



Council Meeting Agenda

November 10, 2015

I. CALL TO ORDER

1. **Invocation**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Consent Agenda**
 - a. [October 1, 2015 Council Minutes](#)
 - b. [October 6, 2015 Council Minutes](#)
 - c. [October 13, 2015 Council Minutes](#)
 - d. [October 1, 2015 Executive Session Minutes](#)
 - e. [October 6, 2015 Executive Session Minutes](#)
 - f. [Purchase - Gas Line Replacement - To purchase pipe and materials from Consolidated Pipe & Supply for \\$14,703.00. \(Recommended for Council approval by Utilities Committee November 3, 2015\)](#)
 - g. [Purchase - Spacer Cable for Wayne Street - To purchase materials from Hendrix for \\$22,987.00. \(Recommended for Council approval by Utilities Committee November 3, 2015\)](#)
 - h. [Purchase - CAP Licenses - To purchase Licenses and the Maintenance Agreement from Advanced Media Technologies for \\$26,654.00. \(Recommended for Council approval by Utilities Committee November 3, 2015\)](#)

II. PUBLIC PRESENTATIONS

1. [Employee Recognition - Ricardo Lott](#)

III. PUBLIC FORUM

1. **Public Comments**

2. Public Hearing

- a. [Rezone - 234 North Hammond Drive](#)

IV. NEW BUSINESS

1. [Approval - Clubhouse Utilities](#)

V. ADJOURN TO EXECUTIVE SESSION

1. [Real Estate Issue \(s\)](#)

VI. ADJOURN



Council Meeting

AGENDA

November 10, 2015

Item:

October 1, 2015 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [10/1/15 Council Minutes](#)

MAYOR AND COUNCIL MEETING OCTOBER 1, 2015 5:00 P.M.

The Mayor and Council met for a called meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Denise Dixon	Council Member
	Nathan Purvis	Council Member
	Larry Bradley	Council Member
	Rita Scott	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Matthew Chancey	City Administrator
	Renee Prather	City Clerk

Staff Present:

Visitors:

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

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

II. ADJOURN TO EXECUTIVE SESSION

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

III. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 10, 2015

Item:

October 6, 2015 Council Minutes

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 [10/6/15 Council Minutes](#)

MAYOR AND COUNCIL MEETING**OCTOBER 6, 2015****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
	Denise Dixon	Council Member
	Nathan Purvis	Council Member
	Larry Bradley	Council Member
	Rita Scott	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Matthew Chancey	City Administrator

Staff Present: Danny Smith, Jeremiah Still, Keith Glass, Rodney Middlebrooks, Mike McGuire, Patrick Kelley

Visitors: Sadie Krawczyk, Sharon Swanepoel, Brittney Fitzpatrick, Beverly Harrison, Debbie Kirk, Logan Propes, James Draper

I. CALL TO ORDER – GREG THOMPSON

1. Roll Call

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

II. DEPARTMENT REPORTS

1. October Monthly Reports

The Department heads presented the monthly reports.

Council Member Lee Malcom arrived during the department reports.

III. COMMITTEE INFORMATION

1. Finance

a. September 8, 2015 Finance Committee Minutes

The minutes are for informational purposes only.

No Action.

b. Approval – Purchasing Policy Revision

City Administrator Matthew Chancey explained the revision to be an amendment to the policy. The revision is required for the City to be LAP Certified in order to locally administer projects, which any Federal Funding requires. The policy update includes the Brooks Act, which states that the City selects qualified architectural and engineering consultants. The remainder of the policy stays the same.

The committee recommends to Council approval of the revised Purchasing Policy. **Item # 2**

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

2. Airport**a. September 9, 2015 Airport Commission Minutes**

The minutes are for informational purposes only.

No Action.

City Administrator Matthew Chancey gave an update. He stated the annual planning session was held in September, which covered the overall vision for the Airport. Grants, terminal buildings, hangers, and airport logistics were discussed. Mr. Larry Fussell will be here next month to give a more in depth look at the planning session. Mr. Chancey also stated that the official ribbon cutting and open house for the fuel farm will be this Saturday. There will be free hamburgers and hotdogs as well as discounted fuel. The fuel will be sold for \$3.65 per gallon from 11:00 am until 2:00 pm, during the open house.

3. Public Works**a. Approval – Purchase of International with Base Loader**

Mr. Danny Smith requested approval for the purchase of a 2016 International 4300 with a TL3 Base Loader from Petersen Industries through the City's membership with the National Joint Powers Alliance, for the amount of \$130,019.02. This purchase is a CIP Project. It will replace the 1994 knuckle boom truck with high miles that is no longer in-service. Mr. Smith stated that if the purchase is approved, they would like to surplus the old truck on GovDeals.

The committee recommends the purchase of the 2016 International with Base Loader from Petersen Industries, for the amount of \$130,019.02 to Council.

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

4. Utilities**a. Approval – Repair of Aerial Sewer Main**

Mr. Rodney Middlebrooks discussed the erosion which has occurred on the Jacks Creek pier and the prior repairs. He explained the deterioration is past the City being able to do the repairs. The permanent fix would be to have a contractor install steel pilings. The lowest bid of \$27,750.00 came from Rutledge Crane Service, which would come from the repair and maintenance budget.

The Committee recommends to Council to have Rutledge Crane Service to repair the sewer main for the amount of \$27,750.00.

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

b. Approval – Purchase of Variable Frequency Drives for High Service Pumps

Mr. Rodney Middlebrooks explained that the drives which allow the pump motors to start at a low rpm and gradually work up to full speed have gone out. Starting them at full speed causes damage to the pumps and the motors. He requested to have Tekwell, the lowest bid including labor, replace the pump drives for the amount of \$20,322.44, which is a CIP Project.

The Committee recommends to have Tekwell replace the pump drives at the Water Plant for the amount of \$20,322.44 to Council.

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

c. Discussion – Clubhouse Utilities

City Administrator Matthew Chancey discussed the request for Home Owners Association (HOA) Clubhouses, particularly Oaks at Mill Creek, utilities to be billed as residential rates rather than commercial rates. He stated there are approximately five within the City. The powering of clubhouses could be either the powering of a gate, street lights, or an irrigation system for plantings around a gate. Mr. Chancey stated this to be a general discussion in order for the Committee to decide how they would like to move forward with this request.

Council Member Nathan Little questioned if all of the five within the City would basically be HOAs, or who would be paying the bills.

Mr. Chancey clarified that the Oaks at Mill Creek bill goes to the HOA. Skyline Trace Apartments and Plaza Trace are billed directly to the entity who manages the complexes. St. Ives is billed to the HOA for the gate, security lights and irrigation. Highland Creek has a clubhouse, but their only service is for the irrigation system.

Council Member Larry Bradley stated that the City and Council want to encourage residential areas. He doesn't believe these to be commercial ventures, even though no one lives in the clubhouses to make them residential; they also aren't commercial. He believes that they should either be moved to the residential rate or a separate rate should be established for them.

Council Member Little stated that HOA are more consistent with residential, but the others are more commercial if they are connected to a rental complex. The IRS treats a rental complex as a business. It would be setting a precedent for others going forward. He questioned if ECG could tell us what other Cities are doing.

Mr. Chancey answered that a survey could be sent to ECG requesting that information.

Council Member Lee Malcom questioned how development under construction would be handled, because the builder would be in charge until it is seventy-five percent complete.

MAYOR AND COUNCIL MEETING**OCTOBER 6, 2015****6:00 P.M.**

Council Member Bradley stated he agrees that it would be setting a precedent, but he doesn't have a problem with that fact. This would be to encourage home ownership and communities within home development.

