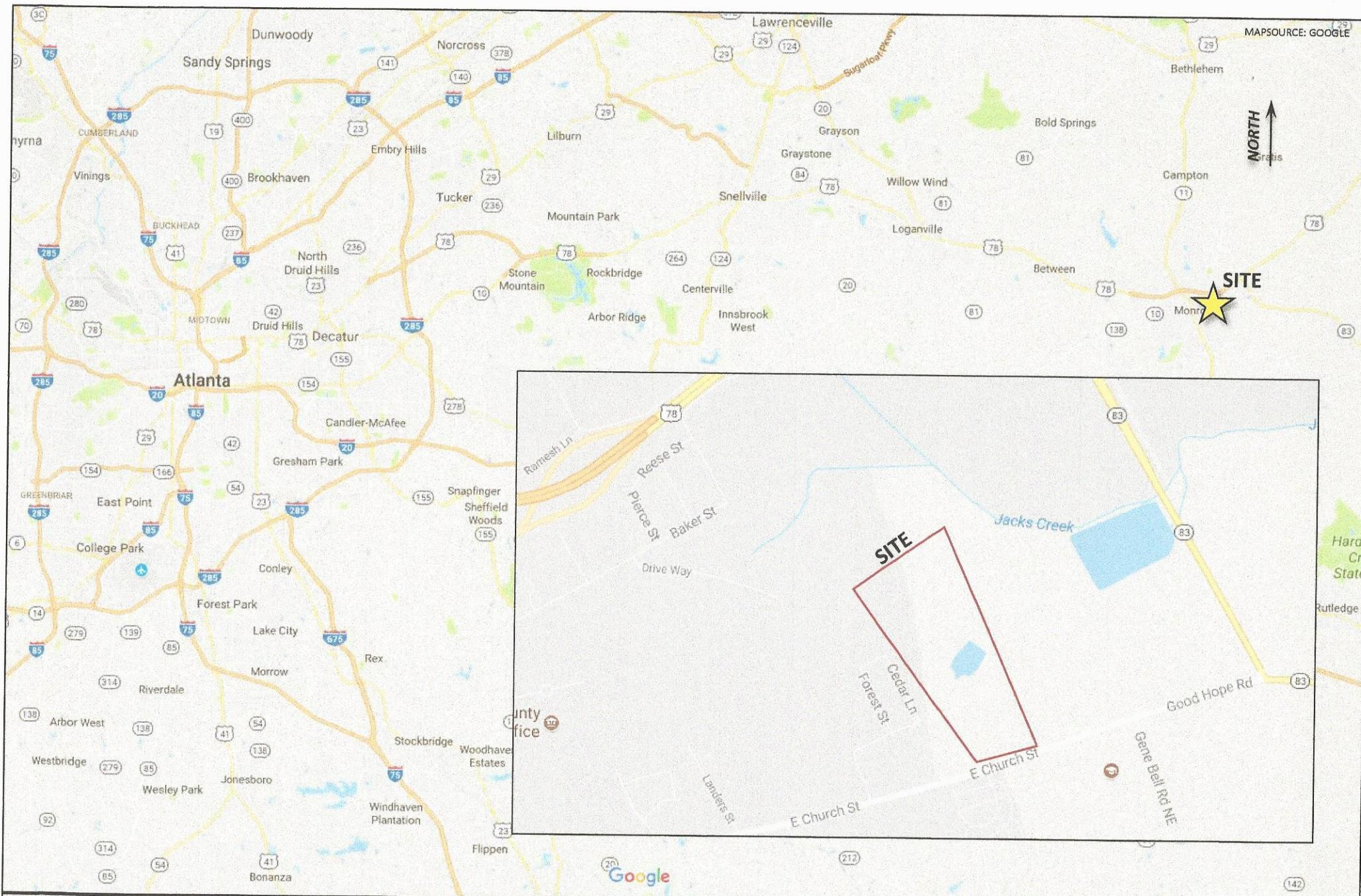
The subject property extends about 2,400 linear feet north of Good Hope Road and varies in width from about 640 linear feet wide near Good Hope Road expanding to about 1,180 linear feet wide at the northern extent. The study area includes a house, barns, pasture, and pond on the south one-half, and the northern half is vegetated with a mixed pine/hardwood forest. Topography on the site is typical of the Georgia Piedmont with slopes approaching 6 to 10%. The property generally slopes from south to the center and from north to the center leading to the farm pond, which drains generally to the northeast entering Jacks Creek offsite, which is in the Apalachee River basin.

ON-SITE AQUATIC RESOURCES

The onsite aquatic resources included three stream features leading to a man-made pond. The pond discharges through a culvert contained in an earthen dam leading to a perennial flowing stream. Streamside wetlands were found along the features on the west side of the pond. The far north corner of the property borders a wetland complex associated with Jacks Creek. The USACE would regulate the discharge of fill material into the wetlands, the stream, and the pond. The GAEPD would consider the intermittent/perennial streams and the pond "Buffered Waters of the State", and they would regulate land disturbance in a buffer that extends 25 feet horizontally from the point of wretched vegetation. All other portions of the property were considered upland.

NELSON ENVIRONMENTAL, INC.

Page 1 of 2



VICINITY MAP

PREPARED FOR:
Mr. David Leonard, P.E.
Precision Planning, Inc.

