



Where Georgia comes together.

REGULAR MEETING OF THE PERRY CITY COUNCIL  
November 1, 2016  
**6:00 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.
4. Presentation(s)/Recognition(s): Mayor James E. Faircloth, Jr.
  - \* Recognition of Ms. Brenda King for 30 years of service – Mr. L. Gilmour
  - \* Proclamation Recognizing Juvenile Diabetes Research Foundation Day
5. Community Partners Update(s):
  - \* Mr. Stephen Shimp, Executive Director of the Georgia National Fairgrounds and Agricenter
6. Citizens with Input.
7. Consent Agenda Items: Mayor James E. Faircloth, Jr.
  - 7a. Council's Consideration – Minutes of the October 17, 2016 work session, October 18, 2016 pre council meeting, October 18, 2016 council meeting and October 20, 2016 called meeting.
8. Old Business: Mayor James E. Faircloth, Jr.
  - 8a. Mayor James E. Faircloth, Jr.
  - 8b. Council Members
  - 8c. City Manager Lee Gilmour
  - 8d. City Attorney David Walker
9. New Business: Mayor James E. Faircloth, Jr.
  - 9a. Matters referred from October 31, 2016 work session and November 1, 2016 pre council meeting.

9b. Award of Bid(s):

1. Bid No. 2017-05 Public Safety Building Windows

9c. Request from the Perry Public Arts Commission for their 4<sup>th</sup> Annual Perry Buzzard Drop on December 31, 2016 from 7:00 pm until 1:00 am – Chief S. Lynn.

1. Approval of street closures:

- Closure of Carroll Street 800 block
- Closure Jernigan Street
- Closure of Ball Street
- Closure of Main Street and Commerce Street
- Closure of Jernigan Street/Main Street/Carroll Street
- Closure of Carroll Street/Marion Street/Washington Street
- Closure of Jernigan Street/Carroll Street/Commerce Street

2. Approval of a special event alcoholic beverage permit.

10. Department Head Items.

11. Council Members Items:

12. General Public Items:

13. Mayor Items:

14. Adjourn.

# City of Perry



## ~ Proclamation ~

### Recognizing Juvenile Diabetes Research Foundation Day November 1, 2016

WHEREAS, Type 1 diabetes is an autoimmune disease in which a person's pancreas stops producing insulin, a hormone that enables people to get energy from food. It occurs when the body's immune system attacks and destroys the insulin-producing cells in the pancreas, called beta cells. Its onset has nothing to do with diet or lifestyle. There is no prevention for Type 1 Diabetes, and, at present, no cure; and

WHEREAS, Type 1 Diabetes strikes both children and adults at any age. It comes on suddenly, causes dependence on artificial insulin for life, and carries the constant threat of devastating complications up to and including death; and

WHEREAS, there are more than three million children and adults living with Type 1 Diabetes; and

WHEREAS, more than 8,000 children and a currently unknown number of adults in Georgia live with Type 1 Diabetes; and

WHEREAS, each year in Georgia, there are approximately 500 children diagnosed with Type 1 Diabetes; and

WHEREAS, there is a need for education to increase knowledge, encourage advocacy and promote safe care for those living with Type 1 Diabetes; and

WHEREAS, the ultimate goal is to find a cure for this type of Diabetes and turn Type 1 into Type None so that people can live fulfilling lives.

NOW THEREFORE, BE IT PROCLAIMED that the Mayor and City Council of the City of Perry, Georgia hereby declare November 1, 2016 as **JUVENILE DIABETES RESEARCH FOUNDATION DAY** in the City of Perry and encourages our citizens to join in activities that raise juvenile diabetes awareness.

SO PROCLAIMED this 1<sup>st</sup> day of November in the Year of our Lord, 2016.

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James E. Faircloth, Jr.  
Mayor, City of Perry, Georgia

**MINUTES**  
**WORK SESSION MEETING**  
**OF THE PERRY CITY COUNCIL**  
**October 17, 2016**  
**5:00 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr. Presiding Officer, called to order the work session meeting held October 17, 2016 at 5:00 p.m.

2. Roll:

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

Elected Official Absent: none

Staff: City Manager Lee Gilmour, Attorneys - David Walker and Brooke Newby and Recording Clerk, Nancy Graham

City Departmental Staffing: Chief Steve Lynn – Police Department, Brenda King – Director of Administration, Decius Aaron - Director of Public Works, Robert Smith – Department of Economic Development, Ellen Palmer – Digital Communication Manager, Battalion Chief Ephraim Wheeler – Fire and Emergency Services Department, and Kevin Dye – Department of Leisure Services.

Guest(s)/Speaker(s): Darlene McLendon

Press: Ms. Kristin Moriarty- The Houston Home Journal

3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.

3a. Consider minimum qualifications for city drivers – Mr. L. Gilmour: Mr. Gilmour referred to the proposed minimum driver qualifications for a person to operate a City owned, leased, or rented vehicle. After discussion, it was the consensus of Council that this item be placed on tomorrow's council meeting agenda for a vote.

3b. Discuss possible public transportation options – Mr. L. Gilmour: As a follow up to Council Member King's request, Administration examined providing public transportation to the City's residents. After discussion of Administration's findings, Council members asked Mr. Gilmour to research what other cities are doing relative to fees/discounts/funding/etc.