Council Member Nathan Purvis stated that it increases public safety to have any type of development well lit, whether it be an apartment complex or a neighborhood. He feels lowering the rates to residential rates would help to increase safety.

Council Member Little suggested getting the opinion of ECG and then work on getting a comprehensive policy for the City to apply.

The Committee recommends to Council to have ECG send out a survey requesting the billing rates for HOA customers in other Cities.

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

5. Public Safety**a. Approval – Purchase of Vehicles**

Chief Keith Glass explained the need to purchase two vehicles, one for the Officer assigned to HIDTA and the other to replace the one which was totaled. The purchases will be made using funds from the sale of the 2011 Jeep going on surplus, which will have a reserve of \$28,000.00, and insurance funds from the totaled vehicle, with the remainder coming from seized funds. He requested approval, with the total expenditure of the vehicles not to exceed \$42,000.00.

The committee recommends to purchase the two vehicles with the amount not to exceed \$42,000.00 using surplus funds, the insurance settlement, and seized funds to Council.

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

6. Economic Development

Economic Development Specialist Sadie Krawczyk gave an update. She explained that Walton County and Monroe have been invited to Atlanta next week to do a virtual bus tour, which will showcase Monroe. Fall Fest and Paws in the Park Road Race will be this weekend. The money raised from the road race will be used to continue the development of Childers Park. Light Up the Night will be on November 5th along with the Grand Opening of the Monroe Visitors Center and the Museum. DDA will be updating the sprinkler system in downtown for watering the planters. Sanders is open again, Posh is under new ownership, and Top Dog Contractors has opened. Ms. Krawczyk explained that the resolution being read tonight shows support from the City for the Downtown Development Authority applying for a Revolving Loan Fund through the Department of Community Affairs. This is for the property located at 101 North Broad Street on behalf of JLCJ Real Property. She explained that the resolution in no way obligates the City, but is required by the DCA as evidence of municipal support.

MAYOR AND COUNCIL MEETING**OCTOBER 6, 2015****6:00 P.M.****IV. ITEMS OF DISCUSSION**

- 1. Upcoming Public Hearings**
 - a. Rezone – 1035 East Spring Street**
 - b. Zoning Variance – 1401 Alcovy Street**
 - c. Variance for Sign – 426 West Highland Avenue**
- 2. Application – Beer & Wine Package Sales – Citgo Food Mart**
- 3. Request – “Monroe Georgia” Official Song**
- 4. Appointment – Housing Authority**

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

V. ITEMS REQUIRING ACTION

- 1. Resolution – DDA RLF JLCJ Real Property LLC**
To authorize Mayor to sign resolution and execute all necessary forms.

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

VI. ADJOURN TO EXECUTIVE SESSION

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

RETURN TO REGULAR SESSION

- 1. Personnel Issue (s)**
To hire Logan Propes as Finance Director for a salary of \$85,000.00 per year.

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

VII. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 10, 2015

Item:

October 13, 2015 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [10/13/15 Council Minutes](#)

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

The Mayor and Council met for their regular meeting.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Nathan Purvis	Council Member
	Larry Bradley	Council Member
	Rita Scott	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Matthew Chancey	City Administrator
	Renee Prather	City Clerk
	Russell Preston	City Attorney
	Paul Rosenthal	City Attorney

Absent:	Denise Dixon	Council Member
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Staff Present:	Danny Smith, Jeremiah Still, Keith Glass, Rodney Middlebrooks, Brian Thompson, Patrick Kelley
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Visitors:	Dawn Clark, Patricia Green, Reverend Dan Toof, Steve Brown, Susan Brown, Janice Rowe, Pat Kamienski, Angela Yarman, Shamsun Naher, Sadie Krawczyk, Sharon Swanepoel, Brittney Fitzpatrick, Beverly Harrison, Debbie Kirk, Brian Krawczyk, Norman Garrett, Myoshia Crawford, Ron Cantrell, Patrick Graham, Gary Potter
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I. CALL TO ORDER – GREG THOMPSON

1. Invocation

Mayor Thompson gave the invocation.

2. Roll Call

Mayor Thompson noted that Council Member Denise Dixon was absent. There was a quorum.

3. Approval of Agenda

Delete Item – Item 2a. Rezone – 1035 East Spring Street under Public Hearing.

Delete Item – Item 5. Appointment – Historic Preservation Commission under New Business.

To approve the agenda as amended.

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

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

4. Approval of Consent Agenda

- a. September 1, 2015 Council Minutes
- b. September 8, 2015 Council Minutes
- c. September 22, 2015 Council Minutes
- d. September 24, 2015 Council Minutes
- e. September 29, 2015 Council Minutes
- f. September 22, 2015 Executive Session Minutes
- g. September 24, 2015 Executive Session Minutes
- h. September 29, 2015 Executive Session Minutes
- i. September 9, 2015 Airport Commission Minutes
- j. September 15, 2015 Planning Commission Minutes
- k. Approval – Purchasing Policy Revision – Approval of revision. (Recommended for Council approval by Finance Committee October 6, 2015)
- l. Approval – Purchase of International with Base Loader – To purchase from Petersen Industries for \$130,019.02. (Recommended for Council approval by Public Works Committee October 6, 2015)
- m. Approval – Repair of Aerial Sewer Main – Rutledge Crane Service to repair for \$27,750.00. (Recommended for Council approval by Utilities Committee October 6, 2015)
- n. Approval – Purchase of Variable Frequency Drives for High Service Pumps – To have Tekwell replace drives for \$20,322.44. (Recommended for Council approval by Utilities Committee October 6, 2015)
- o. Discussion – Clubhouse Utilities – To have ECG do a survey requesting rates for HOA customers. (Recommended for Council approval by Utilities Committee October 6, 2015)
- p. Approval – Purchase of Vehicles – The purchase of two vehicles with amount not to exceed \$42,000.00 from surplus funds, insurance settlement, and seized funds. (Recommended for Council approval by Public Safety Committee October 6, 2015)

To approve the consent agenda as presented.

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

II. PUBLIC FORUM

1. Public Comments

Mr. Dawn Clark stated that he pastors Rivers of Mercy Church in Monroe located at 714 Davis Street. He presented the idea of a police satellite or precinct at the corner of Lacy Street and Pine Park. He stated he has been able to secure the finances to cover the rental of the home located on that corner for one year. If the City and the Police Department would consider it the home could be used for this purpose. He feels there should be more police presence in this area, and possibly even some community policing as well.

2. Public Hearing

a. Rezone – 1035 East Spring Street

Removed from agenda.

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

b. Zoning Variance – 1401 Alcovy Street

Code Enforcement Officer Patrick Kelley presented the request for a zoning variance. The request is to eliminate the sidewalk requirement for the site. Mr. Kelley explained that the Code Department recommends denial of the request.

The Mayor declared the meeting open for the purpose of public input.

Mr. Ron Cantrell, the designer and builder of the property, spoke in favor of the zoning variance. He explained that his company started the design for the church before the property was annexed into the City. It has been a long project because it has taken a long time for the church to raise the funds. He stated it would be a difficult and expensive task to install sidewalks due to topography. The shoulders of the road would have to be extended which would impact the surrounding trees. Mr. Cantrell stated the property to be eight tenths of a mile from the closest sidewalk, and almost two miles from the closest continuing sidewalk. He is requesting that the requirement be waived as was the recommendation of the Planning and Zoning Commission. It would be a hardship to the church trying to get the project completed.

Parishioner Patrick Graham stated that the granting of the variance could be done in a way that would not violate the intent of the ordinance or the code. He understands they were put in place to beautify and increase foot traffic within the City, but there would not be a significant amount of foot traffic due to the location of the church. He requested Council to consider the recommendation made by the Planning and Zoning Commission.

