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AGENDA  
WORK SESSION  
OF THE PERRY CITY COUNCIL  
October 2, 2017  
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: James E. Faircloth, Jr.
  - 3a. Administration
    1. Discuss animal retention policy – Mr. L. Gilmour.
    2. Discussion of stormwater retention ponds – Mr. L. Gilmour.
    3. Discussion of timber processing proposal – Mr. L. Gilmour.
    4. Request to GDOT Commissioner – Mr. L. Gilmour.
    5. Consider special events coordinator position – Mr. L. Gilmour.
    6. Proposed job classification – Mr. L. Gilmour.
    7. Consider names for Third Street and Jaycees park sites – Mr. L. Gilmour.
    8. Consider plan for adding emergency generators to certain lift stations – Mr. L. Gilmour.
  - 3b. Leisure Services Department
    1. Review concept plans for Third Street park site and Jaycees site – Mr. K. Dye.
  - 3c. Police Department
    1. Discuss building security proposal for public safety building – Chief S. Lynn.
4. Other Business/Supplemental Agenda: Mayor James E. Faircloth, Jr.
  - 4a. Consider recreation trail projects – Mr. L. Gilmour.

5. Council Member Items:
6. Department Head Items:
7. Adjourn.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager *LG*  
DATE: September 25, 2017  
REFERENCE: Animal Retention Policy Amendments

You have had a chance to review the proposed changes to the animal retention policy outlined by FOPAS.

Reviewing the proposed changes:

1. Scanning for a microchip is fine. Euthanizing language is fine. Would not recommend any involvement from FOPAS when the animal is under the City's responsibility.
2. There should be no difference for City process no matter how the animal is acquired. FOPAS can advertise as an alternative since it has its own site.
3. No stray. Retain donations to FOPAS or any other person/group. Not clear what the licensing process is.
4. City should not be involved in the adoption process at all.
5. No objections to proposed change.
7. City not involved in adoption process at all.
8. Animals are donated. Should no longer be the liability of the City. No to licensed group.
9. No difference in process for the City obtained animals.

If you have any questions, contact me.

cc: Mr. D. Cosey



P.O. Box 2001 1026 Macon Rd. Perry, GA 31069 (478) 988-7854

***Our Mission: To offer refuge, medical care, nourishment, and an opportunity for a second life to injured, unwanted and abused animals.***

September 15, 2017

Mayor Faircloth  
City Council  
Mr. Lee Gilmour

Re: Animal Retention Policy

Lady and Gentlemen,

Please find enclosed both a draft retention policy and a redline version with changes to make this policy tenable, and reflect the responsibilities and policies that have been successful in saving the lives of homeless and surrendered pets in our community over the last 15 years.

I will be happy to address each change, either before Council in the Regular meeting scheduled (Agenda item 8c.3.) or in the work session Monday.

Sincerely,

A handwritten signature in black ink, appearing to read 'Davis Cosey', written in a cursive style.

Davis Cosey  
FOPAS, founder

**A RESOLUTION  
ESTABLISHING THE  
CITY OF PERRY  
ANIMAL RETENTION POLICY**

**WHEREAS**, the retention of animals that are the responsibility of the City needs to be clarified;

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PERRY HEREBY RESOLVES** that the City's policy for retention of animals is as follows:

1. Each animal coming to the City's care by City staff pick up or donation will be assessed by a veterinarian relative to its adoptability health. Animals with major medical issues will be euthanized.
2. Animals will be retained in the City's care for ten (10) calendar days.
3. Animals suitable for adoption at the end of ten (10) days can be donated to FOPAS or any other group interested in adopting. Any animal not accepted for adoption will be subject to euthanizing depending on available space.
4. The City will not handle any adoptions.
5. When in City care, each animal will be given basic medical and care support.
6. The City will act as a go-between for any spay/neutering grants, programs, etc. if advantageous to the adoption process. The City shall not fund any adoption costs.
7. The City shall not transport any animals for adoption purposes.
8. Animals donated to any group/person shall no longer be the responsibility of the City.
9. No animals shall be transported or given for transport for adoption during the ten (10) day City custody period.

**SO RESOLVED**, this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

CITY OF PERRY

By: \_\_\_\_\_  
JAMES E. FAIRCLOTH, JR., MAYOR

City Seal

Attest: \_\_\_\_\_  
ANNIE WARREN, CITY CLERK

1. Each animal coming to the City's care by City staff pickup or donation will be scanned for microchip or identifying markings and assessed by a veterinarian relative to its adoptability health. Animals with major fatal medical issues or a condition deemed by the veterinarian to be the most humane option will be euthanized. Injuries and ailments requiring non-routine treatments will be funded by FOPAS or other sources and not charged to the City's account.
2. Stray Animals will be retained in the City's care for ten (10) calendar days. Owner surrendered animals will be assessed and available for adoption or transfer as soon as practicable and vetted to requirements.
3. Stray Animals suitable for adoption at the end of ten (10) days can be ~~donated~~ transferred to FOPAS or any licensed group interested in adopting. Any animal not accepted for adoption will be subject to euthanizing depending on available space.
4. The City will ~~not handle any~~ assist FOPAS by handling adoptions of eligible animals housed at the Animal Shelter.
5. When in City care, each animal will be given basic medical and care support including preventative inoculations and medications for diseases which impact shelter health as determined by the assessing veterinarian and Animal Control.
6. The City will act as a go-between for any spay-neutering grants, programs etc. if advantageous to the adoption process. The City shall not fund any adoption costs.
7. The City shall not transport any animals for adoption purposes, other than to the veterinarian, FOPAS adoption center or other groups as decided by Animal Control.
8. Animals ~~donated~~ transferred to any licensed group ~~person~~ or adopted shall no longer be the responsibility of the City
9. No stray animals shall be transported or given transport for adoption during the ten (10) day City custody period.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council

FROM: Lee Gilmour, City Manager *LG*

DATE: June 1, 2017

REFERENCE: Animal Care Program

Attached is a copy of Chief Lynn's 4/24/17 outline of the animal care program based on the current process. Reviewing this document, the Administration proposes the following adjustments.