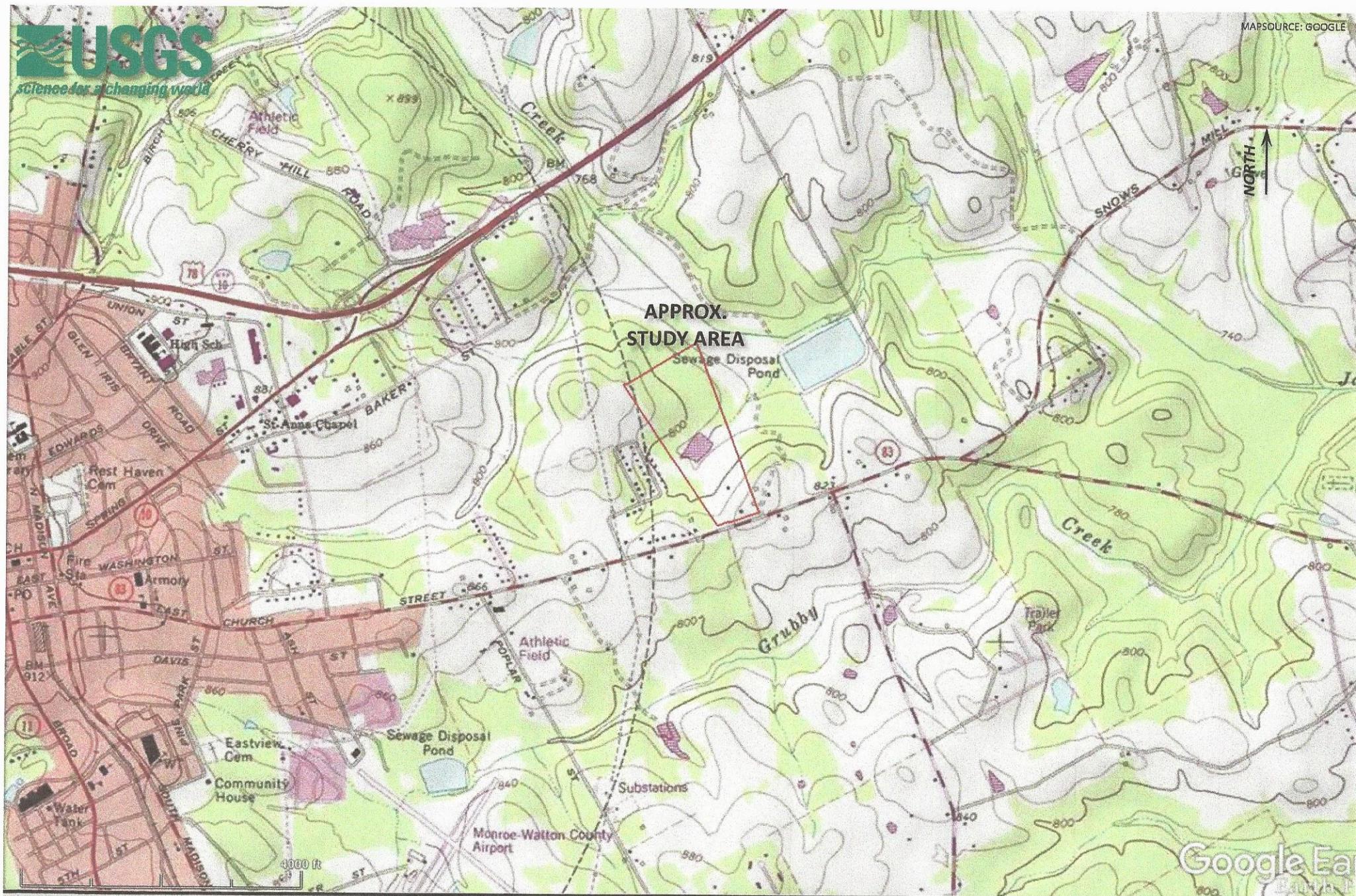
FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
Item # 8 GOOD HOPE ROAD
WALTON COUNTY, GEORGIA