Mr. Pat Kamienski, of 824 Fairway Drive, spoke in support of the variance. He explained that he is not associated with the church, but he does live near the church. He stated that he understands that the Council put a lot of time into putting these ordinances together, but the church started their plans a long time ago. Their property is located at the end of the City, so they would not be jeopardizing the continuity of the sidewalks. He feels it will only create an unsafe and problematic situation. Mr. Kamienski requested the item be tabled until another solution could be worked out.

Pastor Dan Toof, of 751 Country Club Drive, stated that he believes they have already helped to beautify the City by getting rid of all the privet that was located on the property. He explained it would cause extreme hardship for the church to pay for the sidewalk installation. He stated that the cedar trees which would need to be removed are between fifty and sixty years old and they are biblical. He questioned why they should be removed for a sidewalk that no one will use.

There were no other public comments; Mayor Thompson declared that portion of the meeting closed.

Mayor Thompson questioned there having been any other property owners with this same situation previously, and how they were handled by the City at that time.

Mr. Kelley answered that there are other similar situations. One option would be for the church to install an equivalent amount of sidewalk elsewhere within the City. The requirement is for the linear foot of the development either on their property or elsewhere in the City. He explained that there are several properties that have installed sidewalks elsewhere. The two Dollar Generals have sidewalks to nowhere. Dunkin Donuts and Burger King will each have a very short piece of sidewalk. Mr. Kelley stated that he has been studying the plans trying to find a way to work with the church to help mitigate their cost without forgoing the ~~item #13~~ items. Forgoing the requirements would make it difficult to enforce later with any other developments.

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

He has realized that some of their road frontage is in the County which will reduce the required amount slightly. Also, the plans show a five foot sidewalk requirement, but the requirement is actually for four feet. The ordinance has not been amended to require five feet. This would be a twenty percent reduction in the amount of sidewalk required, plus the part that is in the County would be deleted. Mr. Kelley stated he would also be happy to work with them for an alternate plan around the cedars. He explained that if they would grant the City an easement for maintenance, the sidewalk could go off the roadway and around the cedars.

Council Member Rita Scott questioned if any of these options were offered to the church prior to this meeting.

Mr. Kelley stated that other options were not discussed as of yet, because they basically wanted to be relieved of the burden of installing them at all.

Council Member Scott motioned to table the item so further options can be discussed with the church. Council Member Lee Malcom seconded the motion.

Council Member Wayne Adcock questioned that if Planning and Zoning's recommendation was to have them put the sidewalks in at the time the Master Plan reaches their property, how would the interest of the City be protected until that point.

City Attorney Paul Rosenthal answered that there would be a Performance Bond or Cash Collateral at the estimated cost of the installation.

Council Member Lee Malcom questioned what discussions for sidewalk requirements that took place during the planning stages of the project.

Mr. Kelley explained that the planning discussions took place about a year and a half ago and they were informed of the requirements at that time, prior to permitting.

To table the variance.

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

c. Variance for Sign – 426 West Highland Avenue

Council Member Purvis recused himself and left the room. There was still a quorum.

Code Enforcement Officer Patrick Kelley presented the request for a sign variance for Purvis Property Management. He explained the variance request is to allow a ground sign to be erected within the 50 foot right of way of West Highland Avenue. The variance request is for 7 feet within the right of way. The Code Office and Planning Commission recommend the request be approved with conditions: the owner of the property indemnify the City in regards to hazards in the right of way similar to the sidewalk display insurance required downtown, that the agreement receive the approval of any insurance and indemnification arrangement from the City Attorney of any structure in the right of way, and make clear that any right of way improvements which require relocation of the sign would be at the owner's expense.

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

The Mayor declared the meeting open for the purpose of public input.

Mr. Gary Potter, with Alcovy Signs, spoke in favor of the sign variance on behalf of Mr. Purvis. He clarified the reason for the requested variance is because of limited parking and the traffic circulation in the parking lot.

There were no other public comments; Mayor Thompson declared that portion of the meeting closed.

To grant the sign variance with conditions: the owner of the property indemnify the City in regards to hazards in the right of way similar to the sidewalk display insurance required downtown, that the agreement receive the approval of any insurance and indemnification arrangement from the City Attorney of any structure in the right of way, and make clear that any right of way improvements which require relocation of the sign would be at the owner's expense.

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

Council Member Purvis returned.

III. NEW BUSINESS

1. Application – Beer & Wine Package Sales – Citgo Food Mart

To approve the application.

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

2. Request – “Monroe Georgia” Official Song

Ms. Susan Brown presented the song which was written by Wayne Shields many years ago as a tribute to Monroe. The song written about the town in which he lived and that he loved eventually became the theme song for the Girls Corps.

To approve “Monroe Georgia” as the official song of the City.

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

3. Appointment – Housing Authority

To reappoint Ms. Ruby Cooper to fill a five (5) year term to expire October 6, 2020.

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

MAYOR AND COUNCIL MEETING OCTOBER 13, 2015 6:00 P.M.

4. Appointments (2) – Planning Commission

To appoint Kyle Harrison to a four (4) year term to expire September 1, 2019.

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

To reappoint Rosalind Parks to a four (4) year term to expire September 1, 2019.

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

5. Appointment – Historic Preservation Commission

Removed from agenda.

IV. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 10, 2015

Item:

October 1, 2015 Executive Session Minutes

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Recommendation / Request:

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 [10/1/15 Exec Session Minutes](#)

MAYOR AND COUNCIL MEETING**OCTOBER 1, 2015****5:00 P.M.**

The Mayor and Council met for an Executive Session.

Those Present:	Greg Thompson	Mayor
	Wayne Adcock	Vice-Mayor
	Lee Malcom	Council Member
	Denise Dixon	Council Member
	Nathan Purvis	Council Member
	Larry Bradley	Council Member
	Rita Scott	Council Member
	Nathan Little	Council Member
	Jimmy Richardson	Council Member
	Matthew Chancey	City Administrator
	Renee Prather	City Clerk

I. Approval of Agenda**II. Personnel Issue (s)****1. Personnel Matter**

Personnel matters were discussed, including attorney-client discussions.

III. Adjourn to Regular Session

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

MAYOR

CITY CLERK



Council Meeting

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MAYOR AND COUNCIL MEETING**OCTOBER 6, 2015****6:00 P.M.**

The Mayor and Council met for an Executive Session.

Those Present:

Greg Thompson
Wayne Adcock
Lee Malcom
Denise Dixon
Nathan Purvis
Larry Bradley
Rita Scott
Nathan Little
Jimmy Richardson
Matthew Chancey

Mayor
Vice-Mayor
Council Member
City Administrator

I. Approval of Agenda**II. Personnel Issue (s)****1. Personnel Matter**

Personnel matters were discussed, including attorney-client discussions.

III. Adjourn to Regular Session

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

November 10, 2015

Item:

Purchase - Gas Line Replacement - To purchase pipe and materials from Consolidated Pipe & Supply for \$14,703.00. (Recommended for Council approval by Utilities Committee November 3, 2015)

Department:

Additional Information:

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 [Gas Line Quotes](#)

City Council Purchase Request

Alcovy Street Gas Line Replacement Purchase Request – CIP Budgeted Item(s)

2015 Gas Line Replacement – Budget \$69,555.00

COMPANY	PIPE	MATERIAL	TOTAL
Consolidated Pipe & Supply	\$12,700.00	\$2,003.00	\$14,703.00
MT Deason Company	\$12,700.00	\$2,265.72	\$14,965.72

Approval is being sought for the purchase of the above pipe and material for the replacement of the 4" steel natural gas line on Alcovy Street between Vine Street and Walker Drive with a 4" plastic natural gas line measuring approximately 4,700 feet. This item is included in the 2015 CIP budget project plan.