1. Each animal coming to the City's care by City staff pick up or donation will be assessed by a veterinarian relative to its adoptability health. Animals with major medical issues will be euthanized.
2. Animals will be retained in the City's care for two (2) calendar weeks.
3. Animals suitable for adoption at the end of two (2) weeks will be donated to FOPAS. Any animal not accepted by FOPAS will be subject to euthanizing depending on available space.
4. The City will not handle any adoptions.
5. When in City care, each animal will be given basic medical and care support.
6. The City will act as a go-between for any spay/neutering grants, programs, etc. if advantageous to the adoption process. The City shall not fund any adoption costs.
7. The City shall not transport any animals for adoption purposes, other than the original transfer to FOPAS.
8. Animals donated to FOPAS shall be FOPAS animals and no longer the responsibility of the City.
9. No animals shall be transported or given for transport for adoption during the two (2) week City custody period.

10. The City shall not house any of the animals it is responsible for in the outdoor housing area.
11. The City shall offer housing, subject to available space, including the outdoor housing for animals picked up or donated to the Houston County Board of Commissioners, subject to the execution of an intergovernmental agreement. It is anticipated the daily rate for FY2018 would be \$8.20/day.

This will be discussed at your June 5, 2017 work session.

cc: Chief S. Lynn  
Mr. D. Cosey, FOPAS



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager *LG*  
DATE: September 22, 2017  
REFERENCE: Stormwater Retention Ponds

The City is required to perform more tasks as part of the MS4 designation for stormwater management. The City Attorney has prepared an agreement for owners to execute to maintain retention ponds. It is the City Attorney's recommendation the ponds stay in private hands. Currently the City maintains twenty four (24) retention ponds that serve subdivisions.

Understanding the possible liability, the Administration recommends the retention ponds serving subdivisions be titled to the City. I believe the City has some exposure since it maintains the ponds; some of the owners are not legal corporations that have any assets and ultimately the residents will be pleading with Council for assistance.

This will be discussed at your October 2, 2017 work session.

cc: Mr. M. Hulbert  
Ms. S. Nottingham



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager *LG*  
DATE: September 22, 2017  
REFERENCE: Timber Processing Proposal

At your August 17, 2017 work session, Twin Rivers Land and Timber, Inc. requested use of City property for a wood collection/grinding operation.

The process would be a service to local businesses and industries. Attached is a copy of Mr. Crosby's response to my questions. This service appears to be unique.

The Administration recommends Council approve leasing a portion of City property to Twin Rivers Land and Timber, Inc. (Lessee) subject to:

1. Access to approximately five (5) acres would be Big Indian Creek Drive.
2. Lessee is responsible for obtaining any environmental/regulatory permits, etc. required for proposed operation.
3. Activity is limited to those tasks outlined in Mr. Crosby's August 1, 2017 email.
4. Lessee would be required to have and provide proof of standard insurance coverage naming the City as a covered party.
5. Lessee would be responsible for securing the site.
6. Lessee remits \$150.00/month to the City for use of City property.
7. Provide a lease for five (5) one year periods with usual termination process.
8. Operation shall be conducted as outlined in Mr. Crosby's attached description.

If you have any questions, please contact me. This will be discussed at your October 2, 2017 work session.

cc: Mr. C. Crosby



TWIN RIVERS LAND AND TIMBER, INC

905 Ball Street P.O. Box 968 Perry, Georgia 31069

229-326-1897 229-326-0560

[twinriverstimber@yahoo.com](mailto:twinriverstimber@yahoo.com)

Dear Mr. Gilmore,

Please see the answers to your questions below:

- Estimated number of trucks per day entering site.
  - 8-10 mid-size trucks/4 ton trucks
  - 8 tractor trailers daily during loading times. Loading times at this site will be approx. every other month.
- How often will the site be manned?
  - 1 week per month a TRLT employee will be on site to load trailers
- Power source for grinder/equipment
  - Diesel powered horizontal grinder
  - Diesel powered tractor/loader
  - Diesel powered conveyor
- How often would material be shipped out?
  - 1 week, every other month
- What would be done with remaining debris?
  - There will be no excess debris after grinding/hauling
- How would the site be secured?
  - Cable and lock
  - Posted signs
- Would there be any night operations?
  - No

-Would all material already be chipped or ground? If so, who does it?

- Material will be delivered in chipped form from tree surgeon services. However, a grinder will be available at a cost for larger debris. Grinding services will be performed by a TRLT contracted grinding company. This process will be scheduled at the corresponding times of grinding at the Interfor mill site in Perry.

Please let me know if any more information is needed.

Sincerely,

Clay Crosby, CEO

TWIN RIVERS LAND AND TIMBER, INC



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager <sup>19</sup>  
DATE: September 21, 2017  
RE: Request to GDOT Commissioner

Attached is a copy of Mr. Peek's September 20, 2017 email and the suggested route adjustments. The Administration recommends proceeding as suggested.

## Lee Gilmour

---

**From:** Peek, Tyler <tpeek@dot.ga.gov>  
**Sent:** Wednesday, September 20, 2017 7:34 AM  
**To:** lee.gilmour@perry-ga.gov  
**Cc:** Presley, Michael; Smith, Adam  
**Subject:** FW: Rerouting of US 341  
**Attachments:** Perry SR Labeled(proposed)\_updated.pdf

Lee,

Attached is a modified version of the US 341 rerouting based on the City's request to remove any part of US 341 and SR 11 from the downtown area. As I mentioned earlier, I believe it would be necessary to keep SR 7, US 41, and SR 127 as they are due to route continuity. Please let me know if you have questions. If desired, you're welcome to include this sketch/layout in the City's formal request to the GDOT Commissioner.

Please copy us on any correspondence to the Commissioner regarding the route changes.

**Tyler Peek, P.E.**  
District Traffic Engineer  
GDOT District Three – Thomaston  
706.646.7591 (office)

**From:** Lee Gilmour [<mailto:lee.gilmour@perry-ga.gov>]  
**Sent:** Tuesday, September 19, 2017 9:06 AM  
**To:** Peek, Tyler <tpeek@dot.ga.gov>  
**Subject:** RE: Rerouting of US 341

Thanks.

Lee

**From:** Peek, Tyler [<mailto:tpeek@dot.ga.gov>]  
**Sent:** Tuesday, September 19, 2017 8:52 AM  
**To:** [lee.gilmour@perry-ga.gov](mailto:lee.gilmour@perry-ga.gov)  
**Subject:** RE: Rerouting of US 341

Lee,

I've checked with some colleagues in Atlanta about this request. The process for requesting removal of a portion of the State Route system requires a formal request from the local government to the GDOT Commissioner. That begins the process of evaluating the feasibility of the request and confirmation that it allows for continuity of the State Route system. Additionally, since this involves a US route, the Federal Highway Administration will have to approve this as well. I will sketch up something that shows proposed route changes given the desire of the City to remove US 341 from the downtown area.