EXHIBIT 1

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



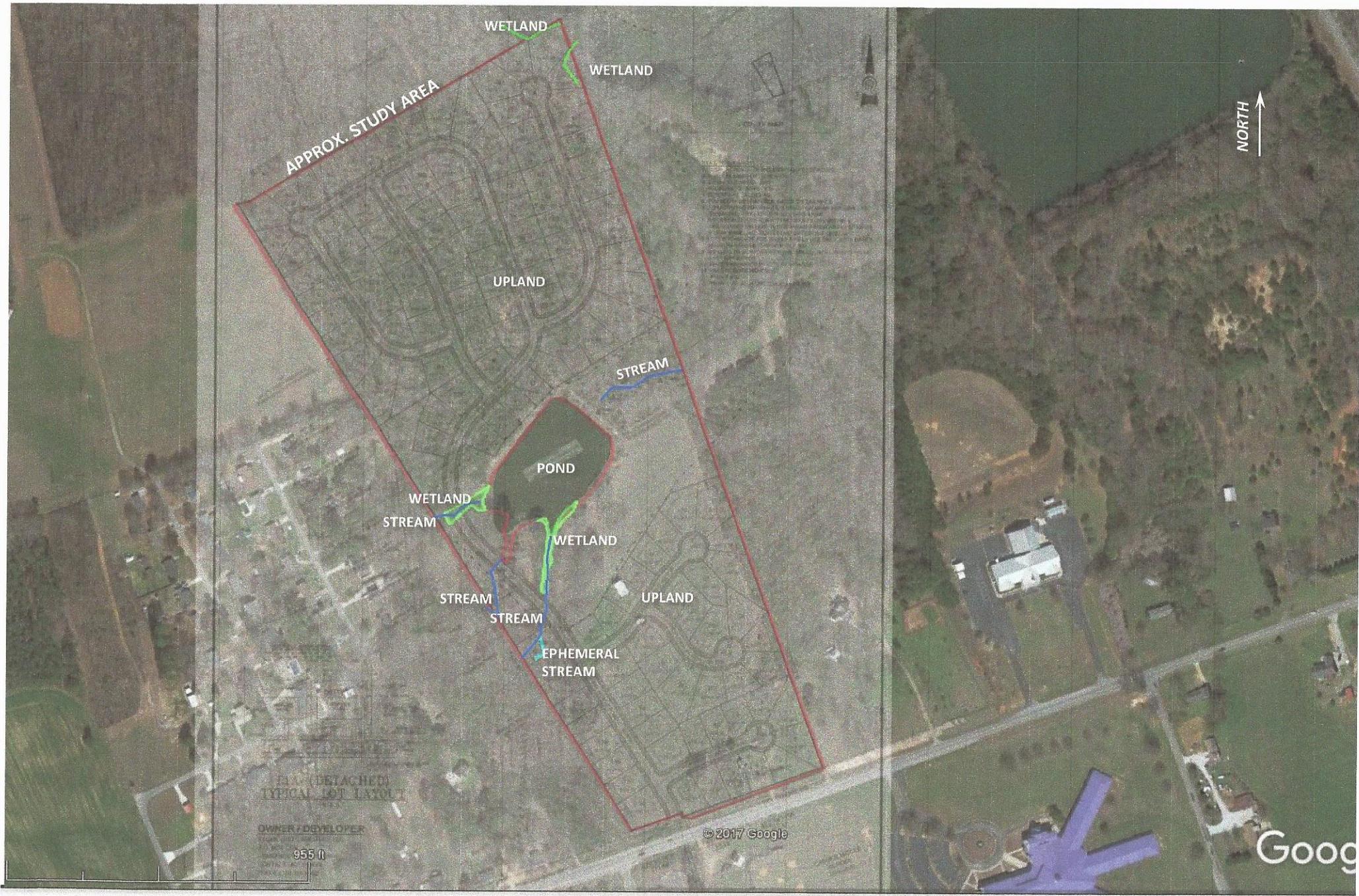
USGS QUADRANGLE MAP

PREPARED FOR:
 Mr. David Leonard, P.E.
 Precision Planning, Inc.

FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
 Item # 8 **GOOD HOPE ROAD**
WALTON COUNTY, GEORGIA

EXHIBIT 2
 PREPARED 8/11/2017 BY:
NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



LAND PLAN WITH AQUATIC AREAS

PREPARED FOR:
 Mr. David Leonard, P.E.
 Precision Planning, Inc.

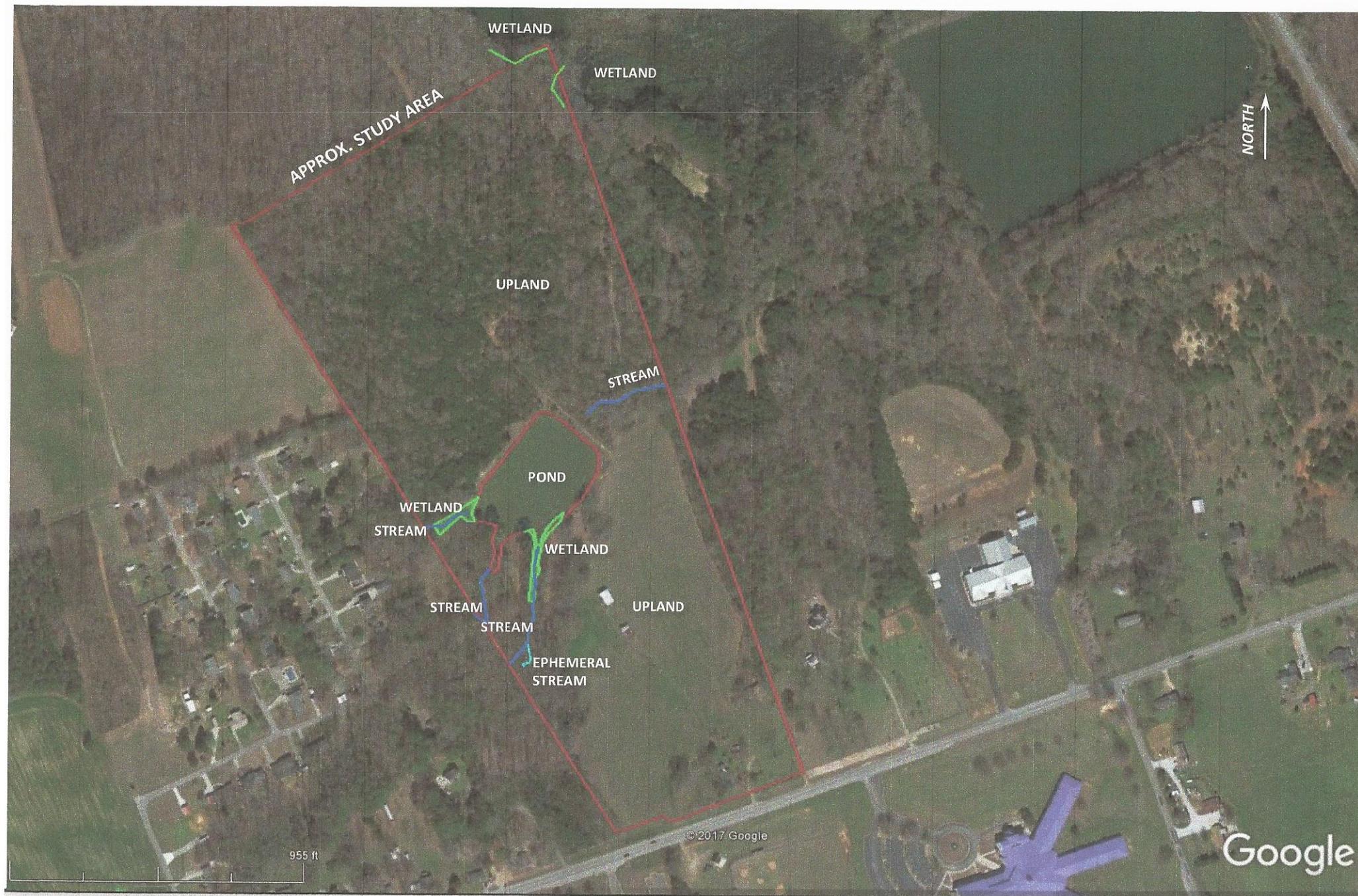
FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
 Item # 8 **GOOD HOPE ROAD**
WALTON COUNTY, GEORGIA

EXHIBIT 3

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



DELINEATED AQUATIC AREAS

PREPARED FOR:
 Mr. David Leonard, P.E.
 Precision Planning, Inc.

FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
 Item # 8 **GOOD HOPE ROAD**
WALTON COUNTY, GEORGIA

EXHIBIT 4

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



AERIAL PHOTOGRAPH

PREPARED FOR:
Mr. David Leonard, P.E.
Precision Planning, Inc.

FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
Item # 8 **GOOD HOPE ROAD**
WALTON COUNTY, GEORGIA

EXHIBIT 5

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



MAPSOURCE: GOOGLE



According to FWS NWI mapping, there is a pond and streams within the study area.

USFWS NWI MAP

PREPARED FOR:
Mr. David Leonard, P.E.
Precision Planning, Inc.

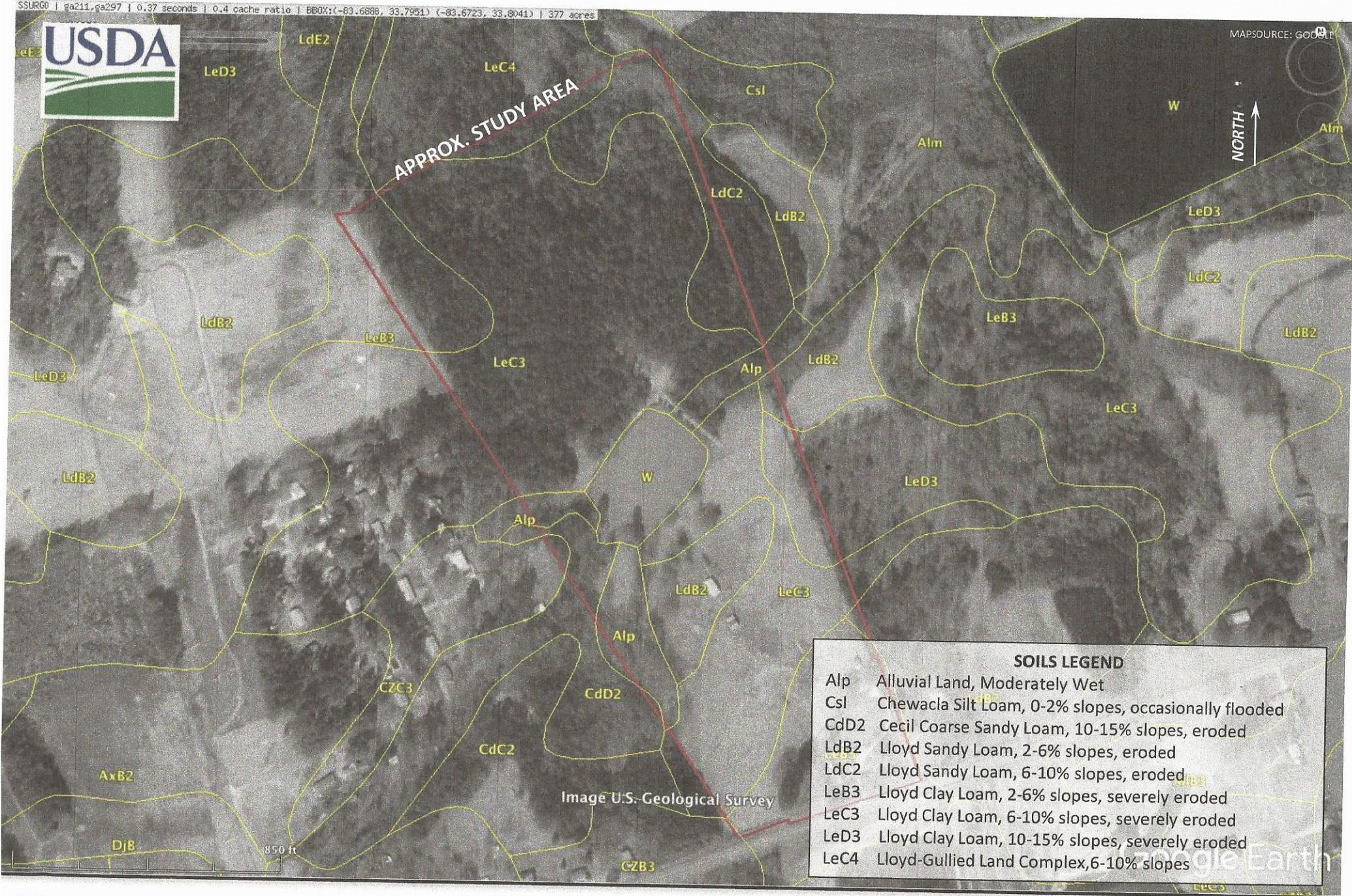
FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
Item # 8 GOOD HOPE ROAD
WALTON COUNTY, GEORGIA

EXHIBIT 6

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



SOILS LEGEND

Alp	Alluvial Land, Moderately Wet
Csl	Chewacla Silt Loam, 0-2% slopes, occasionally flooded
CdD2	Cecil Coarse Sandy Loam, 10-15% slopes, eroded
LdB2	Lloyd Sandy Loam, 2-6% slopes, eroded
LdC2	Lloyd Sandy Loam, 6-10% slopes, eroded
LeB3	Lloyd Clay Loam, 2-6% slopes, severely eroded
LeC3	Lloyd Clay Loam, 6-10% slopes, severely eroded
LeD3	Lloyd Clay Loam, 10-15% slopes, severely eroded
LeC4	Lloyd-Gullied Land Complex, 6-10% slopes

USDS SOILS SURVEY

PREPARED FOR:
 Mr. David Leonard, P.E.
 Precision Planning, Inc.

FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS

Item # 8 GOOD HOPE ROAD
 WALTON COUNTY, GEORGIA

EXHIBIT 7

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



Andrea P. Gray LLC

Attorney at Law

Andrea P. Gray, Partner
andrea@andreapgray.com

www.andreapgray.com
248 N. Broad St.
Monroe, GA 30655
(678) 364-2384

Jenny S. Carter, Of Counsel
jenny@andreapgray.com

August 15, 2017

STATEMENT OF CONSTITUTIONAL OBJECTIONS

Stone Creek Development, LLC (the “Applicant”) has filed a timely application for rezoning of property owned by the Joseph N. Jackson Estate (the “Owner”) located at 1050 and 1054 Good Hope Road, NE, Monroe, Georgia (the “Subject Property”), provided all required information, and submitted the appropriate fees. This Statement of Constitutional Objections is intended to put the City of Monroe, Georgia on notice of the Applicant’s and Owner’s assertion of their constitutional and legal rights to the requested rezoning.

The current zoning of the Subject Property restricts said property in an unreasonable manner, is unconstitutional, null and void in that the restriction to the current zoning classifications affords the Applicant and Owner no reasonable use of the Subject Property and is the equivalent of a taking of the Applicant’s and Owner’s property rights without payment of just and adequate compensation and without due process in violation of the Fifth Amendment and Fourteenth Amendments to the Constitution of the United States, and Article I, Section I, Paragraph I, and Article I, Section III, Paragraph 1 of the Constitution of the State of Georgia.

A refusal by the City of Monroe, Georgia to approve the rezoning requested by the Applicant and Owner to permit a reasonable economic return on the Applicant’s and Owner’s investment and a reasonable use of the Subject Property would therefore be unconstitutional, null and void and would be arbitrary, capricious and without a rational basis, thus constituting an abuse of discretion. Further, a refusal by the City of Monroe would discriminate in an arbitrary, capricious, and unreasonable manner between the Applicant and Owner and owners of similarly situated properties in violation of the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States, and Article I, Section I, Paragraph II of the Georgia Constitution.

The continued application of the current zoning to the Subject Property results in little or no gain to the public in general and fails to promote the health, safety, morals or general welfare

of the public and does not bear a substantial relation to the objectives of the City of Monroe, Georgia Zoning Ordinance, and would constitute a substantial reduction of the property value of the Applicant and Owner and is therefore confiscatory and void.

By filing this Statement of Constitutional Rights, the Applicant and Owner reserve all rights and remedies available to them under the United States Constitution, the Georgia Constitution, all applicable federal state and local laws and ordinances, and in equity.

The Applicant and Owner respectfully request their application be approved as requested.

Respectfully submitted, this 15th day of August, 2017.



Andrea P. Gray
Attorney for Applicant



Council Meeting

AGENDA

November 14, 2017

Item:

Appointment - Housing Authority

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Housing Authority Appt Info](#)

APPOINTMENTS

Updated

July 6, 2017

AppointedTerm ExpiresHISTORIC PRESERVATION COMMISSION (Five year term)

Susan Brown	May 14, 2013	May 1, 2018
Mitch Alligood	November 10, 2015 (to fill unexpired term of David Dickinson)	May 1, 2019
James Woodall	February 10, 2015	May 1, 2020
John Lucas	April 12, 2016	May 1, 2021
Eric Edkin	April 11, 2017	May 1, 2022

HOUSING AUTHORITY (Five year term)

Lynn Hill	October 9, 2012	October 6, 2017
Mary Kate Watson Echols	October 8, 2013	October 6, 2018
Meketa Swords	October 14, 2014	October 6, 2019
Ruby Cooper	October 13, 2015	October 6, 2020
Stacey Favors	October 11, 2016	October 6, 2021

PLANNING COMMISSION (Five year term)

Michael Reese	September 10, 2013	September 1, 2017
Kyle Harrison	October 13, 2015	September 1, 2019
Rosalind Parks	October 13, 2015	September 1, 2019
Mike Eckles	August 9, 2016	September 1, 2020
John Howard	August 9, 2016	September 1, 2020

LIBRARY BOARD (Six year term)

Sandra Shurling	October 9, 2012	July 1, 2018
Estella Bell	July 9, 2013	July 1, 2019
Lynn Warren	July 9, 2013	July 1, 2019
Carolyn Yates	July 8, 2014	July 1, 2019
Lynn Laird	(Appointment started in 2013) July 8, 2014	July 1, 2020

TELEPHONE: 770-267-6591
FAX: 770-267-5766
TDD: 770-267-6592



Housing Authority of the City of Monroe

808 E. Marable Street
Post Office Box 550
Monroe, Georgia 30655

KEVIN A. STUART
EXECUTIVE DIRECTOR

September 21, 2017

Honorable Greg Thompson
Mayor, City of Monroe
PO Box 1249
Monroe, Georgia 30655

Dear Mayor Thompson:

The current term of Mr. Lynn Hill on the Board of Commissioners of the Housing Authority of the City of Monroe, GA will expire on October 6, 2017. Mr. Hill has asked me to inform you that he would like to continue to serve as a Commissioner.