3c. Downtown Perry issues – Mr. R. Smith: Mr. Smith advised that he attended the Downtown Merchants Association meeting. Mr. Smith stated that there are a couple of concerns that he wanted Mayor and Council to be aware of. The

concerns are: (1) safety and security, in particularly, inadequate lighting and (2) solid waste – the current dumpster capacity/pickup schedule is inadequate, others dumping in the communal dumpster, etc. Chief Lynn and Mr. Aaron stated that they are scheduled to talk to the merchants about proactive steps that they can take relative to safety and solid waste.

- 3d. Consider request of property owner to retain existing structure at Macon Road and Pineneedle Drive – Mr. L. Gilmour: Mr. Aaron provided a handout and advised that the structure on Macon Road and Pineneedle Drive is currently not being maintained. After discussion, it was the consensus of Council to remove the structure.
- 3e. Consider proposal from Georgia Water and Environmental Services to extend water service line on St. Patrick Drive – Mr. L. Gilmour: Mr. Gilmour referred Mayor and Council to the memo from Georgia Water and Environmental Services, LLC, a proposal for services for the St. Patrick Drive water main extension project. After discussion, it was the consensus of Council to move forward with Administration's recommendation to proceed with this company doing the survey and engineering work only at this time.
- 3f. Consider list of possible projects for Georgia Department of Transportation funding – Mr. L. Gilmour: After discussion, it was the consensus of Council to move forward with the submitted list of possible projects for the Georgia Department of Transportation funding. Mayor Faircloth asked Mr. Gilmour to attach the LMIG list.
- 3g. Consider adding pedestrian lighting upgrade on Main Street – Mr. L. Gilmour: Mr. Gilmour referred Mayor and Council to a memo and an attachment outlining the cost estimate to install the City's pedestrian lighting improvements on Main Street. After discussion, it was the consensus of Council to proceed with the installation of the City's pedestrian lighting on Main Street.
- 3h. Consider options for code enforcement – Mr. L. Gilmour: As a follow up to the discussion relative to code enforcement at the September 26, 2016 meeting, Mr. Gilmour referred Mayor and Council to a memo outlining the points to be addressed when considering action, if any, to take with property owners in violation of codes. After discussion, it was the consensus of Council that current code regulations be enforced, and no grandfathering per City Attorney's opinion.
- 3i. Consider adjustments of funding for Hotel/Motel Tax – Mr. L. Gilmour: After discussion, it was the consensus of Council to proceed with the adjustments as outlined in the memo provided and that \$29,000.00 from the \$97,000.00 estimated balance allocated to hire a person to maintain the downtown district's public areas. Mayor Faircloth requested that this item be placed on tomorrow's council meeting agenda for a vote.
- 3j. Update for Comprehensive Plan – Mr. L. Gilmour: Mr. Gilmour referred to the memo relative to the 2016 Comprehensive Plan Update which outlined primary

points from the City's adopted strategic plan, survey results from Perry residents and comments from stakeholder representatives and MGRC's August 23, 2016 steering committee meeting. After discussion, it was the consensus of Council to move forward with Administration's recommendation for the City's Comprehensive plan to include the items as submitted, with the objection of Council Member Hunt. Mayor Faircloth requested this item be placed on tomorrow's council meeting agenda for a vote.

4. Council Member Items:

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

Council Member King stated a neighbor asked him about the procedure for installing speed brakes in their community. Mr. Gilmour responded that 75% of the residents must agree with the installation in writing and then the Council will make a determination of its viability.

Council Member Jones asked for an update of the missing teenager. Chief Lynn advised that Georgia Search and Rescue is still looking and every lead is being pursued.

Mayor Pro Tempore Walker advised that the Perry Public Facility Authority will be the financing arm for the parks. He stated the following individuals have expressed interest in serving: Jeff Leonard, Felix Smith, Susan Burkhart, Nash Murph, Victoria Brown, Carl Lumpkin and Jacob Poole. It was the consensus of Council to move forward with the names submitted. Mayor Faircloth requested this item be placed on tomorrow's council meeting agenda for a vote.

Mr. Gilmour advised that Sandler contacted Advanced Disposal expressing interest in industrial recycling. Advanced Disposal will charge \$43.00 monthly for the service. Mr. Gilmour advised that the City will bill Sandler for the cost.

Attorneys David Walker and Brooke Newby had no reports.

5. Department Heads Items:

Battalion Chief Wheeler advised that a team has been activated for the search of the missing teen.

Chief Lynn advised that the canine bulletproof vest event will be held in the Municipal Court Room at 4:00 p.m. on October 20, 2016.

Mr. Smith advised the following:

- Georgia Economic Development Association luncheon will be November 14, 2016 at 11:00 a.m. at the Georgia Hotel & Conference Center
- Annual Sweets and Treats on Downtown Street will be on October 31, 2016 from 4:00 p.m. -6:00 p.m.

Mr. Dye advised the following:

- Football Classic will be November 18 – 20, 2016

- Outdoor movie showing is November 18, 2016 at Rozar Park

Mr. Aaron advised the Annual Fall Cleanup starts October 24, 2016.