## Tyler Peek, P.E.

District Traffic Engineer  
GDOT District Three – Thomaston  
706.646.7591 (office)

**From:** Lee Gilmour [<mailto:lee.gilmour@perry-ga.gov>]

**Sent:** Wednesday, September 06, 2017 11:05 AM

**To:** Peek, Tyler <[tpeek@dot.ga.gov](mailto:tpeek@dot.ga.gov)>

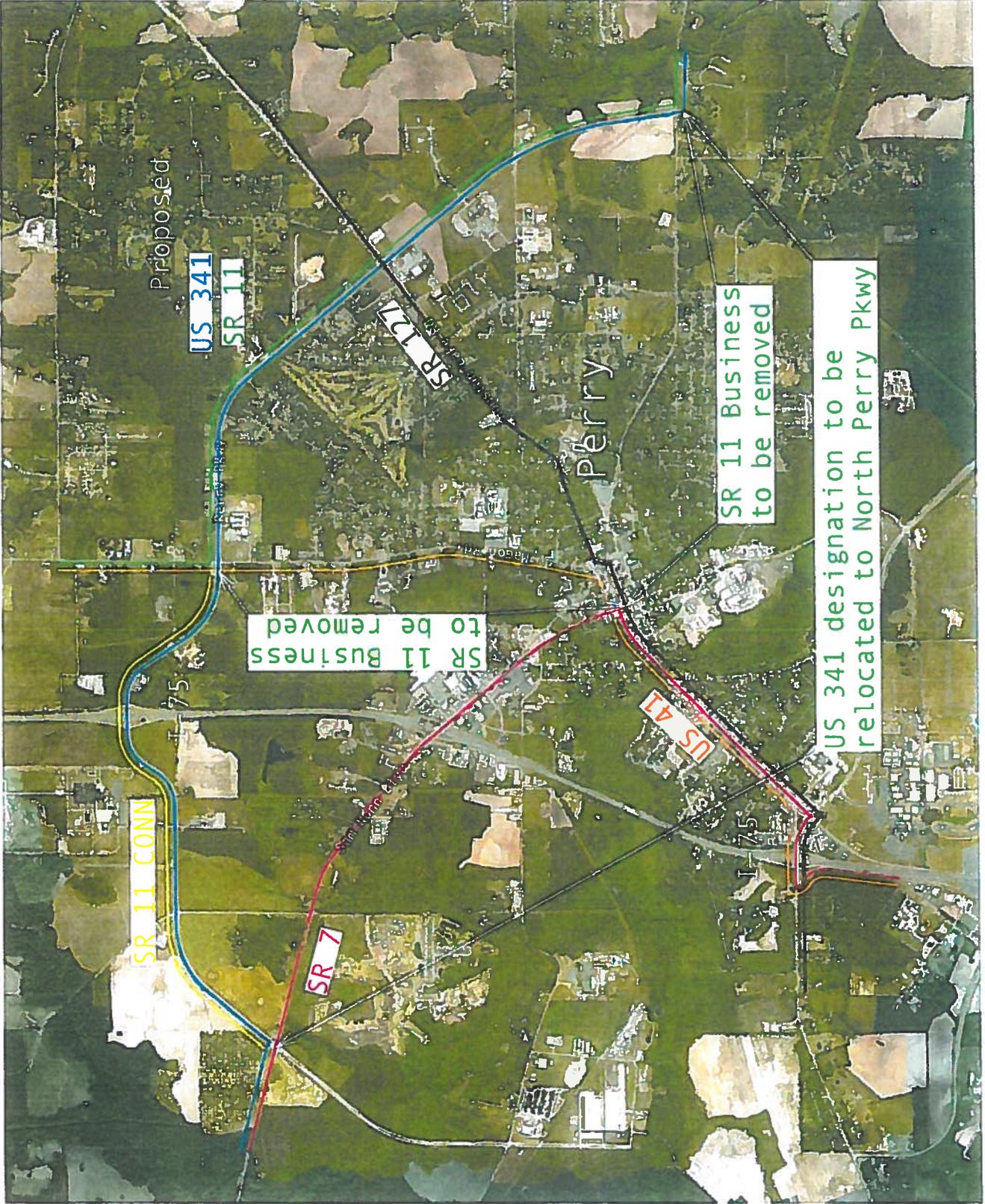
**Subject:** Rerouting of US 341

Mr. Peek

The Perry City Council at its 9.5.17 pre-council meeting endorsed the Department's proposal to shift US 341 in Perry to Perry Parkway. The Council appreciates your assistance. Additionally, the Council requests that instead of shifting the route of US 341 Bus in town that the streets be shifted to the City and removed from the federal/state system. If you have any questions or comments please contact me.

Lee Gilmour  
City Manager

**Roadway fatalities in Georgia are up 33% in two years.** That's an average of four deaths every single day! Many of these deaths are preventable and related to driver behavior: distracted or impaired driving, driving too fast for conditions, and/or failure to wear a seatbelt. Pledge to **DRIVE ALERT ARRIVE ALIVE** Buckle up – Stay off the phone and mobile devices – Drive alert. Visit [www.dot.ga.gov/DAAA](http://www.dot.ga.gov/DAAA) #ArriveAliveGA



Proposed

US 341

SR 11

SR 127

Perry

SR 11 Business to be removed

SR 11 Business to be removed

US 341 designation to be relocated to North Perry Pkwy

SR 11 CONN

SR 7

SR 41



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager *LG*  
DATE: September 21, 2017  
REFERENCE: Special Events Coordinator

The City is becoming more involved in assisting or conducting special events. Examples are Perry Music Festival and the Buzzard Drop. Additionally, events over time will need City assistance, such as tailgating, downtown movies and the Christmas parade.

Each of these events brings visitors to the City. The Administration recommends Council approve establishing a part-time special events coordinator. It would be funded from the Hotel/Motel Tax Special Revenue Fund.

cc: Mr. K. Dye  
Mr. R. Smith



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council

FROM: Lee Gilmour, City Manager *LG*

DATE: September 20, 2017

REFERENCE: Proposed Job Classification

Attached is the proposed job description for the position of Assistant City Manager. This follows up on our previous discussions. The pay range would be \$83,085-\$133,040.