Please reappoint Mr. Hill to serve on the Board of Commissioners of the Housing Authority of the City of Monroe, GA at your earliest convenience. Mr. Hill's contact information is as follows:

Lynn Hill
609 E. Marable Street
Monroe, GA 30655
(706) 224-0192

Sincerely,

Executive Director



Appointed Board Member Biography

Name: Mr. Lynn E. Hill

Profession / Business: Boys & Girls Club of WC Position: Program DirectorBusiness Address: 405 Community Court, Monroe, Georgia 30655Phone number: (770) 207-6279 Fax number: (770) 207-6286Email address: lynnh@windstream.netHome Address: 609 Marable Street, Monroe, Georgia 30656Home Phone number: (770) 267-7156 Mobile Phone number: (706) 224-0192

(Please indicate address where you prefer to receive your mail)

Birthday: 08/27/1968 Birthplace: Walton Co. Hospital, Monroe, GeorgiaEducation: Bachelors in Business Administration (Management)Hobbies: Cycling, Chess, BasketballMembership in Service Clubs: 20 Years in Youth DevelopmentSocial Clubs: Master Mason, Tuscan Lodge No. 38, Monroe, Georgia

Membership / Offices Held / Other Agency Boards:

Monroe Museum, Board of DirectorsCivic Appointments: Monroe Housing Authority, since year 2004Political Offices: Board Member, Walton Co. School District, District 1Reason for wanting to serve on Monroe Housing Authority BoardMuch experience and desire to help administrate housing for families who need assistance through public housing.

Item # 9



Council Meeting

AGENDA

November 14, 2017

Item:

Application - Beer & Wine Package Sales - Valero Food Mart

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Application-Beer & Wine Package Sales](#)



P.O. Box 1249 • Monroe, Georgia 30655
 (770) 207-4674
 Attn: Business License Division

OCCUPATION TAX APPLICATION

BUSINESS NAME GRAND P 786 INC D/B/A Valero Food Mart **TELEPHONE** (770) 267-9300
ADDRESS 914 W Broad St. Monroe, GA 30656 **TYPE OF BUSINESS**
MAILING ADDRESS 2270 Hwy 411 NE Cartersville, GA 30121 Convenience Store/Gas Station
EMAIL ADDRESS GRANDPETROINC@yahoo.com
OWNER'S NAME HASSAN MUNIR **TELEPHONE** 770-843-1979
EMERGENCY CONTACT PERSON: JACK Todd
TELEPHONE 706 594-2150
PROPERTY OWNER'S NAME: Jones Petroleum
TELEPHONE 770 775-2386
****NUMBER OF EMPLOYEES: FULL TIME** 2
PART TIME 0 **** (Including Owners & Family Members)**

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE NO

BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES NO

A PERMIT IS REQUIRED FOR ALL SIGNS!!

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: _____

Date 09/28/2017

Item # 10

Notice: All businesses located in the City of Monroe are subject to inspection by City Code and Fire Officials

**LICENSE APPLICATION/RENEWAL
FOR BEER AND WINE PACKAGE SALES**

INDIVIDUAL(S), PARTNERSHIP, CLUB OR CORPORATION
(Circle one of the above)

The following information is mandated under Chapter 6, Article II, of the City of Monroe Code.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MONROE, GEORGIA**

1. APPLICANT NAME: Hassan Muneir / G & P 786 Inc.
 STORE NAME: Valero Food Mart
 STORE ADDR: 914 N Broad St Monroe, GA 30656
 COUNTY OF RESIDENCE: Meriwether
 DATE OF BIRTH: 12/18/1990
 No license shall be issued to a person who is under the age of twenty-one (21) years.

IN THE CASE OF A CO-PARTNERSHIP, THE PERSONS ENTITLED TO SHARE IN THE PROFITS THEREOF:

No license shall be issued to a co-partnership, unless all of the members of such co-partnership shall be qualified to obtain a license.

IN THE CASE OF A CORPORATION:

- (a) THE OBJECTS FOR WHICH SAID CORPORATION WAS ORGANIZED.

Domestic Profit Corporation to engage in
any legal business activity

- (b) THE NAMES AND ADDRESSES OF THE OFFICERS AND DIRECTORS.

Hassan Muneir 221 Stovall Rd Greenville, GA 30222

- (c) IF A MAJORITY INTEREST OF THE STOCK OF SUCH CORPORATION IS OWNED BY ONE PERSON OR HIS/HER NOMINEE, THE NAME AND ADDRESS OF SUCH PERSON.

Hassan Muneir 221 Stovall Rd Greenville, GA 30222 100%

2. ARE YOU A CITIZEN OF THE UNITED STATES? No
IF A NATURALIZED CITIZEN, THE DATE AND PLACE OF HIS/HER NATURALIZATION. _____
3. CHARACTER OF BUSINESS. _____
4. LENGTH OF TIME APPLICANT HAS BEEN IN BUSINESS OF THIS CHARACTER: 2 yrs
IN THE CASE OF A CORPORATION, THE DATE WHEN IT'S CHARTER WAS ISSUED: _____
5. AMOUNT IN DOLLARS OF GOODS, WARES AND MERCHANDISE ON HAND AT TIME OF APPLICATION. _____
6. LOCATION AND DESCRIPTION OF THE PREMISES OR PLACE OF BUSINESS WHICH LICENSE IS TO BE ISSUED FOR: 914 N Broad St, Monroe, GA 30656
No license shall be issued to a person who does not own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is issued.
7. APPLICANT ~~HAS~~/HAS NOT MADE AN APPLICATION FOR A SIMILAR OR OTHER LICENSE ON THESE PREMISES OTHER THAN DESCRIBED IN THIS APPLICATION.
(Circle)
STATE THE DISPOSITION OF SUCH APPLICATION. _____
8. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE HAS NEVER BEEN CONVICTED OF A FELONY AND IS NOT DISQUALIFIED TO RECEIVE A LICENSE BY REASON OF ANY MATTER OR THING CONTAINED IN ARTICLE II OF THE CITY OF MONROE CODE, OR ANY OTHER ORDINANCE OF SAID CODE, OR THE LAWS OF THE STATE OF GEORGIA.
9. HAS THE APPLICANT HAD A PREVIOUS LICENSE ISSUED BY ANY STATE OR SUBDIVISION THEREOF OR BY THE FEDERAL GOVERNMENT, REVOKED? No
IF YES, THE REASONS FOR REVOCATION. _____
10. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE WILL NOT VIOLATE ANY OF THE LAWS OF THE STATE OF GEORGIA OR THE UNITED STATES, OR ANY ORDINANCES OF THE CITY OF MONROE, GEORGIA, IN THE CONDUCT OF HIS/HER PLACE OF BUSINESS.
11. IF A RETAIL GROCERY BUSINESS IN EXISTENCE FOR MORE THAN SIX (6) MONTHS.
A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED THAT THE BUSINESS HAS HAD GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OR MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER

MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS PRECEDING THE FILING OF THE APPLICATION FOR LICENSE OR RENEWAL THEREOF.

12. IF A RETAIL GROCERY BUSINESS IN EXISTENCE FOR LESS THAN SIX (6) MONTHS.

A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED, THAT THE BUSINESS HAS HAD OR WILL HAVE GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OF MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS FROM ITS INCEPTION; AND WITHIN TEN (10) DAYS UPON COMPLETION OF SIX (6) MONTHS' OPERATION, SUCH BUSINESS SHALL PROVIDE DOCUMENTARY EVIDENCE VERIFYING THE STATEMENT REQUIRED HEREIN; AND UPON FAILURE TO PROVIDE SUCH VERIFICATION AS PRESCRIBED HEREIN, THE LICENSE SHALL BE SUSPENDED UNTIL SUCH VERIFICATION IS MADE.

13. IF A CLUB, A STATEMENT THAT THE CLUB HAS BEEN ORGANIZED OR CHARTERED FOR AT LEAST ONE (1) YEAR; A STATEMENT THAT DURING THE PAST YEAR THE CLUB HAS HELD REGULAR MONTHLY MEETINGS; AND A STATEMENT THAT THE CLUB HAS AT LEAST FIFTY (50) MEMBERS.

This the 28 day of Sept 20 17.

[Signature] (Signature)
Hassan Munir (Print Name)

Signed, sealed and delivered in the presence of:

[Signature]
Notary Public

Executed: 9/28/2017





Council Meeting

AGENDA

November 14, 2017

Item:

Application - Beer & Wine Package Sales - Mr. Quick

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Application - Beer & Wine Pouring](#)

Package Sales



P.O. Box 1249 • Monroe, Georgia 30655
 (770) 207-4674
 Attn: Business License Division

OCCUPATION TAX APPLICATION

BUSINESS NAME ZAHRA HAQUE, INC. D/b/a Mr Quick TELEPHONE () _____

ADDRESS 220 EAST SPRING STREET, MONROE TYPE OF BUSINESS _____

MAILING ADDRESS - SAME - GA, 30655 _____

EMAIL ADDRESS merajul.haque@yahoo.com

OWNER'S NAME RUKAIA A. SOHELY TELEPHONE 678-549-9631

EMERGENCY CONTACT PERSON: Merajul Haque

TELEPHONE 678-549-9631

PROPERTY OWNER'S NAME: STEPHEN OIL COMPANY

TELEPHONE () _____

**NUMBER OF EMPLOYEES: FULL TIME 2
 PART TIME 1

** (Including Owners & Family Members)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE NO

BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES NO

A PERMIT IS REQUIRED FOR ALL SIGNS!!

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: Rukaia Date 10 / 20 / 17 Item # 11

**LICENSE APPLICATION/RENEWAL
FOR BEER AND WINE PACKAGE SALES**

INDIVIDUAL(S), PARTNERSHIP, CLUB OR CORPORATION
(Circle one of the above)

The following information is mandated under Chapter 6, Article II, of the City of Monroe Code.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MONROE, GEORGIA**

1. APPLICANT
NAME:

RUKAIA A SOHELY

STORE NAME: Zahra Haque Inc. DBA Mr. Quick

STORE ADDR: 220 EAST Spring Street Monroe, Ga 30655

COUNTY OF RESIDENCE: WINNETTE

DATE OF BIRTH:

12/05/1991

No license shall be issued to a person who is under the age of twenty-one (21) years.

IN THE CASE OF A CO-PARTNERSHIP, THE PERSONS ENTITLED TO SHARE IN THE PROFITS THEREOF:

N/A

No license shall be issued to a co-partnership, unless all of the members of such co-partnership shall be qualified to obtain a license.

IN THE CASE OF A CORPORATION:

(a) THE OBJECTS FOR WHICH SAID CORPORATION WAS ORGANIZED.

To buy c-store.

(b) THE NAMES AND ADDRESSES OF THE OFFICERS AND DIRECTORS.

Rukaia A. Sohely,

1787 Brandon Sq Lawrenceville Ga
30044.

(c) IF A MAJORITY INTEREST OF THE STOCK OF SUCH CORPORATION IS OWNED BY ONE PERSON OR HIS/HER NOMINEE, THE NAME AND ADDRESS OF SUCH PERSON.

Same.

