

Minutes
Forsyth City Council Meeting
February 17, 2020

Call to Order

Mayor Wilson called the meeting to order at 6:00 p.m.

Pledge of Allegiance, Invocation and Roll Call

Mayor Wilson led the Pledge of Allegiance. Mr. Hewett gave the invocation. Present for the meeting was Mayor Eric Wilson; Councilmembers Chris Hewett, Melvin Lawrence, John Howard, Julius Stroud, Greg Goolsby and Mike Dodd. Also present was City Attorney, Bobby Melton; City Manager, Janice Hall and City Clerk, Regina Ivie.

All unanimous votes will be six (6) votes (Dodd, Goolsby, Stroud, Lawrence, Hewett, and Howard).

Approval of the Agenda

Mr. Hewett offered a motion to approve the agenda as presented. Seconded by Mr. Lawrence; the motion carried unanimously.

Approval of the Minutes from the February 3, 2020 Council Meeting

Mr. Dodd offered a motion to approve the minutes as presented. Seconded by Mr. Stroud; the motion carried unanimously.

Swearing in of Alyssa Peters – Municipal Court Judge

Mayor Wilson introduced and swore in Alyssa Peters as the City's new Municipal Court Judge.

Judge Peters expressed her appreciation for entrusting her as Judge for the City. She takes this responsible role very seriously and will do so in an ethical and judicious manner.

Award Bid – Pumper Truck for Fire Department

Ms. Hall reviewed the pumper truck equipment proposal from Ten-8 for the amount of \$484,449.00. If full payment is processed prior to the end of February we will receive a discount of \$14,884.00 plus we will avoid a three (3) percent increase in cost of \$14,500.00. Total full payment cost is \$469,565.00 for a savings of \$29,384.00 if paid by the end of February 2020. Funds will be disbursed from the City's 2020 SPLOST. All equipment relating to the vehicle will be purchased after truck is delivered. A performance bond will be issued in the event Ten – 8 defaults on delivery of the pumper truck.

Mr. Hewett offered a motion to award the bid and purchase of the pumper truck to Ten – 8 in the amount of \$469,565.00. Seconded by Mr. Stroud; the motion carried unanimously.

Approval of Statewide Mutual Aid and Assistance Agreement

Ms. Hall reviewed the agreement stating that this covers the City and Georgia Emergency Management Agency (GEMA) in the event there is a statewide disaster. This agreement doesn't affect the current agreement with Monroe County.

Chief Herndon stated this would be a large scale emergency, catastrophic event. Where resources would be brought in from around the state. All cities are updating these agreements with GEMA; previously Cities were being combined with Counties.

Mr. Dodd offered a motion to approve the Statewide Mutual Aid and Assistance Agreement. Seconded by Mr. Hewett; the motion carried unanimously.

Public Hearing – Application for Alcohol Beverage License – T & K Retail Inc. dba Stop N Shop at 461 Tift College Drive

Mr. Melton stated this is an application for alcohol beverage license for package sell of beer and wine. It's was advertised in the Reporter on Feb 5, and Feb 12, 2020.

Mayor Wilson opened the floor in favor of or opposition of the alcohol beverage license. No one came forward for public comments therefore Mayor Wilson closed the floor for public comment.

Mr. Lawrence offered a motion to approve the alcohol beverage license for T & K Retail Inc. dba Stop N Shop. Seconded by Mr. Hewett; the motion carried unanimously.

Public Hearing – Application for Alcohol Beverage License – OMI Sai Retail Inc. dba Holiday BP at 471 Tift College Drive

Mr. Melton stated alcohol beverage license has been advertised in the reporter on Feb 5, and Feb 12, 2020. There has been beer and wine sales at this location for a number of years.

Mayor Wilson opened the floor for public comment in favor of or opposition of the alcohol beverage license. No one came forward therefore Mayor Wilson closed the floor.

Mr. Lawrence offered a motion to approve the alcohol beverage license for OMI Sai Retail Inc. dba Holiday BP. Seconded by Mr. Dodd; the motion carried unanimously.

Approval of bid for Special Project Legion Hall electrical wiring repairs to J&J Remodeling \$9,400

Ms. Hall reviewed the bid for the electrical repairs necessary at Legion Hall. Previously remodeling was done at the Legion Hall for the restrooms, kitchen, and flooring. J&J remodeling is the low bidder; this company did all the previous repairs.