The person you select for this position will be trained and given the experience to be City Manager for Perry. Primary duties will be to analyze, schedule and assist operations of the line organizations of Public Works and Leisure Services. Directly reporting to this person would be Customer Service and the Landscape Manager and other positions so designated by you.

Training and career advancement and job performance will be the major focus for employees. Service contracts and capital projects will also be a responsibility.

## **Assistant City Manager**

### Summary

Assist department heads in the effective management of their departments. Act as department head when needed. Maintain, evaluate and advise City contracted services. Assist in developing training/promotion programs for employees. Maintain and recommend adjustments to operation and capital budgets.

### Examples of Tasks

- Assist departments in preparation of operation and capital budget requests.
- Analyze and recommend improvements in line department operations.
- Review and recommend changes in job classifications as market demands.
- Develop and maintain employee training programs and compliance with career track process.
- Monitor and recommend changes to line services contractual services.
- Analyze and recommend contract services additions, charges and cancellations.
- Supervise, train and evaluate assigned functions.
- Prepare and make public presentations as directed.
- Head task groups as assigned.
- Perform other duties as requested by City Manager, Mayor or Council.

### Knowledge Required for Classification

- Knowledge of best management practices for public budgeting, accounting, reporting and auditing.
- Knowledge of best management practices of public employee classification systems.
- Able to analyze and provide alternatives to operational and planning issues.
- Able to effectively communicate training and operations to line staff.
- Familiar with local government legal powers, role and functions.
- Knowledge of best management practices for line organizations.

### Supervisory Control

Reports to City Manager. Serves at the pleasure of Mayor/Council.

### Physical Demands

Class F criteria job demand.

### Work Environment

Standard office with some outdoor inspections/investigations/meetings. Night work and occasional weekends.

### Supervisory and Management Responsibilities

Supervise, monitor, train and evaluate assigned employees. Head assigned task groups.

### Minimum Qualifications

- Bachelor's degree from an accredited college or university in related area.
- Preference for Master's in Business Administration or Public Administration.
- Ability to effectively communicate in verbal and written mediums.
- Minimum four (4) years' experience as department head of line organization, assistant city manager or city/county manager.
- Employment history of progressively professional management experience.
- Ability to analyze and plan alternatives to address issues.
- Ability to relocate and reside in corporate limits of City of Perry.
- Effective public speaker and presenter.
- Familiar with basic contract management.
- Familiar with construction project management.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager  
DATE: September 19, 2017  
REFERENCE: Naming of Park Projects

Following up on your September 18, 2017 discussion, the Administration, while thanking and appreciating social media responses, recommends the following names:

| <u>Site</u>  | <u>Proposed Name</u> |
|--------------|----------------------|
| Third Street | Serenity Park        |
| Jaycees Site | Legacy Park          |

Please be ready to decide at your October 3, 2017 meeting.



September 13, 2017

Mr. Gilmour  
City of Perry  
City Manager

RE: Lift Station Emergency Generators priority list

Dear Mr. Gilmour:

Per your request, I have met with my staff to discuss a priority list for which lift stations need emergency generators. Please see list below. All lift stations not listed below already have generators or have a capacity of 24 hours or more.

- Bear Branch Rd L/S capacity 1 hour
- Hwy 41 N L/S capacity 1.5 hours
- Valley Dr L/S capacity 2 hours
- Wooden Eagle L/S capacity 4 hours, does not have SCADA
- Wind River L/S capacity 6 hours, does not have SCADA

Thanks

Should you have any questions or need additional information, please contact me at 478-952-3422

Sincerely,  
Ryan Bode  
Project Manager



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**OFFICE OF THE CITY MANAGER**  
**MEMORANDUM**

TO: Mayor/Council  
FROM: Lee Gilmour, City Manager  
DATE: September 5, 2017  
REFERENCE: Police Security Proposal

Attached is a copy of Chief Lynn's August 9, 2017 memo requesting security systems be installed at the Public Safety Building. The improvements have three (3) parts.

- A. Municipal Courtroom/building operations
- B. Chief's office
- C. Municipal Court's operations office

Currently all are open to the public except A on court days. The estimated costs are:

- A. \$15,000
- B. \$10,300
- C. \$10,300

Sample pictures are also enclosed.

The Administration recommends proceeding with A and not doing B and C. Conditions do not warrant the public's perception of closing off the Chief and Municipal Court from daily contact.

cc: Chief S. Lynn



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**PERRY POLICE DEPARTMENT**  
**Stephen D. Lynn, Chief of Police**

**TO:** Lee Gilmour, City Manager  
**FROM:** Chief Steve Lynn  
**DATE:** August 9, 2017  
**SUBJECT:** **REQUEST FOR PROPOSAL – PPD SECURITY UPGRADES**

I am seeking approval to develop and submit a Request for Proposal to upgrade the security of the Perry Police Department. We have had several conversations over a period of months and have developed a plan that I believe will enhance the security of the building without incurring unnecessary costs.

The initial estimates that we received were almost \$90k. We have revised the scope of work and believe that the costs will now be less than one-third of that.

Under our revised plan, all visitors will enter the police building through the main entrance. Both the Court Clerk's office and the Chief's office will have a walk-up window that is accessible from the lobby. Transactions will be handled through these secure windows.