CITY OF MONROE UTILITIES DEPARTMENT

REQUEST BY: Kyle Hamby PO# _____ PROJECT# ALCOVY ST.

DEPARTMENT: Gas VENDOR: _____

EXPENSE ACCOUNT: _____

REQUEST DATE: Tuesday, October 20, 2015 ORDER DATE: _____

QTY	ITEM DESCRIPTION	UNIT	TOTAL
5000	4" SDR 11 2406 PE GAS PIPE COIL	2.54	12,700.00
5000	GAS TRACER WIRE	.13	650.00
2	4" BUTT CAPS	8.00	16.00
12	4" ELECTROFUSE COUPLINGS IPEX	29.50	354.00
8	4"X 5/8" TAP TEES (ELECTROFUSE IPEX)	25.00	200.00
2	4"X3/4" TAP TEES (ELECTROFUSE IPEX)	25.00	50.00
1	4" THREE WAY BUTT TEE	18.00	18.00
2	4" POLY VALVES	195.00	390.00
5	4"X 2" HIGH VOLUME TAP TEES	56.00	280.00
5	2" ELECTROFUSE COUPLINGS (IPEX)	9.00	45.00
<i>Consolidated Pipe & Supply Co., Inc</i> <i>194 Hurricane Shoals Road</i> <i>Lawrenceville, GA 30045</i> <i>770-822-9664</i> <i>Fax 770-822-9323</i> <i>800-844-9585</i> <i>Paul Root</i> <i>proot@consolidatedpipe.com</i>			
Ship: City of Monroe, 205 East Marable Street, Monroe, GA 30655			
Bill: City of Monroe, PO Box 1249, Monroe, GA 30655			
Contact: Chris Bailey, 7702665406, cbailey@monroega.gov			
Term: Net 30 Days			

TOTAL	14,703.00
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APPROVAL DATE: _____ APPROVED BY: _____



Council Meeting

AGENDA

November 10, 2015

Item:

Purchase - Spacer Cable for Wayne Street - To purchase materials from Hendrix for \$22,987.00.
(Recommended for Council approval by Utilities Committee November 3, 2015)

Department:

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Attachments / click to download

 [Spacer Cable Quote](#)

Beverly Harrison

From: Brian Thompson
Sent: Friday, October 30, 2015 10:57 AM
To: Beverly Harrison
Subject: FW: Monroe Wayne St Hendrix Spacer Cable Project

Capital Item

Reconductor Wayne st with Spacer cable

\$22,987.00

From: Pat Ridings <j.ridings@hdsupply.com>
Date: Thursday, October 22, 2015 at 4:54 PM
To: Brian Thompson <bkthompson@monroega.gov>
Cc: "Livengood, Debbie [HDS]" <Debbie.Livengood@hdsupply.com>, "PatRuser.b3eaa@m.evernote.com" <PatRuser.b3eaa@m.evernote.com>
Subject: Monroe Wayne St Hendrix Spacer Cable Project

Brian,

The following is the pricing that you asked for on the Wayne St Spacer Cable Project:

ITEM	QUANTITY	PRODUCT NUMBER / DESCRIPTION	UNIT PRICE	EXTENSION (\$)
001	6,093 Ft	S0336PA15B3-00 HAC15-TPB CABLE HAC15-TPB. CTO 336.4 KCMIL Aluminum, 15kV 19X Compact Round , Right Hand Lay, H19 Temper, 75 Degree Temp Rating, 3 Layer, .015 Semicon Conductor Shield, 0.075 HMWPE Insulation, BLACK 0.075 CH56 Jacket, 0.933 Finished Cable OD, Single Conductor.	Incl.	
		<u>COMMODITY</u> Aluminum	<u>PRICE</u> 0.7951 / Lbs	
		<u>REQUESTED DELIVERIES</u>		
		<u>REQUESTED DATE</u> 12/11/2015	<u>QUOTED SHIP DATE</u> 12/11/2015	<u>QUANTITY</u> 6,093
		<u>SHIP BY</u> Will Advise	<u>#CTNS</u> 3	<u>REEL</u> QUANTITY UM DESCRIPTION 2031 Ft REEL WD 42.0 X 27.5 X 18.0 X 31.0 Wide -0% to +5%
002	2,031 Ft	MSG052AWA007-01 Bare Messenger Wire 052AWA, Alumoweld-Aluminum (AWA) 0.486 Diameter (In), 5 x 0.1620 X 2 X 0.1620, 17,120	Incl.	

Item # 7

Lbs Breaking Strength, 1/0 AL Equivalent Conductivity,
LHL, 346.0 Lbs/Mft, 240 Ampacity, 1/0 AWG 0.000 Use
Grip MG-4128. MPS# 120 REV 12

<u>COMMODITY</u>	<u>PRICE</u>
Aluminum	0.7951 / Lbs

REQUESTED DELIVERIES

<u>REQUESTED DATE</u>	<u>QUOTED SHIP DATE</u>	<u>QUANTITY</u>
12/11/2015	12/11/2015	2,031

REEL

<u>SHIP BY</u>	<u>#CTNS</u>	<u>QUANTITY UM</u>	<u>DESCRIPTION</u>
Will Advise	1	2031 Ft	REEL WD 30.0 X 22.0 X 15.0 X 25.0 Wide -0% to +5%

003	3 Ea	2IP	Incl.
		Double Insulator Plate for Use with Angle Brackets, 65-45-12 Ductile Iron, 4.20 Lbs, w/Hardware.MPS# Not Applicable	
004	9 Ea	BA3-15	Incl.
		BRACKET - Angle 15kV "C" ASTM A-36 Structural Steel, Hot Dip Galvanized 17.00 Lbs, MPS# 911 Rev 6	
005	7 Ea	BAS-14F	Incl.
		ANTI SWAY BAR 14" Front Mount Gray HD Poly. Standard Box Quantity = 50 Pieces. MPS# 1035 Rev 1	
006	15 Ea	BM-14	Incl.
		BRACKET - Tangent Messenger w/MC-2 Messenger Clamp, 14", 9.70 LBS, MPS# 1070 Rev: 0	
007	27 Ea	CG-0120	Incl.
		Dead End Conductor Grip, Neoprene Coated. Cable Diameter Range 0.889 - 0.945. Color Code Yellow. 42" Long.	
008	1 Ea	CMA-1	Incl.
		Outside Angle Messenger Clamp, Cast Ductile Iron, 2.22 Lbs .MPS# Not Applicable	
009	33 Ea	DEINS15	Incl.
		15kv Dead End Insulator, Rated Tensile Load 7,500, Length 12.50, 2.1 Lbs.15kV. MPS# Not Applicable	
010	11 Ea	HDTC	Incl.
		Heavy Duty Thimble Clevis, Galvanized Steel, 2.76 Lbs.MPS# Not Applicable	
011	60 Ea	HPI-15VTP	Incl.
		Hendrix Vise Top Insulator, 15kV, 12" Leakage Distance, 1" Pin Hole Diameter, 6" Minimum Pin Length, 5 1/2" Diameter, 8 1/4" Height, 2.06 Lbs Each, C Neck Type, Color Gray. Plastic Jaw Insert Material. Standard Box Quantity = 18 Pieces	
012	10 Ea	LINEDUC-BL	Incl.
		Line-Duc, 8' Sections, Black, 3.04 Lbs,.MPS# 811 Rev 6	
013	30 Ea	LSP-1	Incl.
		3/4" Long Shank Insulator Pin, Galvanized Steel, 2.55 Lbs, .MPS# Not Applicable	
014	11 Ea	MG-4128	Incl.
		Dead End Grip For 7#6 Messenger Color Code Blue 39" Long	
015	62 Ea	RTL-15	Incl.
		Hendrix Spacer 15kV, 3 Phase, RTL, Diamond Shape. 10-3/4" Minimum Leakage Distance, .750 Maximum Messenger Diameter, 13.5 Short Circuit Rating, 2.45 Lbs/Each. Standard Box Quantity = 14 Pieces.	
016	12 Ea	SC	Incl.
		Shackle Clevis, Galvanized Steel, 0.80 Lbs.MPS# Not Applicable	
017	30 Ea	SSP-2	Incl.
		3/4" Short Shank Insulator Pin, Galvanized Steel, 1.46 Lbs.MPS# Not Applicable	
018	1 CL	TAP04CUSTR-00	Incl.
		Tap Wire - Coil 200 Ft(+0%) 4 AWG Copper 7X Soft Drawn Regular Round .2320 Conductor Diameter 0.150 Inch TPR	