Ms. King stated that tax notices have been computed and are on the City's website with a due date of December 20, 2016.

Ms. Palmer advised that the City's Facebook page had 1700 hits as of last week.

Ms. McLendon advised the following:

- Joint Business After Hours is October 27, 2016 at the Houston Lake Country Club at 5:30 p.m.
- State of the Community Luncheon is November 2, 2016 at 11:30 am at the Board of Education Annex.
- Taste of Southern event is December 1, 2016.

Mayor Faircloth advised the following:

- Ribbon cutting at the GSP Hanger at 11:30 am on November 8, 2016.
- Sandler Company invitation for a facility tour on October 19, 2016 at 5:00 pm
- Walk with the Mayor and Council on October 25, 2016
- SunMark Bank's open house is October 22, 2016 at 11:00 am
- Graphic Packaging Company's twenty (20) year celebration is October 22, 2016 at 10:00 am.

6. Executive Session entered at 6:42 p.m.: Mayor Pro Tempore Walker moved to adjourn the work session meeting and enter into an executive session for the purpose of real estate. Council Member King seconded the motion and it carried unanimously.
7. Executive Session adjourned at 6:58 p.m.: Council's work session meeting reconvened. Council adjourned the Executive Session held October 17, 2016 and reconvened into the Council's work session meeting.
8. Adopted Resolution No. 2016 - 49 stating purpose of Executive Session held October 17, 2016 was for real estate. Council Member Jackson moved to adopt a resolution stating the purpose of the executive session held on October 17, 2016 was to discuss real estate. Council Member Bynum-Grace seconded the motion and it carried unanimously. (*Resolution 2016-49 has been entered in the City's official book of record*).
9. Adjournment: There being no further business to come before Council in the reconvened work session meeting held October 17, 2016 Council Member Jones motioned to adjourn the meeting at 7:05 p.m.; Council Member Hunt seconded and it carried unanimously.

**MINUTES**  
**PRE COUNCIL MEETING**  
**OF THE PERRY CITY COUNCIL**  
**October 18, 2016**  
**5:05 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the pre council meeting of the Perry City Council held October 18, 2016 at 5:05 p.m.

2. Roll.

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

Elected Official(s) Absent: None

Staff: City Manager Lee Gilmour, City Attorney David Walker, and Recording Clerk Cyndi Houser

City Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Robbie Rowell – Fire and Emergency Services Department, \*Brenda King – Director of Administration, Decius Aaron – Director of Public Works, and Kevin Dye – Director of Leisure Services

\*Ms. King arrived at 5:30 pm

Guest(s)/Speaker(s): None

Media: Kristin Moriarty – Houston Home Journal

3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.

The Mayor deviated from the agenda and presented council members and department heads with both old and new lapel pins, keepsake “keys to the city” and new challenge coins. New “keys” will be presented when they are received.

The Mayor returned to the agenda.

- 3a. Discussion of October 18, 2016 council meeting agenda.

- 9a. Matters referred from October 17, 2016 work session and October 18, 2016 pre council meeting.

3. Approve concept points for City of Perry Comprehensive Plan. Mayor Faircloth advised Council he had a lengthy discussion with the Airport Authority Chairman, who expressed concerns about the transition of the airport to the sole responsibility of the Houston County Commissioners.

As a result, a meeting will be held early next week with Mr. Jerles, Mayor Pro Tempore Walker and Mayor Faircloth to discuss the concerns.

4. Resolution appointing members to Perry Public Facilities Authority. Mayor Pro Tempore Walker advised that all members have indicated a willingness to serve and have requested a meeting date and time.

9c. Resolution(s) for Consideration and Adoption.

1. Resolution approving the amended and restated gas supply contract between the City of Perry and the Municipal Gas Authority of Georgia. Council approved the new contract in May, but the Municipal Gas Authority also requires a resolution.

9d. Request from a Couple of Jerks Soda Fountain Shop for their 2<sup>nd</sup> Annual Cruise-In on October 22, 2016 from 2 pm- 6 pm. Chief Lynn advised the application had not been received by the required 60-day deadline, and that he had concerns about the streets being blocked during the requested hours. A discussion regarding possible alternatives ensued. Chief Lynn recommended denial.

9e. Consider entering into a consent agreement with Georgia Public Service Commission relative to inspection issues. Mr. Gilmour explained that this was a negotiated agreement concerning classification and treatment of leaks which occurred several years ago, but that all the leaks had been corrected. Administration recommended approval.

9f. Declaration of surplus for four (4) marked police vehicles. Chief Lynn explained there are four (4) 2008 model vehicles which have over 100,000 miles, some need extensive repairs and all had been replaced with new vehicles. He also recommended approval.

4. Department Head/Staff Items:

Ms. King – No report

Chief Lynn provided information on a search and rescue operation in progress for a young man that went missing on Saturday.

Battalion Chief Rowell announced the Perry Fire Department will be hosting training on October 22<sup>nd</sup> at Rozar Park. A demonstration/live training will take place at Perry Primary beside the gym. He also commented on the cooperation among the agencies involved in the search & rescue operation.

Mr. Aaron announced a Fall Clean Up will be October 24-28<sup>th</sup>.