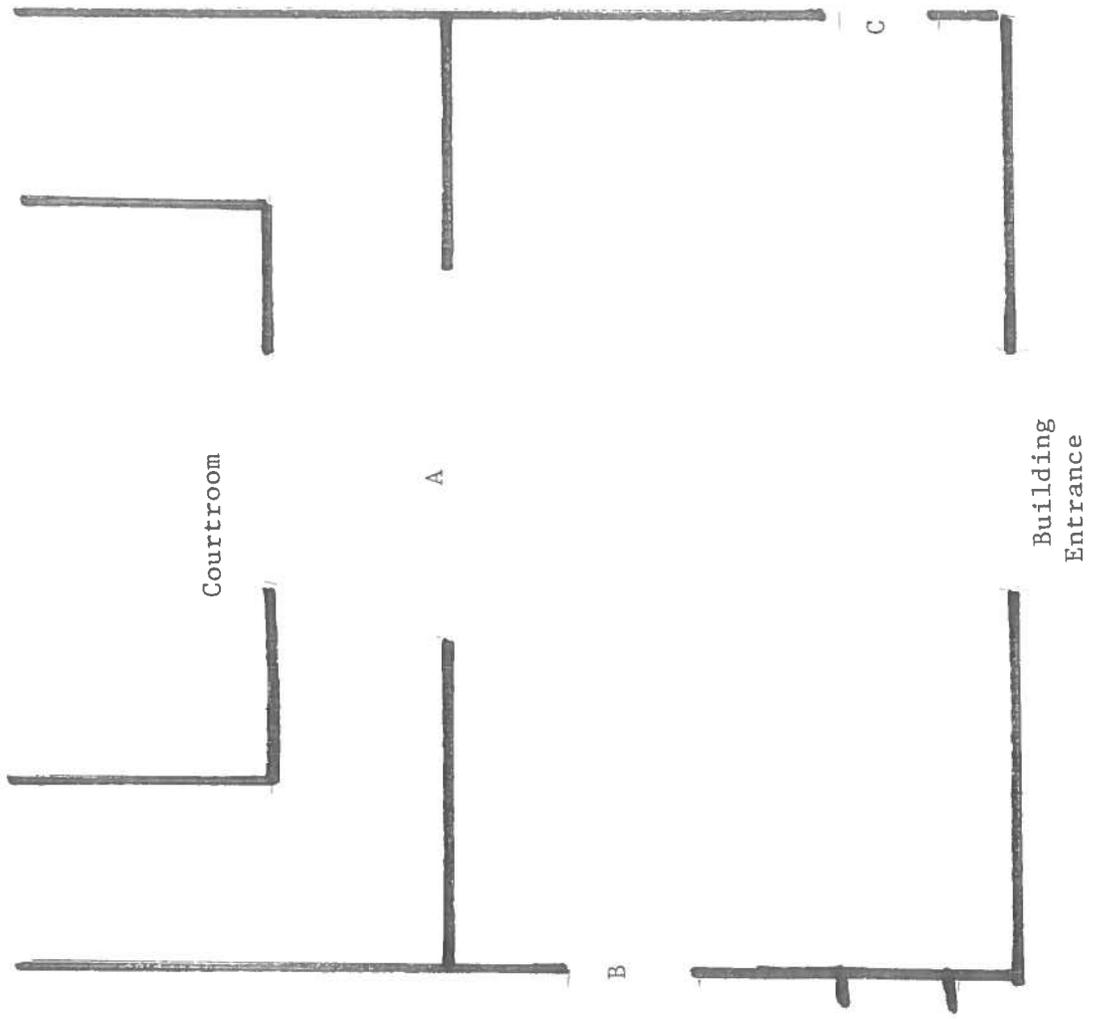
The first opening inside the lobby will be outfitted with a door that will limit access to the remainder of the building. Anyone needing access past this point will be escorted. By making a single point of access, we are limiting the cost of adding several secured entrances.