Item # 7

019	27 Ea	Covering 0.532 Overall Diameter 175 Amps TC Thimble Clevis, Galvanized Steel, .92 Lbs.MPS# 1054 1055 R0	Incl.	
020	8 Ea	TS-1 STIRRUP - Tangent Bracket 65-45-12 Ductile Iron, Hot Dip Galvanized 1.55 Lbs.MPS# Not Applicable	Incl.	
021	1 Ea	MISC-SCS		<u>\$22,987.00Ea</u> <u>\$22,987.00</u>
TOTAL				\$22,987.00

COMPOUND CLAUSE:

Event Based Compound Adjustment-When an industry-wide compound increase is announced, Hendrix will provide documentation of the increase amount. The amount of the increase will be multiplied against the actual pounds of compound per unit of measure and the unit price will be adjusted accordingly.

Hendrix will provide a spreadsheet that details the effect on each item.

ESCALATION CLAUSE: Prices will be adjusted at the time of shipment, based on the preceding month's average published price for MW US Transaction aluminum ingot per pound and Comex HG 1st Pos copper per pound as published each month in the McGraw Hill publication "Metals Week".

Pricing firm for 30 days subject to the above clauses. All other Hendrix Terms and Conditions apply and are subject to change. Lead time is 6-8 weeks after receiving order.

Please call if you have any questions or concerns.

Thanks,



Pat Ridings
Account Manager

Anixter Power Solutions
[6525 Best Friend Road](#)
[Norcross, GA 30071](#)
M: 770-330-9472
j.ridings@Anixter.com



Council Meeting

AGENDA

November 10, 2015

Item:

Purchase - CAP Licenses - To purchase Licenses and the Maintenance Agreement from Advanced Media Technologies for \$26,654.00. (Recommended for Council approval by Utilities Committee November 3, 2015)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

[CAP Licenses Info](#)

To meet your project goals, expectations and future requirements, this proposal has been designed with Best-in-Class technologies!

- HFC, RFOG, IPTV, FTTx, DSL, IP, DOCSIS & Multi-Screen Access Network Solutions, to grow your service offering
- Multi Vendor - Multi Technology, System Solutions to take you into the future
- Turnkey Services - Engineering, Fulfillment, Integration & Activation, an asset you can rely on for faster deployment
- Fractional Engineering Services, when there is too much on your plate
- Customized Lease Financing, to match your ROI objective



MEGA HERTZ - *meg· a· hertz (mĕg'ə-hûrts')* Abbr. **MHz**

With cutting edge technologies **to take you into the future**; stability & experience **you can rely on**; knowledge & assets **you can count on**; MHz is the partner **you can turn to** for another 40 years.



800-883-8839

www.go2mhz.com

Item # 8

Proposed to:

Mike McGuire
Monroe Utilities
NOC (Network Ops Ctr)
215 North Broad Street
P.O. Box 725
Monroe, GA 30655
Phone: (770) 266-5349



9620 Bartlett Circle
Fort Worth, TX 76108
Fax: 817-529-0745

Jason Lackey
jason@go2mhz.com
800-883-8839 x146

MHz Proposal 032JL-1317

Date 10/28/2015 Expires 11/27/2015

Our Engineering & Integrated Services Department is ready to help you with this or any other project you may have.
 Please feel free to contact me for further details regarding our onsite & remote engineering services.

Mhz #	Description	Price	Qty	Extend
	<u>BNP2XR Multiplexer</u>			
246-0017	2x 40Mbps MUX Platform (80Mbps) - BNP2xr Chassis, GBP2, 1 PROC-2, Power Supply. **=AC or DC	\$11,700.00	1	\$11,700.00
246-0002	6 port ASI module	\$2,250.00	1	\$2,250.00
246-0052	BNP2xr upgrade for one 40Mbps MPTS Mux -w/o DPI on a BNP2-A Platform	\$3,150.00	1	\$3,150.00
213-1022	Copper, 1000BASE-T SFP transceiver, 3.3V, RJ-45 connector with serial ID, auto-negotiation, 10/100 operation with SGMII interface, 100m	\$98.00	6	\$588.00
	<i>Our "Engineering & Integration Group" is available to compliment your Engineering, Design, Project Management, Installation, Activation & Training needs & workload. Please feel free to contact me for further details regarding our services.</i>			

Freight: Shipments will be made F.O.B. Shipping Point and charges will appear as a separate line item on Mega Hertz invoices.

Total: \$17,688.00

Ask us about **CUSTOMIZED LEASE FINANCING**

- Solutions designed to match your budget, cash flow and ROI objectives
- Interim financing during the project integration phase
- Graduated payments to match the timing of future revenue
- Fixed rate financing with monthly payment terms from 2 to 84 months
- \$1 buyout at the end of the lease-purchase term

Item # 8

To meet your project goals, expectations and future requirements, this proposal has been designed with Best-in-Class technologies!

- HFC, RFOG, IPTV, FTTx, DSL, IP, DOCSIS & Multi-Screen Access Network Solutions, to grow your service offering
- Multi Vendor - Multi Technology, System Solutions to take you into the future
- Turnkey Services - Engineering, Fulfillment, Integration & Activation, an asset you can rely on for faster deployment
- Fractional Engineering Services, when there is too much on your plate
- Customized Lease Financing, to match your ROI objective



MEGA HERTZ - *meg·a·hertz* (mĕg'ə-hûrts') Abbr. **MHz**

With cutting edge technologies **to take you into the future**; stability & experience **you can rely on**; knowledge & assets **you can count on**; MHz is the partner **you can turn to** for another 40 years.



800-883-8839

www.go2mhz.com

Item # 8

Proposed to:

Mike McGuire
Monroe Utilities
215 North Broad Street
P.O. Box 725
Monroe, GA 30655
Phone: (770) 266-5349
Fax:



9620 Bartlett Circle
Fort Worth, TX 76108
Fax: 817-529-0745

Jason Lackey
jason@go2mhz.com
800-883-8839 x146

MHz Proposal 032JL-1155

Date 10/28/2015 Expires 11/27/2015

Our Engineering & Integrated Services Department is ready to help you with this or any other project you may have.
Please feel free to contact me for further details regarding our onsite & remote engineering services.

Mhz #	Description	Price	Qty	Extend
CAP1-SLK-RS-MP2	<p><u>CAP1000 Mux Licenses</u> Rate Shaping for 3 HD or 12 SD MPEG-2 streams</p> <p><i>Our "Engineering & Integration Group" is available to compliment your Engineering, Design, Project Management, Installation, Activation & Training needs & workload. Please feel free to contact me for further details regarding our services.</i></p>	\$4,833.33	1	\$4,833.33

Freight: Shipments will be made F.O.B. Shipping Point and charges will appear as a separate line item on Mega Hertz invoices.