2. ARE YOU A CITIZEN OF THE UNITED STATES? NO
IF A NATURALIZED CITIZEN, THE DATE AND PLACE OF HIS/HER NATURALIZATION.

3. CHARACTER OF BUSINESS. _____

4. LENGTH OF TIME APPLICANT HAS BEEN IN BUSINESS OF THIS CHARACTER: One year

IN THE CASE OF A CORPORATION, THE DATE WHEN IT'S CHARTER WAS ISSUED: 10/02/2017

5. AMOUNT IN DOLLARS OF GOODS, WARES AND MERCHANDISE ON HAND AT TIME OF APPLICATION. \$ 25000.00

6. LOCATION AND DESCRIPTION OF THE PREMISES OR PLACE OF BUSINESS WHICH LICENSE IS TO BE ISSUED FOR: 220 E. Spring Street Monroe, GA 30655

No license shall be issued to a person who does not own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is issued.

7. APPLICANT HAS/HAS NOT MADE AN APPLICATION FOR A SIMILAR OR OTHER LICENSE ON THESE PREMISES OTHER THAN DESCRIBED IN THIS APPLICATION.
(Circle)

STATE THE DISPOSITION OF SUCH APPLICATION. N/A

8. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE HAS NEVER BEEN CONVICTED OF A FELONY AND IS NOT DISQUALIFIED TO RECEIVE A LICENSE BY REASON OF ANY MATTER OR THING CONTAINED IN ARTICLE II OF THE CITY OF MONROE CODE, OR ANY OTHER ORDINANCE OF SAID CODE, OR THE LAWS OF THE STATE OF GEORGIA.

9. HAS THE APPLICANT HAD A PREVIOUS LICENSE ISSUED BY ANY STATE OR SUBDIVISION THEREOF OR BY THE FEDERAL GOVERNMENT, REVOKED? NO

IF YES, THE REASONS FOR REVOCATION. _____

10. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE WILL NOT VIOLATE ANY OF THE LAWS OF THE STATE OF GEORGIA OR THE UNITED STATES, OR ANY ORDINANCES OF THE CITY OF MONROE, GEORGIA, IN THE CONDUCT OF HIS/HER PLACE OF BUSINESS.

11. IF A RETAIL GROCERY BUSINESS IN EXISTENCE FOR MORE THAN SIX (6) MONTHS.

A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED THAT THE BUSINESS HAS HAD GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OR MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER

MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS PRECEDING THE FILING OF THE APPLICATION FOR LICENSE OR RENEWAL THEREOF.

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A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED, THAT THE BUSINESS HAS HAD OR WILL HAVE GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OF MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS FROM ITS INCEPTION; AND WITHIN TEN (10) DAYS UPON COMPLETION OF SIX (6) MONTHS' OPERATION, SUCH BUSINESS SHALL PROVIDE DOCUMENTARY EVIDENCE VERIFYING THE STATEMENT REQUIRED HEREIN; AND UPON FAILURE TO PROVIDE SUCH VERIFICATION AS PRESCRIBED HEREIN, THE LICENSE SHALL BE SUSPENDED UNTIL SUCH VERIFICATION IS MADE.

- 13. IF A CLUB, A STATEMENT THAT THE CLUB HAS BEEN ORGANIZED OR CHARTERED FOR AT LEAST ONE (1) YEAR; A STATEMENT THAT DURING THE PAST YEAR THE CLUB HAS HELD REGULAR MONTHLY MEETINGS; AND A STATEMENT THAT THE CLUB HAS AT LEAST FIFTY (50) MEMBERS.

This the 19 day of october 2017.

Rukia (Signature)
RUKIA SOHELY (Print Name)

Signed, sealed and delivered in the presence of:

Delores Chambers
 Notary Public

Executed: 10/19/17





Council Meeting

AGENDA

November 14, 2017

Item:

Resolution - Airport Identifier Change

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Airport Identifier Change Resolution](#)



To: Mayor, City Council

From: Chris Bailey, Central Services Manager

Department:

Date: 10/30/17

Description: Approval is being sought for the adoption of a resolution approving for a change in the Monroe-Walton County Airport identifier from D73 to UMW (first option) or MZW (second option). Options are provided for approval as requested by the State.

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Recommendation:

Staff recommends that the Mayor and Council ADOPT the resolution approving for a change in the Monroe-Walton County Airport identifier from D73 to UMW (first option) or MZW (second option).

Background:

It is the City of Monroe's practice to continually provide changes to the Monroe-Walton County Airport that enhance the ability of the Airport to provide services to the aviation community.

Attachment(s):

Resolution – 1 page

AIRPORT IDENTIFIER CHANGE RESOLUTION

A RESOLUTION OF THE CITY OF MONROE RECOGNIZING THE ALTERATION OF THE EXISTING MONROE-WALTON COUNTY AIRPORT IDENTIFIER BASED ON SERVICES AVAILABLE.

WHEREAS, the City of Monroe due to additions in services recognize the need to alter the current identifier from D73 to a new first option identifier of UMW, or new second option identifier of MZW; and

WHEREAS; the City Administrator and Airport Manager have determined the changes will allow for an informational advertisement to the aviation community of the additional services of Fuel, Precision Approach Path Indicator (PAPI) lights, and Automated Weather Observing System (AWOS) at the Monroe-Walton County Airport.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MONROE, GEORGIA, DULY ASSEMBLED, THAT THE CITY OF MONROE FULLY SUPPORTS THE ALTERATION OF THE IDENTIFIER CHANGE TO THE MONROE-WALTON COUNTY AIRPORT.

APPROVED AND ADOPTED this 14th day of November, 2017.

CITY OF MONROE, GEORGIA

By: _____
Greg Thompson, Mayor

Wayne Adcock, Vice Mayor

Larry Bradley, Council Member

Myoshia Crawford, Council Member

Norman Garrett, Council Member

Nathan Little, Council Member

Lee Malcom, Council Member

Jimmy Richardson, Council Member

Attest: _____
Logan Propes, City Administrator