Mr. Goolsby offered a motion to approve the bid to J&J Remodeling for the electrical repairs at Legion Hall. Seconded by Mr. Hewett; the motion carried unanimously.

Approval of Night Market Agreement for Main Street Concert series

Ms. Hall reviewed the recommended changes by Mr. Melton; Night Market agreed to the changes. The City will hold a May, and June concert. After which at that time we will reevaluate as to whether to cancel or continue with the Night Market Concert series. There's a 30 day opt out in the agreement. The City will provide staging, light, sound, and electricity. Businesses preferred to hold the Night Market events on Jackson Street as to not limit the flow of traffic and sales during the day if the square needed to be closed to allow for set up. Set up for the events would require most of the day prior to the event beginning in the evening. The stage will be behind Person's Bank. Citizens will be able to sit at the open field. Food Trucks and craft vendors will be on both sides of the street. Mayor Wilson likes the concept; he doesn't want to disenfranchise our local business owners who pay their sales taxes, business licenses. Mayor Wilson further stated it may be a long range goal by having customers coming back on the other three Saturdays in the month. Ms. Hall stated the Downtown Entertainment District stops at Adams Street, one block past the square in either direction. It was discussed at the Council retreat about possibly extending the Downtown Entertainment District. Mr. Goolsby inquired if an existing restaurant in the square could sell beer and wine in the front of their restaurant. Mr. Melton stated if it was part of the business' premises; under an existing awning beer and wine could be sold.

Mr. Hewett offered a motion to approve the Night Market Agreement for the Main Street Concert Series with no alcohol vendor. Seconded by Mr. Lawrence; the motion carried unanimously.

Due to technical difficulties with the live streaming of the Council meeting Mr. Stroud offered a motion to recess to allow time for Ms. Hall to correct the issue. Seconded by Mr. Hewett; the motion carried unanimously. Council recessed at 6:43 p.m. Council returned to an open meeting at 6:52 p.m.

Approval of Information Technology Company

Ms. Hall reviewed the two quotes received; IT in a Box and IHS. The main difference between the two companies is what's provided in the contract. IT in a Box's monthly amount is \$3636.35/\$43,636.20 a year. This includes cyber security, computer maintenance, 24/7 help desk, data backup, unlimited off site data backup storage for disaster recovery, records management, email, Microsoft office for all desktops, designed website, vendor management and procurement. Currently we are billed directly for all email users, we have 57. We are currently having issues that is information technology related. IT in a box is a company with a large number of employees; if we need assistance they would have someone to assist us. The City's website is functional but needs updating which was created by the Regional Commission. Currently we pay IHS \$125 per hour. Ms. Hall further stated that the budget for 2020 has been increased in anticipation of this change. We currently have old servers, computer and hardware that needs to be replaced. The computer line item was increased to \$100,000. An additional cost would be incurred in the event that a representative had to come directly to the offices to correct any issue. Most issues could be corrected remotely.

Mr. Hewett offered a motion to approve the new contract for Information Technology services provided by IT in a Box. Seconded by Mr. Dodd; the motion carried unanimously.

Approval of engagement letter with Mauldin & Jenkins for 2019 Audit.

Ms. Hall stated the engagement letter indicates the responsibilities of Mauldin & Jenkins as well as the City. The cost for the audit for 2019 is \$19,900. The request for proposal from Mauldin & Jenkins submitted pricing for three (3) years. The engagement letter is signed yearly indicating the responsibilities for both parties.

Mr. Goolsby offered a motion to approve the engagement letter with Mauldin & Jenkins. Seconded by Mr. Dodd; the motion carried unanimously.

Approval of Councilmember Hewett’s travel request for training.

Mr. Stroud offered a motion to approve the travel request for training for Councilman Hewett. Seconded by Mr. Lawrence; the motion carried unanimously.

Approval of Core & Main emergency purchase \$8,401.20 – Replacement of handheld meter reading devise

Mr. Dodd offered a motion to approve the Core & Main emergency purchase. Seconded by Mr. Hewett; the motion carried unanimously.

Approval of requisitions greater than \$5,000

- Calibration Controls & Automation – \$11,212.86
Install Steps, handrails, and safety handrail at Chlorine Contact Chamber & Digester
- Bankston Lumber – \$6,695.65
Replacement of 2 sets of doors at 68 N Lee Street

Mr. Hewett offered a motion to approve the requisitions as presented. Seconded by Mr. Stroud; the motion carried unanimously

City Manager’s Report

Ms. Hall provided the following report.