Mr. Dye reported a free movie night will be held at Rozar Park on November 18<sup>th</sup> and that a local business has offered a donation to build a shelter at the new dog park. It was the consensus of Council to accept the donation.

5. Council Member Items:

Council Members – No reports

Mayor Faircloth - No report

6. Adjourn: On a motion by Council Member Jones, seconded by Council Member Hunt and carried unanimously, the pre-council session held October 18, 2016 was adjourned at 5:40 p.m.

**MINUTES**  
**REGULAR MEETING OF THE PERRY CITY COUNCIL**  
**October 18, 2016**  
**6:00 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the regular meeting of the Perry City Council held October 18, 2016 at 6:00 p.m.

2. Roll.

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

Elected Official(s) Absent: None

Staff: City Manager Lee Gilmour, City Attorney David Walker and Recording Clerk Cyndi Houser

City Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Robbie Rowell – Fire and Emergency Services Department, Brenda King – Director of Administration, Decius Aaron – Director of Public Works, Kevin Dye - Director of Leisure Services, and Ellen Palmer – Digital Communications Manager.

Guest(s)/Speaker(s): Ms. Jean Berry, Mr. Mike Vinson, Mr. Paul B. Casilli, Ms. Diane Stephens, Ms. Mary Zigrino, Mr. Angelo Zigrino, Mr. Penrose Wolf, Ms. Tian Foss – Houston County Family Connection

Media: Kristin Moriarty and Cheri Adams, Houston Home Journal

3. Invocation and Pledge of Allegiance to the Flag: Council Member Jones rendered the invocation and Council Member King led the pledge of allegiance to the flag.

4. Presentation(s)/Recognition(s): Mayor James E. Faircloth, Jr.

Mayor Faircloth presented a proclamation to Habitat for Humanity volunteers Ms. Stephens, Mr. Zigrino and Mr. Casilli, declaring October as Affordable Housing Month. Board president, Mr. Casilli gave a brief report on Habitat for Humanity and noted they would welcome a representative from the Perry community.

5. Appearance(s):

5a. Ms. Tian Foss of Houston County Family Connections providing information relative to the DECAL Grant.

Ms. Foss explained the services offered by Family Connections which are available because of the Department of Early Care and Learning (DECAL) Grant including partnering with the public libraries for story time in both English and Spanish and

partnering with Perry Volunteer Outreach for transportation to these activities. Ms. Foss also asked Council to consider creating a public transit system in Perry.

6. Citizens with Input.

No comments

7. Consent Agenda Items: Mayor James E. Faircloth, Jr.

7a. Council's Consideration – Minutes of the September 26, 2016 work session, October 3, 2016 work session, October 4, 2016 pre council meeting, October 4, 2016 council meeting and October 11, 2016 called meeting. Council Member Bynum-Grace moved to accept the minutes as submitted; Council Member Jones seconded the motion and it carried unanimously.

8. Old Business: Mayor James E. Faircloth, Jr.

- 8a. Mayor James E. Faircloth, Jr – None
- 8b. Council Members – None
- 8c. City Manager Lee Gilmour – None
- 8d. City Attorney David Walker - None

9. New Business: Mayor James E. Faircloth, Jr.

9a. Matters referred from October 18, 2016 pre-council meeting.

- 1. Adopted Resolution 2016-50 establishing minimum qualifications for city drivers. Mr. Gilmour explained our risk management insurance carrier requires a minimum standard for employees driving city owned vehicles. The Administration and Employee Safety Committee recommended approval of the qualifications. Council Member Bynum-Grace moved to approve the minimum qualifications for city drivers as submitted; Council Member Hunt seconded the motion and it carried unanimously. *(Resolution 2016-50 has been entered into the City's official book of record.)*
- 2. Approval of amending the General Fund and Hotel/Motel Tax a) by shifting various cost centers between funds and b) authorizing the hiring of a downtown district maintenance position. Administration recommended shifting cost centers to focus on the branding initiative. The shift would be revenue neutral. Council Member Jackson moved to approve shifting cost centers between funds; Council Member King seconded the motion and it carried unanimously. Mr. Gilmour further explained that the shifting of funds would allow the hiring of a full-time person to maintain public property in the downtown district. This is a new position and would come with benefits. Mayor Pro Tempore Walker moved to authorize the hiring of a full-time person to maintain public property in the downtown district. Council Member Jones seconded and it carried unanimously.

3. Approval of concept points for the City of Perry Comprehensive Plan except for item 3. Mayor Faircloth explained that Council periodically reviews the Comprehensive Plan to make adjustments based on various factors. The most recent review recommended several changes including eventually shifting the responsibility of the Airport Authority to the Board of Commissioners. Mayor Pro Tempore Walker moved to approve proceeding with the concept points as submitted except for item 3. Council Member Jones seconded the motion and it carried unanimously.
  
4. Adopted Resolution 2016-51 appointing members to the Perry Public Facilities Authority. Mayor Faircloth explained the function of the newly created Perry Public Facilities Authority. Mr. Gilmour explained citizen members are recommended for appointment to this authority by each council member and the mayor and the terms are concurrent with the terms of the mayor/council member appointing them. Each council member agreed to appoint as moved by Council Member Jones.