Total: \$4,833.33

Ask us about **CUSTOMIZED LEASE FINANCING**

- Solutions designed to match your budget, cash flow and ROI objectives
- Interim financing during the project integration phase
- Graduated payments to match the timing of future revenue
- Fixed rate financing with monthly payment terms from 2 to 84 months
- \$1 buyout at the end of the lease-purchase term

Item # 8



Advanced Media Technologies, Inc.
 3150 SW 15th Street
 Deerfield Beach, FL 33442

Phone: 954-427-5711
 Fax: 954-427-9688
 Toll Free: 888-293-5856

Bill To:
 City of Monroe
 Todd Leachmon
 PO Box 1249
 Monroe, GA 30655
 USA

Ship To:
 City of Monroe
 PO Box 1249
 Monroe, GA 30655
 USA

QUOTE

Page 1

QUOTE NUMBER: SQ0099577
 DATE: 10/26/15

SALESPERSON: Scott Shreve
 CUSTOMER NO: CUST002537

CUSTOMER P.O.	SHIP VIA	SHIPMENT METHOD	TERMS	
		FOB-SP SHIPPING POINT	NET DUE 30 DAYS	
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE USD	AMOUNT
1	803419	CHERRY PICKER SLA NO ACE COVERAGE HARDWARE: NO HARDWARE REPAIR SOFTWARE: ACCESS TO ALL UPDATES TO CUSTOMER-OWNED SOFTWARE TECHNICAL SUPPORT: 24X7X365 TAC/TRC SUPPORT WEB ACCESS TO ONLINE DOCUMENTATION AND SUPPORT BASIS	7,735.00	7,735.00
1	803421	CHERRY PICKER SLA ACE COVERAGE HARDWARE: ADVANCED COMPONENT EXCHANGE (ACE) - NEXT BUSINESS DAY SHIPMENT OF REPLACEMENT UNIT SOLD SEPARATELY, MUST ORDER 803419 FOR TECHNICAL SUPPORT AND SW UPDATES / UPGRADES	4,420.00	4,420.00
1	CAP1-SLK-RS-MP2	1 MUX ENABLES RATE SHAPPING FOR 3HD/12SD MPEG-2 STREAMS	4,833.00	4,833.00
Total USD				16,988.00

Item # 8



Advanced Media Technologies, Inc.
3150 SW 15th Street
Deerfield Beach, FL 33442

Phone: 954-427-5711
Fax: 954-427-9688
Toll Free: 888-293-5856

Bill To:
City of Monroe
Todd Leachmon
PO Box 1249
Monroe, GA 30655
USA

Ship To:
City of Monroe
PO Box 1249
Monroe, GA 30655
USA

QUOTE

Page 2

QUOTE NUMBER: SQ0099577
DATE: 10/26/15

SALESPERSON: Scott Shreve
CUSTOMER NO: CUST002537

CUSTOMER P.O.	SHIP VIA	SHIPMENT METHOD	TERMS
		FOB-SP SHIPPING POINT	NET DUE 30 DAYS

Quote Valid for 30 Days from Above Date
AMT Standard Terms and Conditions apply
Special Order Items are Non Returnable
Sales Tax or Use Tax May Apply

Item # 8

All Shipments will be insured, unless otherwise specified by customer.

Unless otherwise specified, the above quote does not include shipping charges, which will be the full responsibility of the customer.

Please Visit us at www.amt.com



Council Meeting

AGENDA

November 10, 2015

Item:

Employee Recognition - Ricardo Lott

Department:

Additional Information:

GSFA Educator of the Year

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

[Educator of the Year](#)



GEORGIA STATE FIREFIGHTERS ASSOCIATION

191 Peachtree Street NE, Suite 700, Atlanta, GA 30303

Telephone: (770) 914 -7774

Website: www.gsffa.org

email: info@gsffa.org

RICARDO LOTT RECOGNIZED AS GSFA EDUCATOR OF THE YEAR

ATLANTA, Ga. (9.22.15) - The Georgia State Firefighters Association (GSFA) has recently recognized Firefighter Ricardo “RJ” Lott of the City of Monroe Fire Department as GSFA Educator of the Year. This award honors a member of Georgia’s fire service community who has exemplified a dedication to educating residents about the significance of fire safety and prevention. Lott was presented this award during the 2015 Georgia Fire Service Conference awards ceremony on September 19, 2015, in Jekyll Island, Ga.

“GSFA’s annual awards program serves as a way to honor the accomplishments and good deeds of our fellow fire service personnel,” said GSFA President Dean King. “The awards program seeks to encourage Georgia’s fire personnel in continuing their mission of serving and protecting the state’s citizens.”

Recognized as a leader by his colleagues, Lott has established himself as the “go to guy” for all of the City of Monroe Fire Department’s fire education and prevention needs. Believing in the power of fire education to save lives, Lott has contributed countless hours to the development of educational material for schoolchildren, senior citizens, and the community as a whole.

Complementing RJ’s excellent programming is the presentation of his materials in a relatable style that resonates with his students. Firefighter Lott further extends his reach within the community by co-chairing the Juvenile Fire Setter Program for the City of Monroe and all of Walton County. Lott’s tireless dedication to educating his community about the importance of fire safety and prevention has solidified his role as an indispensable member of his department and Georgia’s fire personnel community. GSFA is proud to recognize RJ Lott as GSFA Educator of the Year.

About GSFA

The Georgia State Firefighters Association (GSFA) is a membership organization that serves all firefighters across the State of Georgia. It is the largest and oldest fire service organization in the state with over 3,500 members. Since its founding in 1952, GSFA has been providing its members with an active network and resources for information, communication, and representation on the state and national level. For more information on GSFA, visit www.gsffa.org.

###



Council Meeting

AGENDA

November 10, 2015

Item:

Rezone - 234 North Hammond Drive

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Request for Rezone](#)

September 22, 2015

Petition Number: 15-00279
Applicant: Colin Phelps Enterprises, LLC.
Location: 234 N Hammond Drive
Proposed Zoning: B-2
Existing Zoning: B-1
Acreage: Total acreage .298 ac
Proposed Use: Office

CODE ENFORCEMENT STAFF RECOMMENDATION

Approve
 Deny
 Approve with recommended conditions

- (a) The applicant, Colin Phelps Ent., LLC request a rezone for property located at 234 N Hammond Drive. The property has 150 ft. of road frontage on N Hammond Drive. The property consist of .298 acs.
- (b) The Property is presently zoned B-1
- (c) The requested zoning classification is B-2
- (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) The Future Land Use Plan indicates the property should be Commercial/Retail.