While this is not ideal, given the layout and age of the building, I believe that it will serve our needs. Obviously, the RFP will go into greater detail.

Please let me know should you have any questions.

Public Safety Building

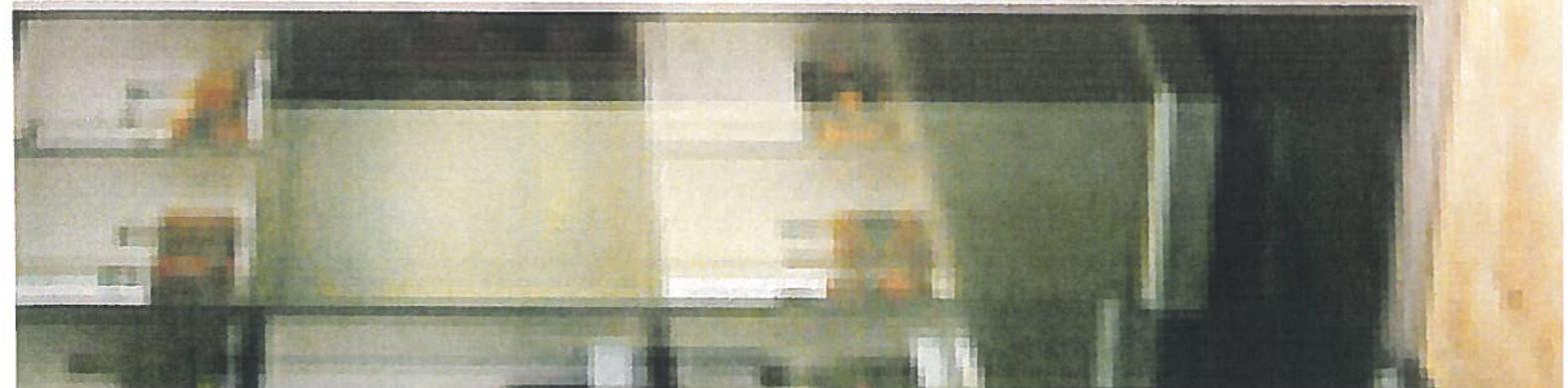
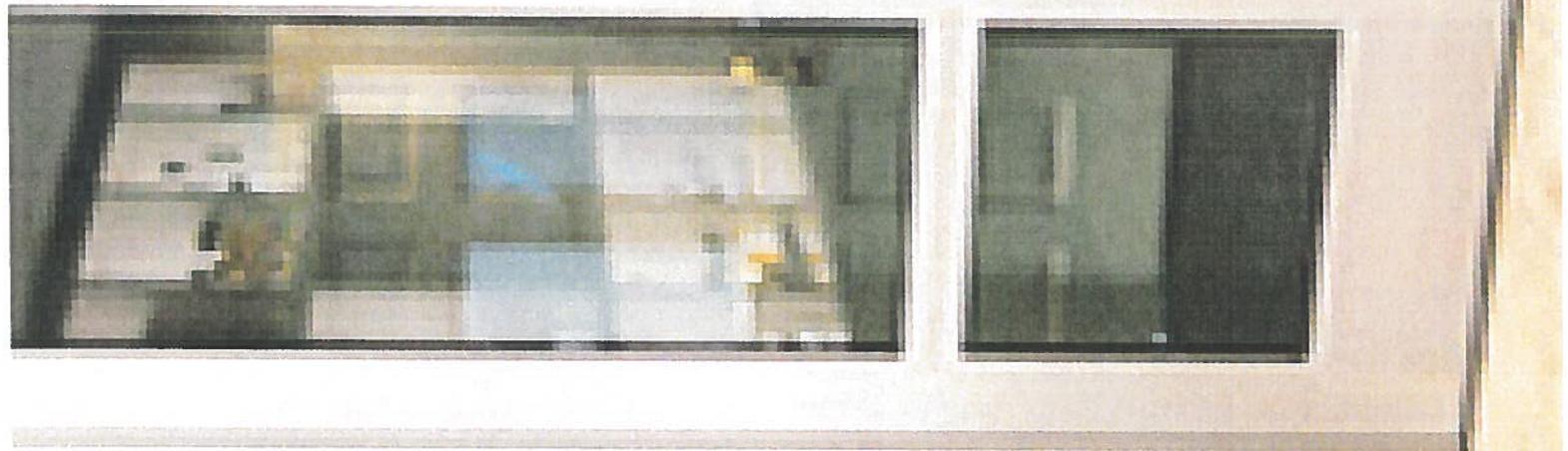
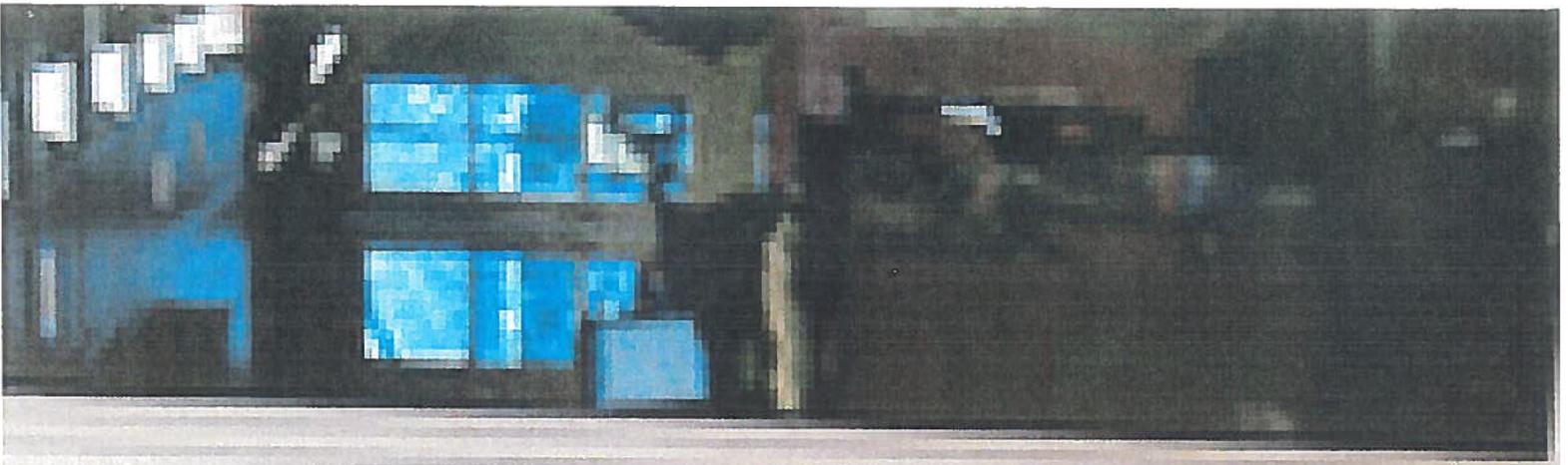
Perry Police Department