Mayor J. Faircloth	Mr. Jeff Leonard
Council Member Bynum-Grace	Ms. Victoria Brown
Council Member R. Jones	Mr. Nash Murph
Council Member R. Walker	Mr. Jacob Poole
Council Member R. Hunt	Mr. Felix Smith
Council Member W. Jackson	Ms. Suzanne Burkart
Council Member W. King	Mr. Carl Lumpkin

Mayor Pro Tempore Walker seconded the motion and it carried unanimously. (*Resolution 2016-51 has been entered into the City's official book of record.*)

9b. Award of Bid(s):

1. Award of Bid No. 2017-01 Main Street water main and sidewalk improvements. Mr. Gilmour advised this is a major project which will be paid from SPLOST12 construction funds. Administration recommended awarding the bid to Griffin-Folsom Construction, LLC, Cordele, GA for \$441,172.00. Council Member Hunt moved to award the low bid to Griffin-Folsom Construction, LLC for \$441,172.00 for Main Street water main and sidewalk improvements. Council Member King seconded the motion and it carried unanimously.
  
2. Award of Bid No. 2017-02 Airport Road Extension culvert replacement and water main improvements. Mr. Gilmour advised this project would be paid from SPLOST 12 Water and Roads/Streets category. The department and engineer recommended awarding the low bid to LeKay Enterprises, Ft. Valley, for \$240,576.60. Council Member King moved to award the low bid to LeKay Enterprises, Ft. Valley, for \$240,576.60 for construction of Airport Road Extension culvert replacement and water main improvements. Council Member Jackson seconded and it carried unanimously.

3. Award of Bid No. 2017-04 South Perry Parkway restriping. Mr. Aaron related that three bids were received and that Peek Pavement Markings, LLC, was the low bidder for \$79,681.80 and the department recommended the low bidder. The project will be paid for by supplemental LMIG funds from GDOT, the City of Perry and the Houston County Board of Commissioners. Council Member Bynum-Grace moved to award the low bid of \$79,681.80 to Peek Pavement Markings, LLC, Columbus, GA, to restripe the South Perry Parkway. Council Member King seconded and it carried unanimously.
- 9c. Resolution(s) for Consideration and Adoption:
1. Adopted Resolution 2017-52 approving the amended and restated gas supply contract between the City of Perry and Municipal Gas Authority of Georgia. Mr. Gilmour explained the contract was previously reviewed by Council and approved. Municipal Gas Authority has asked all their members to adopt a resolution approving the amended and restated gas supply contract. Mayor Pro Tempore Walker moved to approve the amended and restated gas supply contract between the City of Perry and Municipal Gas Authority of Georgia as submitted. Council Member King seconded and it carried unanimously. *(Resolution 2016-52 has been entered into the City's official book of record.)*
- 9d. Request from A Couple of Jerks Soda Fountain Shop for street closures for their Cruise-In event on October 22, 2016 from 2-6 pm. Chief Lynn explained he had received a request for street closures 11 days before the scheduled event rather than the required 60 days. In reviewing the request, Chief Lynn felt the street closures would adversely affect businesses in the downtown area and recommended denial of the request. Council Member Jones moved to deny the streets closure request. Council Member King seconded the motion and it carried unanimously.
- 9e. Approval of a consent agreement with Georgia Public Service Commission relative to inspection issues. Mr. Gilmour advised this was the last part of negotiations with the Public Service Commission regarding gas inspections from several years ago. Administration recommended approval of the consent agreement; the fine will be paid from the Gas Fund. Mayor Pro Tempore Walker moved to approve the consent agreement with the Georgia Public Service Commission relative to inspection issues. Council Member King seconded and it carried unanimously.
- 9f. Approval declaring four (4) marked vehicles as surplus. Chief Lynn stated the Police Department has four (4) 2008 model vehicles and that each has over 100,000 miles. These vehicles have been replaced and he recommended they be declared surplus. Council Member Hunt moved to declare four (4) 2008 model marked police cars as surplus. Council Member King seconded the motion and it carried unanimously.

10. Department Head/Staff Items:

Ms. King, Battalion Chief Rowell and Ms. Palmer had no reports.

Chief Lynn announced the animal housing building is proceeding on schedule with the plumbing and electrical stubs in place, the slab already poured and the block laying will begin on Monday.

Mr. Dye announced the first movie night of the season will be November 18<sup>th</sup> at Rozar Park and the Perry PeeWee Football Bowl will be November 17<sup>th</sup>, 18<sup>th</sup>, & 19<sup>th</sup>.

Mr. Aaron announced a Fall Clean Up will be held from October 24<sup>th</sup>-28<sup>th</sup> for items not normally picked up. This includes a maximum of 4 tires per household.

11. Council Member Items:

Mayor Pro Tempore Walker extended congratulations to the Habitat for Humanity organization on their 25<sup>th</sup> anniversary in Houston County and also going above and beyond by assisting with the Sandhill clean-up day.

Council Member Jones asked that the Samuel Poss family be remembered as they search for him.

Mayor Pro Tempore Walker announced that Perry Rotary is hosting a luncheon on November 7<sup>th</sup> at Noon at the Perry Arts Center for all current and past military. The speaker will be Brigadier General (retired) James Sehorn.

12. General Public Items:

Ms. Jean Beery, Gatwick Village, Perry, expressed her appreciation for the police department and urged the Council to consider raises for each one.