Recommended conditions:

RE-ZONING REQUEST ALL TYPES



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
15-00279	09/22/2015	\$ 0.00	\$ 200.00	adkinson

NAME + ADDRESS	LOCATION	234 N Hammond Dr Monroe, GA 30655	USEZONE	B-1	FLOODZONE
			PN	M0011-194-000	
	CONTRACTOR	COLIN PHELPS ENTERPRISES, LLC	SUBDIVISION		
			LOT		
		295 CALUMET Ln Monroe GA 30655	BLOCK	0	
			UTILITIES...		
			Electric		
			Sewer		
			Gas		
	OWNER	COLIN PHELPS ENTERPRISES, LLC, 770 318 9478	PROJECTID#	234NHammondDr-150 922-1	
		295 CALUMET Ln Monroe GA 30655	EXPIRATIONDATE:	11/30/2015	

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

REQUEST FOR REZONE FROM B-1 TO
B-2-P&Z MTG 10/20/15 @5:30 PM,
COUNCIL MTG 11/10/15 @6:00 PM
215 N BROAD ST

NATURE OF WORK

Other

CENSUS REPORT CODE

875 - * Re-Zoning Request

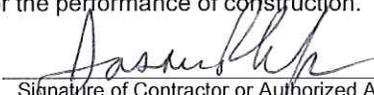
DIMENSIONS

SQUARE FOOTAGE	#STORIES	Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

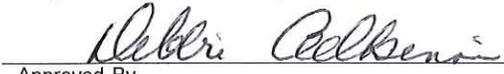
NOTICE

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

9-22-15
Date


Approved By

9-22-15
Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

15-00279

PERMIT PIN

51228 Item # 10

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 234 N. Hammond Dr.
 COUNCIL DISTRICT 2 & 8
 MAPNUMBER M0118
 PARCEL NUMBER 194
- II. PRESENT ZONING B1 REQUESTED ZONING B2
- III. ACREAGE 0.248 PROPOSED USE Office
- IV. OWNER OF RECORD Colin Phelps Ent.
 ADDRESS 234 N. Hammond Drive
 PHONE NUMBER 770-318-9478

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
Offices + deserted buildings
 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification
B1 requires 7500 sq ft. of lot space
 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification I would have to keep it w/ my adjacent building w/ Phelps Htg + Air instead of it being on its own parcel
 4. The value of the property contained in the application for rezoning under the proposed zoning Classification Would be its own building for use Not combined.
 5. A description of the suitability of the subject property under the existing zoning classification
Office
 6. A description of the suitability of the subject property under the proposed zoning classification of the property Office but individual

Rezoning Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property Office + parking
8. The length of time the property has been vacant or unused as currently zoned Approx. 1 year
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 I, Jason Phelps, own the property next door as Phelps Htg + Air. I purchased this building and now have the land between the 2 buildings as parking. I would like to be able to separate the 2 buildings for the lot area is now below 7500 sq ft.

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 Exhibit A attached

M0110/194

0.298 acres

234 N. Hammond Dr.
Monroe, GA 30655

Rezoning 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) Jason Phelps
Address 238 N. Hammond Dr.
Phone Number 770-267-2043

Attorney/Agent (signature) Same
Address _____
Phone Number _____

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

Deborah M. Adkinson (Notary Public) 9/22/15 (Date)
My Commission Expires Sept. 8, 2016



Rezoning 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 B1 to B2 located at 234 N. Hammond Dr., containing 0.298 acre(s), property owner being Colin Phelps Ent. (Jason Phelps) filed on 9-16-15.

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
 - landscaping
 - grading
 - lighting
 - drainage
 - amenities
 - buildings
 - 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 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 Application
Page six (6)

COMMENTS

I purchased this lot/building because it is next to my business and has been vacant for a year. Right now our Phelps Heating + Air business lot is zoned B2. I am asking that the lot/building at 234 N. Hammond Dr. be zoned as the same at B2.

Thanks

Jason Phelps

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: _____

1-4
HP

Exhibit "A"

Return Recorded Document to:
PRESTON & MALCOM, P.C.
Attorneys at Law
Post Office Box 984
110 Court Street
Monroe, Georgia 30655
FILE #: 15-23818

Deed Doc: WD Rec#: 239115
Recorded 05/15/2015 04:26PM
Georgia Transfer Tax Paid : \$70.00
KATHY K. TROST
Clerk Superior Court, WALTON County, GA
Bk 03772 Pg 0292

LIMITED
WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

THIS INDENTURE made this 15th day of May, 2015, between GRP INVESTMENTS, LLC, of the County of Walton and State of Georgia, as party or parties of the first part, hereinunder called Grantor, and BILLY JOE PHELPS and COLIN PHELPS ENTERPRISES, LLC, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that tract or parcel of land lying and being in Town GMD, Walton County, Georgia, containing 0.298 acres, as shown on plat of survey prepared by William J. Gregg, Sr., Registered Professional Land Surveyor No. 1438, dated October 17, 1985, and recorded in Plat Book 36, Page 148, Clerk's Office, Walton Superior Court. Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

According to such plat of survey the tract herein is more particularly described as follows: BEGINNING at an iron pin located on the northerly right of way of Union Street (shown as beng 60 feet in width) situated 804.66 feet easterly along such right of way from its intersection with the right of way of Stowers Street; running thence along said street south 82 degrees 38 minutes 27 seconds east 150.00 feet to an iron pin; running thence north 07 degrees 30 minutes east 81.28 feet to an iron pin; running thence north 78 degrees 28 minutes 53 seconds west 150.39 feet to an iron pin; running thence south 07 degrees 30 minutes west 92.06 feet to the Point of Beginning.

Said property being known as M011 194 according to the present system of numbering tax parcels in the City of Monroe, Georgia.

Said property being the same property described in that certain Deed Under Power of Sale dated October 16, 2014, recorded in Deed Book 3711, Page 434, Walton County, Georgia records..

This Deed is given subject to all easements and restrictions of record.

TO HAVE AND TO HOLD the said tract or parcel of land, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee, forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons by, through and under the above named grantor.

IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal this day and year first above written.

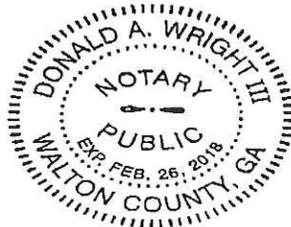
Signed, sealed and delivered
in the presence of:

GRP INVESTMENTS, LLC

Sally S. Garratt
Unofficial Witness

By: *[Signature]* (Seal)
MICHAEL PETTIT, CFO

[Signature]
Notary Public



SEAL AFFIXED

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 234 N Hammond Dr to
be rezoned from B-1 to B-2
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on October 20, 2015
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

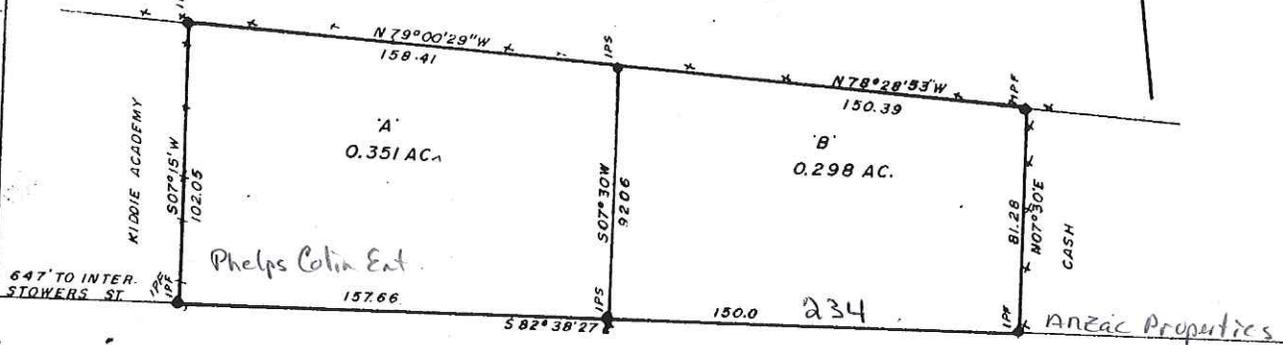
**A petition has been filed with the
City of Monroe requesting the
property at 234 N Hammond Dr to
be rezoned from B-1 to B-2
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on November 10, 2015
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

October 4, 2015

FILED NOV 2 1 1985
PLAT BOOK 56 PAGE 148
THOMAS S. BATCHELOR
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA

MUNROE BY-PASS U.S. 78



UNION STREET 60'

SURVEY FOR
FIRST BAPTIST CHURCH MONROE
LOCATED IN MONROE
TOWN G. M.D.
WALTON COUNTY, GEORGIA

SCALE: 1" = 40' OCT. 17, 1985

SURVEYED BY
GREGG & ASSOC.

