Draft Council Agenda January 21, 2020
Council's Chamber
5:30 p m

Mayor Officially Opens Meeting

Opening Prayer Led by Councilman - **Bibb**
Pledge of Allegiance by Councilman - **Curtis**

Mayor Calls Meeting to Order:

Adoption of the Agenda: Motion –
Second –

Proclamations/Awards/Presentations:

- Proclamation for the Kiwanas Club
- Presentation for the EV Charging Station - Middle Georgia Clean Air Coalition and Flint Energies
- Service Awards -

1. Approval of Minutes from Regular Meeting of January 06, 2020 – **Lee**
2. Purchasing Bids – **Lauritsen**
3. Ordinance – Amendment to Chapter 6 / Building Codes – **Holmes**
4. Ordinance – Amendment to Chapter 14, Section 152 / Speed zones – **Curtis**
5. Ordinance /Annexation – Richard L. and Gracie I. Russell request the annexation of 1205 S Houston Lake Road totaling 0.91 acres from the zoning of C-2[General Commercial District] [County] to the zoning of C-2[General Commercial District] [City] – **Lashley**
6. Motion - Home Occupation Permits Approvals – **Bibb**
7. Resolution – Memorandum of Agreement 2020 LMIG - **Lauritsen**
8. Resolution - Houston County Family Connection Partnership 2020 –**Lee**
9. Motion - Appointments to the Downtown Development Authority of the City of Warner Robins – **Holmes**
10. Motion – Appointment of Mayor Pro Tem – **Lashley**
11. Motion - Appointment of Municipal Court Judges – **Bibb**
12. Ordinance – Unrestricted Gas Fund Transfer to cover Repair of the Damages to High Pressure Gas Main due to Norfolk Southern Train Derailment in October 2019 – **Curtis**

The City of Warner Robins is endeavoring to be in total compliance with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at the council meeting please contact the ADA Coordinator, Sherri Windham, at (478) 302-5518 or swindham@wrga.gov as far in advance of the council meeting as possible. Persons with hearing disabilities can contact the City through the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.

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13. Discussion – Municipal Court Renovation – **Lashley**

Citizens Comments
Council Comments
Mayor's Comments
Adjourn

Formal Public Comment – Speaker Protocol

The City of Warner Robins has identified this portion of the meeting to allow individuals an opportunity to formally address specific item(s) on the agenda for this meeting. The Mayor will recognize the speaker at the appropriate time and ask him/her to come forward to the podium. The City Council members may ask the speaker questions and/or engage in dialogue if they choose, but the speaker should not have an expectation that a question and answer format will occur. During this public comment section, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

Informal Public Comment – City Council Agenda Protocol

The City of Warner Robins believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment may do so during the Informal Public Comment period of the meeting. These rules will govern; if silent, most recent edition of Robert's Rules of Order shall apply. Elected officials shall preserve order and decorum. City officials or employees shall not respond to questions posed during a meeting. Citizens shall conduct themselves with propriety and decorum. Unauthorized remarks from the audience, stamping of the feet, whistles, yells, and similar demonstrations shall not be permitted. Placards, banners, signs, pamphlets, flyers, or political materials shall not be permitted in the council chambers or conference room, general comments will be received. Persons are urged to limit comments to topics relevant to the operations or business of the City. During the public comment sections of a council meeting, persons shall be permitted to speak for three (3) minutes. When that time period has expired, the mayor shall direct the person speaking to cease. A second request from the mayor to cease speaking shall be cause for the removal of the speaker. Any person making personal, impertinent, profane, or slanderous remarks, or who becomes boisterous while addressing the city council or who otherwise violates any of the above-mentioned rules while attending a council meeting shall be removed from the room at the direction of the mayor, and the person shall be barred from further audience before the council during that meeting. If the mayor fails to act, any member of the council may move to require the mayor to act. If so directed by the mayor or an affirmative vote of the majority of the council, the offending person shall be removed.