13. Mayor Items:

October 25, 2016 – Walk with Mayor/Council at 5:30; meet in the Board of Education parking lot.

October 31, 2016 – Sweets and Treats in Downtown Perry from 4-6 pm

- Council work session starts at 5 pm

- Trick or Treat from 6-8 pm

November 2, 2016 – State of the Community luncheon at the Board of Education annex on Macon Road

Mayor Faircloth urged everyone to vote no matter which side of the aisle they claimed.

14. Adjourn: There being no further business to come before Council in the regular council meeting held October 18, 2016, Council Member King motioned to adjourn at 7:25 p.m.; Council Member Jackson seconded the motion and it carried unanimously.

MINUTES  
CALLED MEETING  
OF THE PERRY CITY COUNCIL  
October 20, 2016  
5:15 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the special meeting of the Perry City Council held October 20, 2016 at 5:15 p.m.

2. Roll.

Elected Officials Present: Mayor James E. Faircloth, Jr. Mayor Pro Tempore Randall Walker. Council Members Bynum-Grace, \* Riley Hunt, Robert Jones, Willie King and William Jackson.

\* Council Member Hunt arrived at 5:25 p.m.

Elected Official Absent: None

Staff: City Manager Lee Gilmour

3. Executive Session entered at 5:27 p.m.: On a motion by Council Member Jones, seconded by Council Member King and carried unanimously, Council went into Executive Session for the purpose of personnel.

4. Executive Session adjourned at 7:50 p.m.; Council's called meeting reconvened. Council adjourned the Executive Session held October 20, 2016 and reconvened into Council's called meeting.

5. Adopted Resolution No. 2016-50 stating purpose of the executive session held on October 20, 2016 was for the purpose of personnel. On a motion by Council Member Hunt, seconded by Mayor Pro Tempore Walker and carried unanimously adopted Resolution No. 2016-50 stating the purpose of the Executive Session held on October 20, 2016 was for personnel. No action was taken. (*Resolution 2016-50 has been entered in the City's official book of record*).

6. Adjournment: On a motion by Council Member Jackson, seconded by Council Member Bynum-Grace and carried unanimously, the reconvened called meeting of Council held October 20, 2016 was adjourned at 7:52 p.m.



## MEMORANDUM

TO: Lee Gilmour, City Manager

FROM: Brenda King, Director of Administration

DATE: October 26, 2016

SUBJECT: Bid #2017-05

Description: Remove and dispose of twenty-six (26) single pane windows of varying sizes and replace with new vinyl double hung, double pane windows and window trim at the City of Perry Public Safety Building located at 1207 Washington Street, Perry, Georgia.

FUND:

<u>Vendor</u>	<u>Bid Amount</u>
J W Shuttlesworth, LLC – Perry GA	\$16,750.39

**Department recommendation: Award the bid in the amount of \$16,750.39 to J W Shuttlesworth, LLC.**

## Public Safety Window Bid

10/26/16

Upon receipt of Bid from Ms. King on 10/24/16 for Bid that ended on 10/13/16 at 1400hrs, I am recommending we go with bid from JW Shuttlesworth, LLC in the amount of \$16,750.39. This is based on the fact that out of 15 requests sent out only one company visited site as requested and placed a BID. The Company in question has sent over all proper Documents to complete job, including references. I have called several of the References and they stated that JW Shuttlesworth had done several jobs for them and they had done a good job and they are satisfied.

John Schell



Maintenance Supervisor

Public Works



Where Georgia comes together.

## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

<b>Name:</b> Perry Buzzard Drop/Perry Public Arts Commission
<b>Name of individual representing sponsor organization:</b> Bill O'Neal
<b>Street address:</b> 1109 Washington Street
<b>City/State/Zip code:</b> Perry GA 31069
<b>Mailing address if different from above:</b> n/a
<b>Cell phone:</b> 478.397.7778
<b>Email address:</b> bill@onealinsurance.net
<b>If this event benefits a City of Perry non-profit organization, which one?</b> n/a
<b>Contact person on site for day of event:</b> Bill O'Neal
<b>Cell phone:</b> 478.397.7778
<b>Is this a first time event?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If held before, when and where?</b> Past three years in Downtown Perry

### Event Information

<b>Type of event (Check all that apply):</b> <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert/Music <input type="checkbox"/> Other * For parades, races and block parties, please, request the event applications specific to those events.		
<b>If other, specify:</b> n/a		
<b>Event title:</b> 4th Annual Perry Buzzard Drop		
<b>Event date:</b> 12/31/2016		
<b>Event hours:</b>	<b>Start:</b> 7:00pm	<b>End:</b> 1:00am
<b>Set-up:</b>	<b>Date:</b> 12/31/2016	<b>Time:</b> 12:00
<b>Break down:</b>	<b>Date:</b> 01/01/2017	<b>Time:</b> 12:00
<b>Expected attendance: Participants:</b>		<b>Spectators:</b> 2500 - 3500

## Event Description

**Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.**

Annual New Year's Eve celebration to bring residents and visitors to Perry to safely celebrate the New Year.