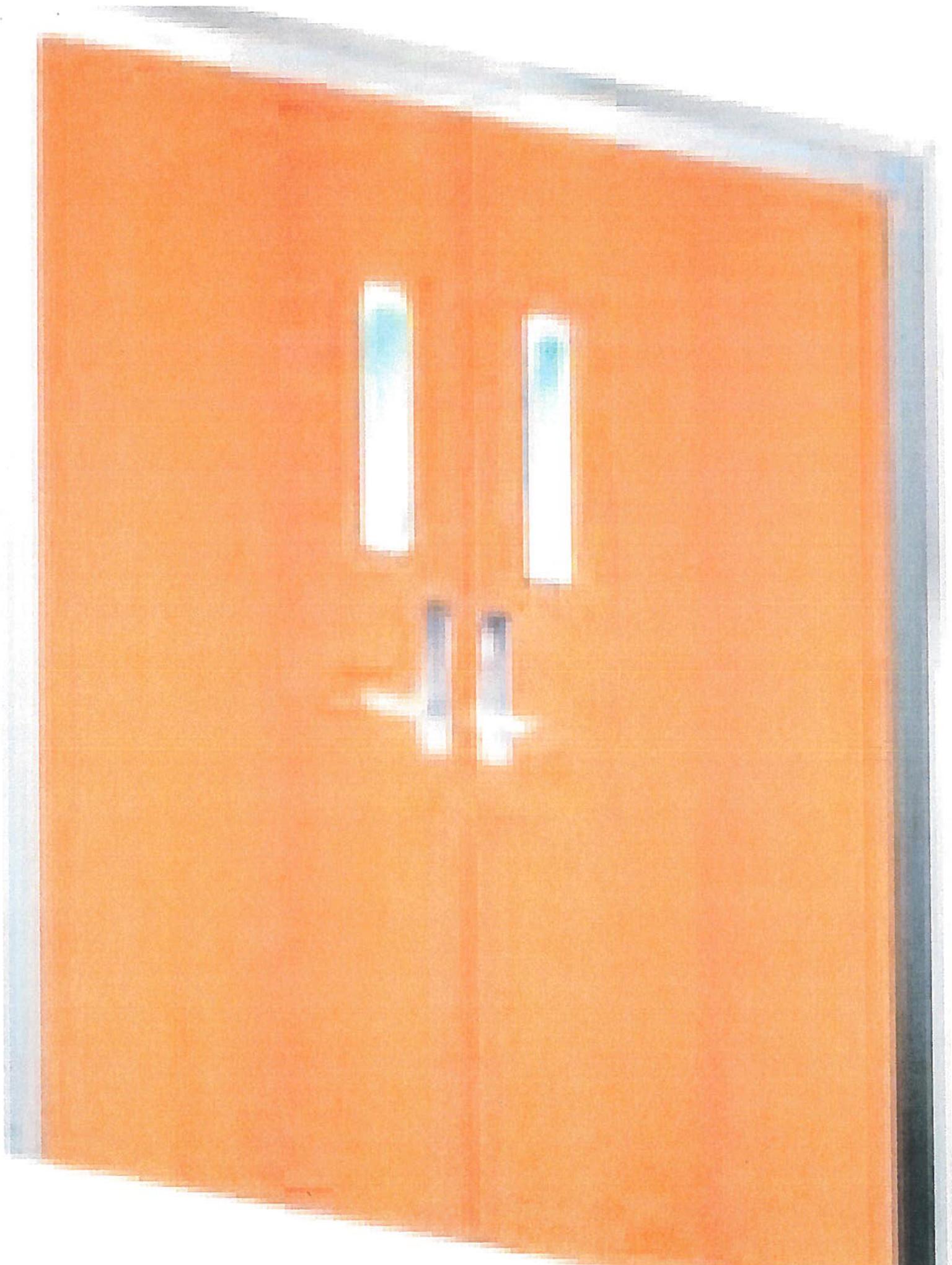




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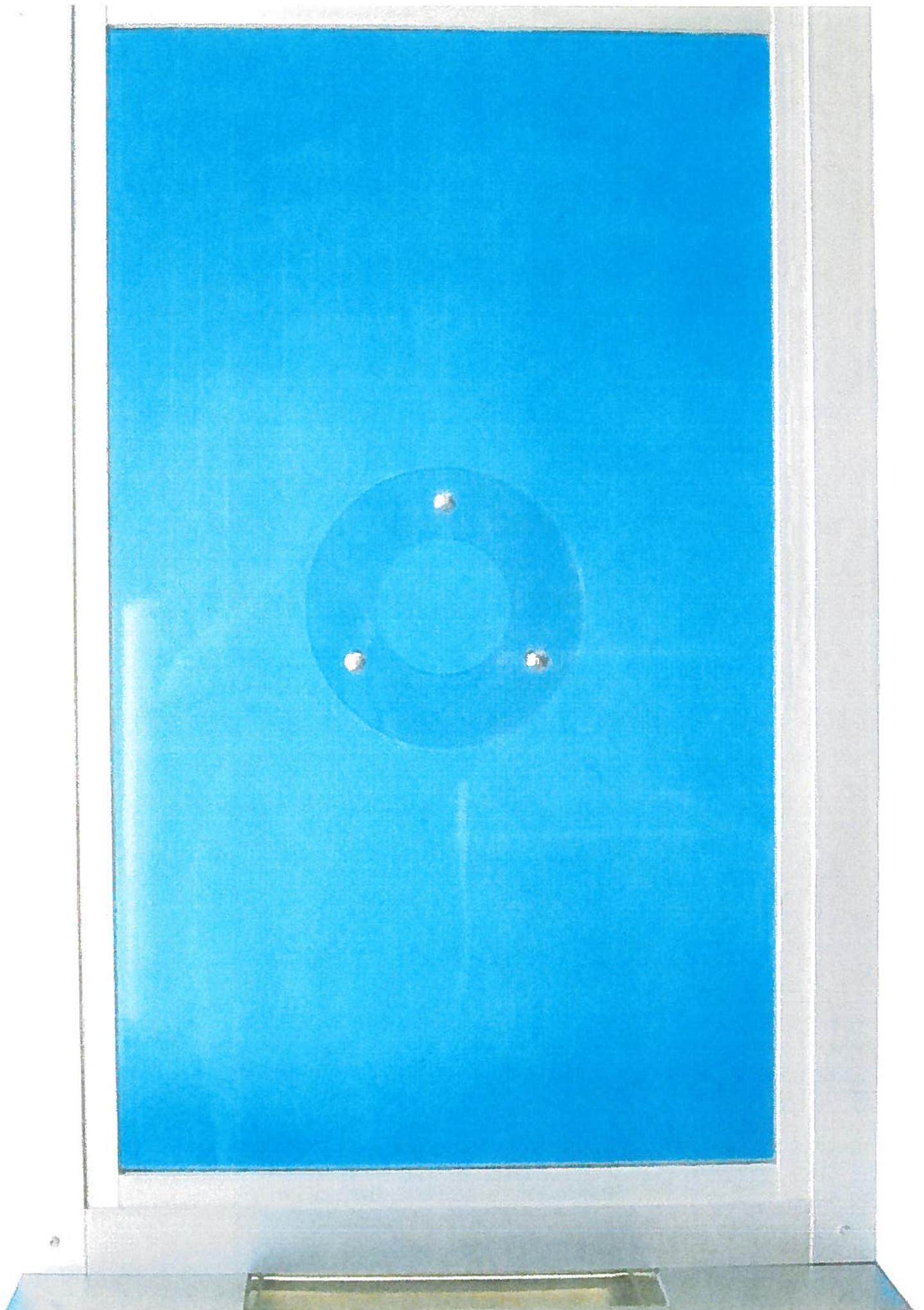