State of Georgia



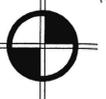
I certify that this plat is correct and a true representation of the conditions on this property.
Wm. J. Gregg, Sr.
GEORGIA REGISTERED SURVEYOR NO. 1438
MEMBER OF GEORGIA ASSOCIATION OF REGISTERED LAND SURVEYORS

BLAINE STREET

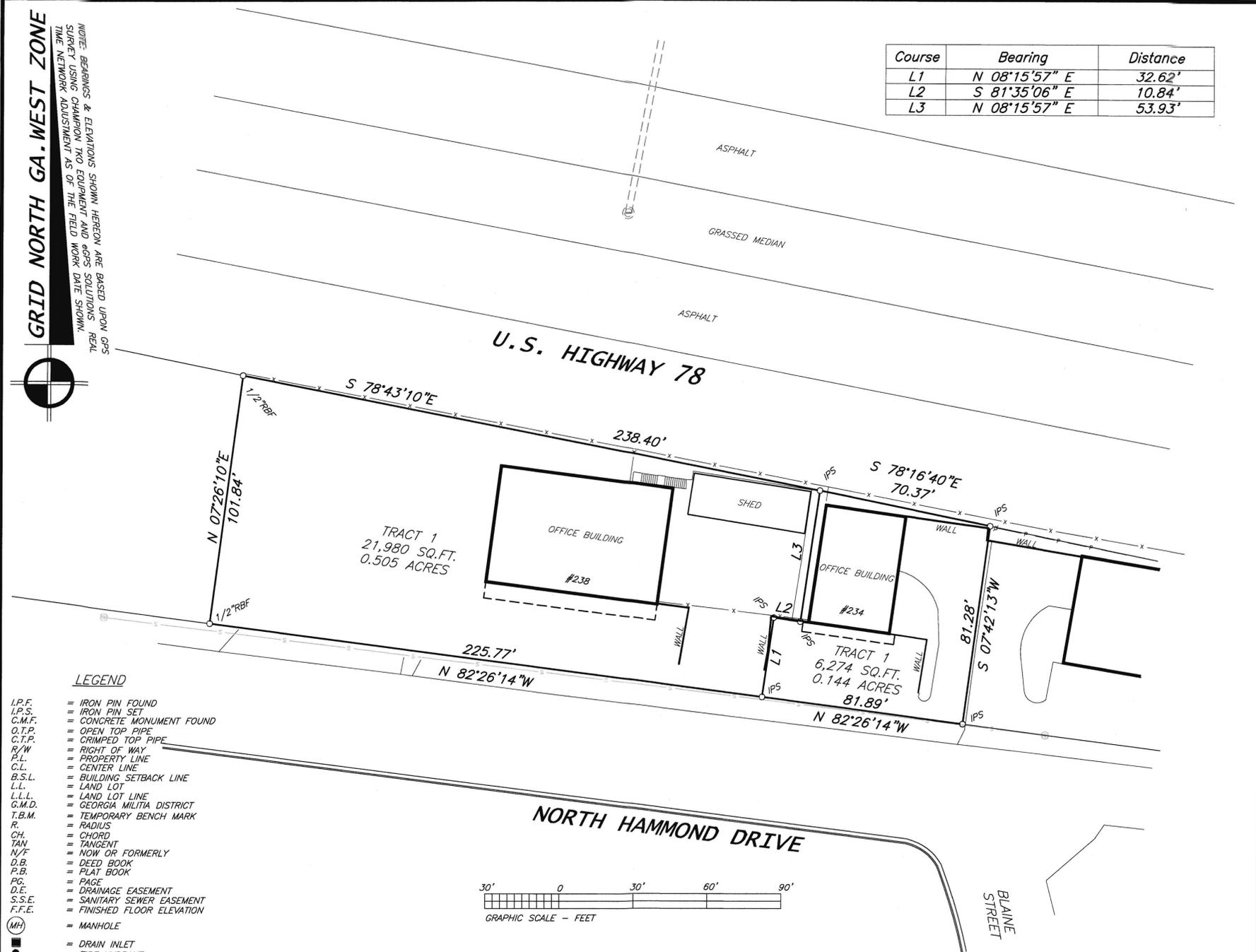
B-1781

RECORDED
This 20 day of Dec, 1985
Thomas S. Batchelor
Clerk, Walton Superior Court

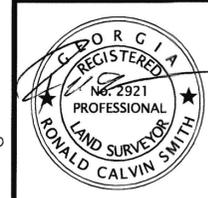
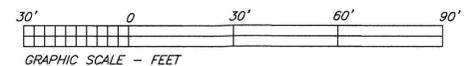
GRID NORTH GA. WEST ZONE
 NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMBRON TFX EQUIPMENT AND GCS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.



Course	Bearing	Distance
L1	N 08°15'57" E	32.62'
L2	S 81°35'06" E	10.84'
L3	N 08°15'57" E	53.93'



- LEGEND**
- I.P.F. = IRON PIN FOUND
 - I.P.S. = IRON PIN SET
 - C.M.F. = CONCRETE MONUMENT FOUND
 - O.T.P. = OPEN TOP PIPE
 - C.T.P. = CRIMPED TOP PIPE
 - R/W = RIGHT OF WAY
 - P.L. = PROPERTY LINE
 - C.L. = CENTER LINE
 - B.S.L. = BUILDING SETBACK LINE
 - L.L. = LAND LOT
 - L.L.L. = LAND LOT LINE
 - G.M.D. = GEORGIA MILITIA DISTRICT
 - T.B.M. = TEMPORARY BENCH MARK
 - R. = RADIUS
 - CH. = CHORD
 - TAN. = TANGENT
 - N/F. = NOW OR FORMERLY
 - D.B. = DEED BOOK
 - P.B. = PLAT BOOK
 - P.G. = PAGE
 - D.E. = DRAINAGE EASEMENT
 - S.S.E. = SANITARY SEWER EASEMENT
 - F.F.E. = FINISHED FLOOR ELEVATION
 - (MH) = MANHOLE
 - = DRAIN INLET
 - ⊕ = FIRE HYDRANT
 - ⊙ = LIGHT POLE
 - ⊖ = POWER POLE
 - P- = POWER LINE
 - X- = FENCE LINE
 - W- = WATER LINE
 - G- = GAS LINE
 - ⊕ = VALVE
 - (W) = WELL
 - (DISTANCE) = DEED OR PLAT CALL
 - P.O.C. = POINT OF COMMENCEMENT
 - P.O.B. = POINT OF BEGINNING



SITE PLAN FOR:

JASON PHELPS
 IN THE CITY OF MONROE

FIELD WORK DATE: 7/20/15 DATE OF PLAT PREPARATION: 9/18/15

LAND LOT(S) 73 3rd DISTRICT WALTON COUNTY, GEORGIA

ALCOVY SURVEYING AND ENGINEERING, INC. SCALE: 1" = 30'

2205 HWY. 81 S., LOGANVILLE, GA. 30052 JOB NO. 15-090

Phone 770-466-4002 - LSF #000759

THIS PLAT AND THE SURVEY IT WAS PREPARED BY ARE IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE PLAT ACT O.C.G.A. 15-6-67, AUTHORITY O.C.G.A. SECS. 15-6-67, 43-15-4, 43-15-6, 43-15-19, 43-15-22.



Council Meeting

AGENDA

November 10, 2015

Item:

Approval - Clubhouse Utilities

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download



Council Meeting

AGENDA

November 10, 2015

Item:

Real Estate Issue (s)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download