**I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked.  Yes  No**

## Event Details

**Attach schedule or brochure for all activities associated with event.**

**Will items or services be sold at the event?  Yes  No**

**If yes, describe:** Alcoholic beverages will be sold on site by outside vendor and New Year's novelty items

**Will event have amplified sound?  Yes  No**

**If yes, describe:** Buddy Lovell (will utilize City electric)

**Is the event free to the public?  Yes  No**

**Will vendors cook or heat food?  Yes  No**

**If yes, describe:**

**Will any areas be fenced off or barricaded?  Yes  No**

**If yes, describe:** intersections one block out from courthouse

**If event is downtown, will downtown businesses be open during the event?  Yes  No**

**If event includes music, please, list names of bands and their websites or Facebook pages below:**

Sweetwater Junction is the only band performing. Website:  
[www.sweetwater-junction.com](http://www.sweetwater-junction.com)

There will be music prior to the band taking the stage from the sound system engineer.

## Insurance

**A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.**

Insurance form(s) attached

## Alcohol Permit Information

\* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

\* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages?  Yes  No

If yes, describe:

Beer and wine from two booths set up in the event area.

\* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol: Houston Lake Country Club

Street address of business serving alcohol: 100 Champions Way

City/State/Zip Code: Perry GA 31069

Mailing address if different from above:

Cell phone:

Email address:

Name of licensee: Byrd & Company LLC

License number: 2016-4539

Is a copy of the licensee's alcohol license attached?  Yes  No

Hours alcohol will be served at event: 7pm to Midnight

Is alcohol serving area open to public?  Yes  No

Is this an open container request?  Yes  No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached?  Yes  No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached?  
 Yes  No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.	
I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.	
<b>Licensee's name:</b>	<b>Date:</b>
<b>Licensee's signature:</b>	
Sworn and attested before me on this _____ day of _____, 20 _____	
<b>Signature of special event organizer/applicant:</b>	
<b>Name, signature and stamp of Notary Public:</b>	
* The sale of alcohol/mixed drinks requires excise reporting.	

**Street Closure Requests**

<b>Names of streets to be closed:</b>		
<b>Street:</b> Carroll Street 800 block	<b>Between:</b> 08:00	<b>and:</b>
<b>Street:</b> Jernigan Street	<b>Between:</b> 08:00	<b>and:</b>
<b>Street:</b> Ball Street	<b>Between:</b> 08:00	<b>and:</b>
<b>Street:</b> Main and Commerce Street	<b>Between:</b> 12:00	<b>and:</b>
<b>Street:</b> Jernigan/Main/Carroll	<b>Between:</b> 12:00	<b>and:</b>
<b>Street:</b> Carroll/Marion/Wash. St	<b>Between:</b> 05:30	<b>and:</b>
<b>Street:</b> Jernigan/Carroll/Commerce	<b>Between:</b> 05:30	<b>and:</b>
<b>When are you requesting the street closure(s)?</b> By the times listed above		
<b>Why are you requesting the street closure(s)?</b> To ensure the area is secured from traffic		
<b>Type of street closure:</b> <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Rolling		
<b>If event includes a parade, describe the parade route:</b> n/a		
<b>Parade assembly area:</b>		<b>Parade disbanding area:</b>
<p><b>The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:</b></p> <p>Notice will be mailed to all affected downtown property owners and businesses two weeks prior to event. Advertising for the event will be throughout the month of December through various media outlets.</p>		

## Restroom Facilities

Will event organizer provide portable restroom facilities?  Yes  No

## Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan?  Yes  No

How many trams/shuttles will be required? 0

Please, describe or provide an attachment of your tram/shuttle plan and route:

A courtesy van will be provided by Leisures Services for providing rides home within the City of Perry limits. Van is being requested to be driven by the Police Dept. as has been done in the past.

Please, describe your parking plan: There is a VIP parking area on Main & Ball Street and a handicapped parking area on the corner of Ball & Commerce Street

## Sanitation

Describe your clean-up plan for during and after the event: Public Works will provide coordination of this.

## Electricity and Water

Will your event require access to electricity?  Yes  No

If so, where? Corner of Carroll and Jernigan

What electrical load will you require? What is currently available will be sufficient

Will your event require access to water?  Yes  No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:  
 Yes  No

## Police/Security

\* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- \* Based on the event, the Police Department will determine how many officers will be required.
- \* An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested:

Total hours for officers requested:

## Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

Incident Action Plan has been completed and is on file with department. Two light towers are being provided and a crew of (4) EMT/paramedics are dedicated to the event.

\*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

## Weather Emergency Procedures

\* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes  No

## Health Department

I understand that the City of Perry does not schedule Health Department inspections and will work with vendors to schedule any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event.  Yes  No

## Event Publicity

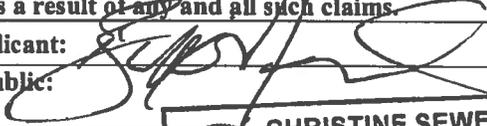
If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at [ellen.palmer@perry-ga.gov](mailto:ellen.palmer@perry-ga.gov).

## Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes Perry Buzzard Drop/Perry Public Arts Commission (Special event organizer/applicant) to utilize the sites(s) known as Downtown Perry for the purposes of conducting the activities described within the special events permit application.