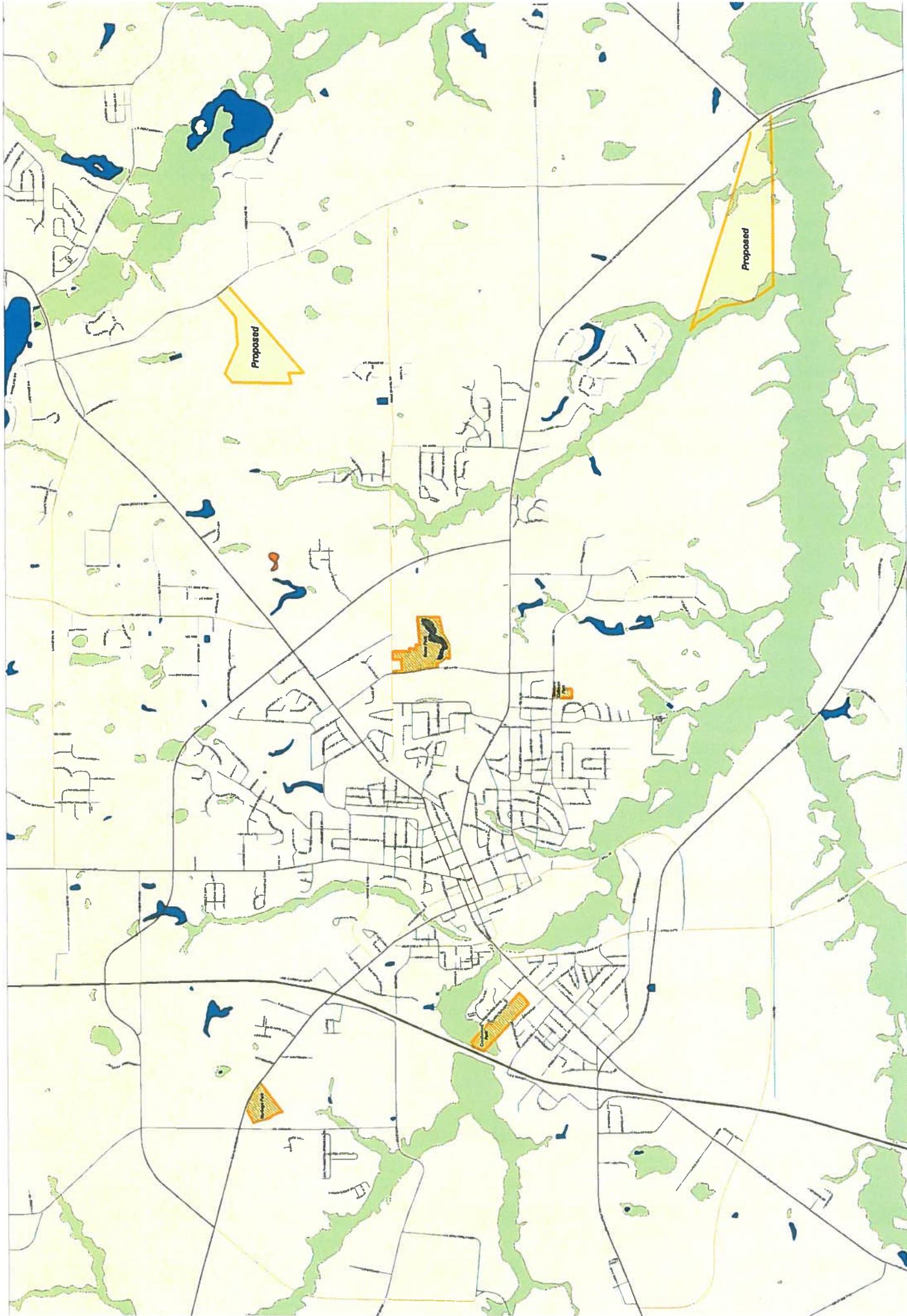
MUNICIPAL COURT

OPEN  
COME IN

NO SMOKING

DISCOVER  
MAY 2015  
VISA



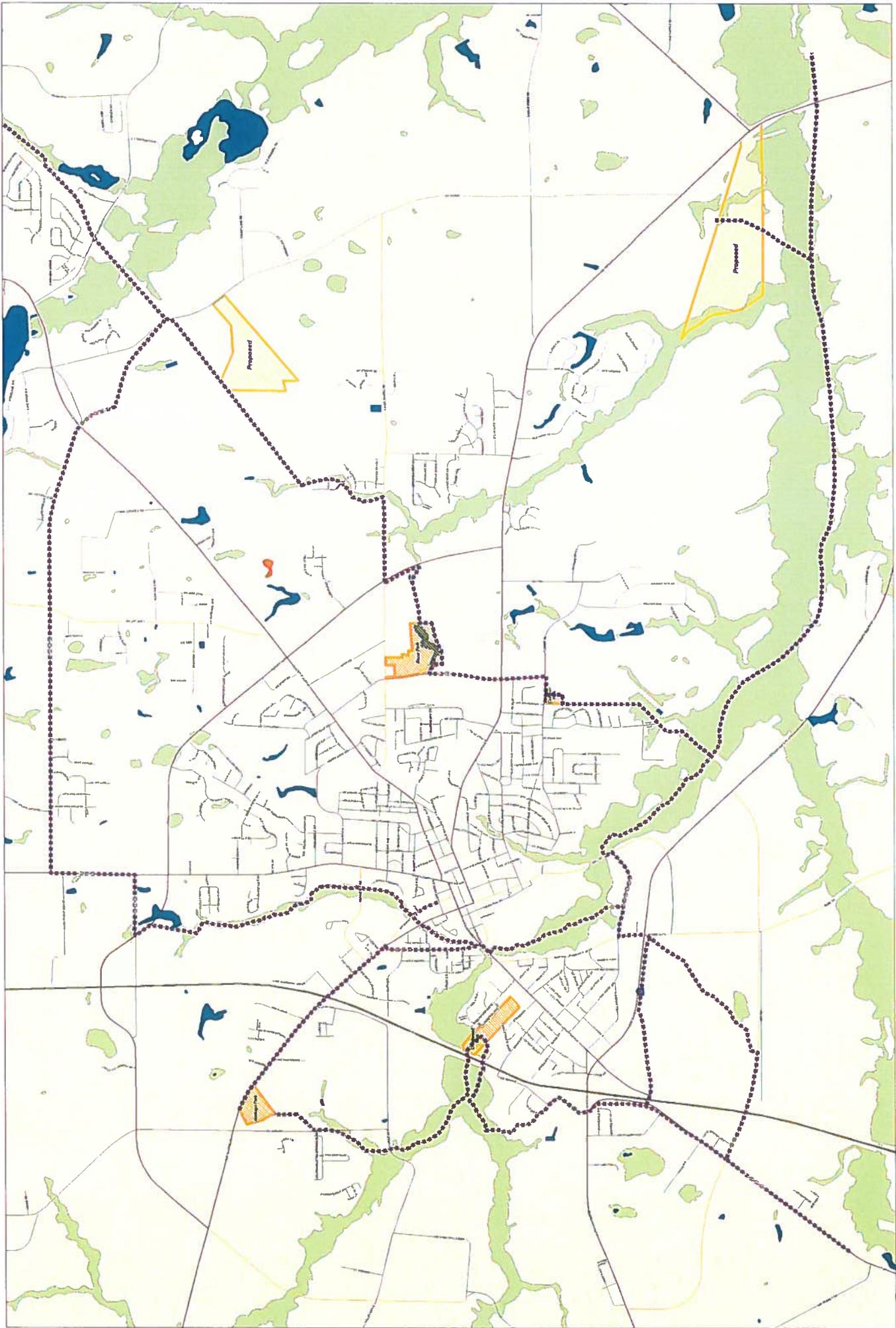


Destination Parks

1 inch = 1,000 feet



100 Perry Parkway, Columbus, Georgia 31906



**Legend**  
 - - - - - Walking/Trails  
 Perry Parks  
 Selected Parcels

1 inch = 1,000 feet



City of Perry Planned Multi-Use Trails