- Preconstruction meeting held with Womack Paving on Friday for the Highway 41 repair project; as soon as they have a start date set up with their milling company, we will give them the NTP; project is 120 day project
- Meeting in March with GDOT to review all of the outstanding items that I show and to hold discussions regarding these items
- Forwarded email from ECG regarding Special Election for Board Members; this will be on the March 2 agenda for authorization to Mayor Wilson as to how to cast the vote for Forsyth
- Legal ad for Local Legislation will run in this week’s edition of the Reporter regarding the increase for the hotel tax
- Back in 2015, there was a storm water runoff problem on Maplewood Drive which caused storm water to flood and washout the driveway of Ms. Betty Conner at 188 Fern Drive. Ms. Conner filed a claim with our insurance company for reimbursement of her cost for the repair. Ms. Conner has signed a General Release of All Claims and we have processed payment to her in the amount of \$2,900. This claim is now closed.
- Monroe County Commissioners have requested that we waive the cost of water & sewer tap fees for the new District Attorney building on L. Carey Bittick Drive. As part of an incentive plan for new businesses, council adopted several years ago, all new businesses water & sewer tap fees are waived. We will waive the fees for the new county building as well.
- Received completed alcohol application from George Emami for his new business at 45 N Kimball Street; this will be advertised and return for a public hearing in March
- Cotique has moved out of City Hall Annex back to their permanent location; the event space can be rented by completing the application on the city website or picking up an application at City Hall; cost is \$150/day plus \$75 refundable deposit; working to purchase tables & chairs for each event space so that we are not constantly moving tables & chairs from place to place
- Accounts Payable reports are available on the city website – or should be there by the end of this week. On the website, you will see publications tab, under that tab is the financial reports. The accounts payable and audit reports are located under financial reports. Just as a reminder, the city council minutes, city ordinances, zoning ordinances, and important forms are located on the website under publications as well.
- Received a request from a business owner in the block between Harris and Kimball Streets that a 4-way stop be installed at Johnston and Harris Streets. I reviewed this request with Chief Herndon and Chief Harris and neither

recommend this. If 4-way at that intersection would most likely have to install one at Kimball and Johnston which could potentially back traffic up to the square. Just making you aware of the request from a business owner and possible consideration at a later date.

- Letters sent to local surveying companies requesting proposals to survey Monroe Memorial Hills cemetery for additional burial lots
- Construction Plans for new city hall building are being reviewed; copy here tonight if you would like to review before you leave tonight. Clark Nexsen is working with Pellicano on the contract documents, once we have the contract we will be ready to issue the Notice to Proceed.
- Arbor Day observance will be February 21 with seedlings being given away at several locations around town from 9:00-11:30 and then the tree planting ceremony and proclamation presentation at the Golf Course #5 green at noon. The Tree Board has asked that Mayor and Council to attend.
- In addition to the events for Main Street that I reviewed, please remember:
 - Black History exhibit at Conley Building daily 1:00-5:00 until after the Forsythia Festival; this is the exhibit that Rosemary Walker does each year.
 - Forsythia Festival events
 - Business2Business at Connie Ham Realty Thursday, February 27 at 5:30 p.m.
 - Hello Yellow & Food Truck Frenzy February 29 at Fine Arts Building from 11:00-5:00 p.m.
 - Greatest Night – Hollywood Hoedown at Morgan View Farm (34 Shi Road) Saturday March 7; tickets are \$25 each or 2 for \$40
 - Used Book Sale March 13-15 Friday & Saturday 9-6, Sunday 1-5 at Monroe County Club House
 - Forsyth Festival Golf Tournament Friday March 13 at Forsyth Golf Club; lunch at 11:00, tee off at noon
 - Forsythia 5K is Saturday March 14 at 7:00 am; \$20 until March 1 then \$25 registration; race begins at FitCo Health Club
 - Arts & Crafts March 14 10:00 – 6:00 and March 15 11:00 – 5:00

City Attorney Report

Mr. Melton had no further business to report.

Mayor's Report

Mayor Wilson had no further business to report.

Additional Business

Mr. Lawrence mentioned he's received several citizen comments about the positive changes coming to fruition for the City.

Public Comments

No one came forward for public comments.

Executive Session

No executive session was held.

Adjourn

There being no further business to discuss Mr. Hewett offered a motion to adjourn the Council Meeting. Seconded by Mr. Dodd; the motion carried unanimously. The meeting adjourned at 7:31 p.m.