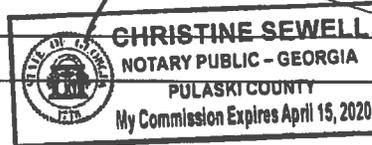
The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant: 

Name, signature and stamp of Notary Public: Christine Sewell

Date: 10/20/16

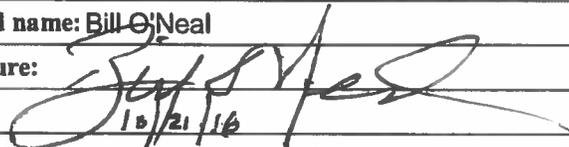


## Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name: Bill O'Neal

Signature: 

Date: 10/21/16

- Special event application fee enclosed  
 Special event alcohol permit application section enclosed

Please, send completed application to:

City of Perry  
 Attn: City Clerk  
 P.O. Box 2030

**PERRY MAIN STREET PROMOTION COMMITTEE EVALUATION  
FOR DOWNTOWN EVENTS**

Event organizer or sponsoring organization: Perry Public Arts Commission	
Name of individual representing sponsor organization: Lindsay Bailey and Bill O'Neal	
Event title: 4 <sup>th</sup> Annual Perry Buzzard Drop	
Event date: Dec. 31, 2016	
Event hours: Start: 7 p.m.	End: 1 a.m.
Expected attendance: Participants:	Spectators: 2,500-3,500
<b>Event description:</b> New Year's Eve celebration with food, spirits and live music. Downtown businesses are invited to be open, but in the past only restaurants have stayed open during the event.	
Will downtown businesses be open during the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will event benefit the Perry community? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the event free to the public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will event have a negative impact on, or are there concerns about:</b> <ul style="list-style-type: none"> <li>• Public health, welfare and safety? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Surrounding businesses and residences? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Environment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Public access to streets, sidewalks and facilities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Potential conflicts with previously approved event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Frequency of same or similar events? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Ability of event organizer to achieve goals set forth for special events and previous history in facilitating special events? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>	
<b>The Perry Main Street Promotion Committee:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has no objection to the event</li> <li><input checked="" type="checkbox"/> Has no objection to the event and recommends City of Perry support for the event</li> <li><input type="checkbox"/> Has no objection to the event but recommends additional conditions for the event</li> <li><input type="checkbox"/> Objects to the event</li> </ul>	
<b>Recommendations for City support for the event, conditions for event organizer to meet as condition for approval or reasons for objection to the proposed event: None</b>	
Signature of Committee Chairman or Vice chairman: <i>Jamuntha R. Conington</i>	
Signature of Main Street Coordinator: <i>Colleen Egan</i>	Date: 10/19/16

## Office Use Only

<b>Date received:</b>
<input type="checkbox"/> <b>Special event application fee received</b>
<input type="checkbox"/> <b>Council approval for event received</b> <b>Council approval date:</b>
<input type="checkbox"/> <b>Proof of liability insurance coverage naming the City as additional insured received</b>
<input type="checkbox"/> <b>Proof of alcohol liability insurance coverage naming the City as additional insured received</b>
<input type="checkbox"/> <b>City staff will notify affected businesses, residents and utility holders if event is downtown</b>

## Signatures Required for Approval

<b>Police Department</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Fire and Emergency Services</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Public Works</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Other as needed</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>



Where Georgia comes together.

**City of Perry  
Police Department**

1207 Washington Street  
Post Office Box 2030  
Perry, Georgia 31069

**SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION**

1. **Date of Application:** October 20, 2016
2. **Organization Requesting Permit:** Perry Buzzard Drop/Perry Public Arts Commission
3. **Organization Address:** PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Bill O'Neal

Signature: \_\_\_\_\_

Cell Phone: 478.391.7778 Work/Phone: 478.987.1951

Email: bill@onealinsurance.net

5. **Name of Organization Serving Alcoholic Beverage:** Houston Lake Country Club  
\_\_\_\_\_
6. **Name of Alcoholic Beverage License Holder:** Byrd & Company LLC – Mark Byrd
7. **Permit Expiration Date:** December 31, 2016
8. **Description of Special Event:** Downtown New Year's Eve celebration.
9. **Location of Event:** Downtown Perry; Carroll Street on Courthouse lawn
10. **Estimated Number of Attendees:** 2500 to 3500
11. **Event Start Date & Time:** Saturday, December 31, 2016 at 7pm.

12. Event End Date & Time: Sunday, January 01, 2017 at 1am.

13. Number of Off-Duty Officers Requested: \_\_\_\_\_  
(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes x No \_\_\_\_\_

List of Notifications: Mailing will be sent to all downtown businesses and property owners two weeks prior to the event advising of street closures and times.

15. Citizen's Petition Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

16. Type of Beverages Licensed to be Served: (check all that apply)

- a. Malt Beverage (beer) by the drink x
- b. Wine by the drink x
- c. Distilled Liquor by the drink n/a

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid \_\_\_\_\_ Not Paid \_\_\_\_\_

NOTE: Will request waiver by City Council of fee

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Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Not Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

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Lee Gilmour, City Manager \_\_\_\_\_ Date: \_\_\_\_\_

Council Approval Date: \_\_\_\_\_