Placement on the Agenda

Warner Robins requires that any person who wishes to place a subject on the agenda shall advise the City Clerk's Office and the specified subject matter which he or she desires to place on the agenda no later than 5:00 p.m. on the Wednesday prior to the council meeting. Every member of the public will be given an opportunity to be placed on the agenda once every six (6) months. The request can be done in person, regular mail, fax or e-mail. The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Clerk, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the request to be placed on the agenda does not entitle the speaker to be added to the agenda.

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Action Item #: 1

City of Warner Robins
City Council Meeting
Minutes

Monday, January 06, 2020 **5:30 PM** **Council Chambers**

Regular Meeting of Warner Robins City Council

Presiding: Mayor Randy Toms

City Officials Present:

Councilman Daron Lee
Councilman Charlie Bibb
Councilman Keith Lauritsen
Councilman Kevin Lashley
Councilman Clifford Holmes
Councilman Larry Curtis

Opening Prayer: Mayor Randy Toms
Pledge of Allegiance: Councilman Lee

The Honorable Superior Court Judge Edward D. Lukemire administered the Oath of Office and swearing in of Councilman Charlie Bibb, Councilman Kevin Lashley and Councilman Larry Curtis.

Call to Order: 5:42 p.m.

Adoption of the Agenda: Councilman Lee moved to adopt the agenda with the addition of action item #4 "Motion to Approve Sewer Availability Mick Driggers Property". Councilman Holmes seconds the motion. Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for adoption of the agenda.

Presentation of Proclamations/Awards: None.

Action Items:

Action Item 1	Presentation of Minutes
The minutes of the regular meeting of December 16, 2019 were presented for approval.	
Motion:	Councilman Lauritsen moved for the approval of the minutes for regular meeting of Monday, December 16, 2020
Second:	Councilman Lashley
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

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Action Item #: 1

Action Item 2	Purchasing Coversheet
Purchasing Bid List items, attached hereto, were presented for approval.	
Motion:	Councilman Holmes presented and moved for the approval of the Purchasing Bid Coversheet. Items one through eight.
Second:	Councilman Curtis.
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 3	Resolution – Agreement City Promotions/Fourth of July Celebration
A Resolution of Mayor and Council of the City of Warner Robins authorizing the Mayor to execute an agreement with Hubbub Productions, Inc. at a cost of $8,000 to provide consulting services for the 2020 independence Day Celebration. This expenditure shall be charged to account 18 52322 City Promotion/4th of July Celebration.	
Motion:	Councilman Curtis moved for the approval of this motion.
Second:	Councilman Holmes
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 4	Motion – Sewer Availability/Mick Driggers Property/Highway 96
A motion to approve sewer services for Tract 11 A, containing 2.05 acres, East of Old Perry Road and West of Hwy 247 on the North side of Hwy 96, Bonaire, Georgia, owned by Driggers Properties, LLC, as shown on a plat of survey recorded in Plat Book 75, Page 163, Houston Superior Court.	
Motion:	Councilman Lashley moved for the approval of the motion.
Second:	Councilman Bibb.
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Pre-Council Comments regarding agenda items: None

Citizen Comments: Karen Sisk, Ansel Peck, Rita Simons, Keith Sentak, Rutha Jackson, John Jackson and Miranda Britt

Adjournment: 6:17 p.m.

Next Regular Council Meeting: Tuesday, January 21, 2020

Kim A. Demoonie
Acting City Clerk

DRAFT

Action Item #: 1

CITY OF WARNER ROBINS, GEORGIA

COUNCIL DATE: January 06, 2020

REVISED

WRITTEN REQUESTS HAVE BEEN SUBMITTED BY THE CITY DEPARTMENTS FOR THE FOLLOWING ITEMS. THE PURCHASING DEPARTMENT RECOMMENDS THE FOLLOWING ITEMS BE ACQUIRED. BY APPROVAL, AUTHORITY IS GIVEN FOR SUPPORTING CONTRACTS TO BE EXECUTED IN ACCORDANCE WITH APPLICABLE PROVISIONS OF THE CITY CODE: (Bid tabulations are attached)

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
1) Dresser / Roots & American Gas Meters ANNUAL CONTRACT Bid No.: U-4272	Jakoby-Cor, LLC Leeds, AL	$52,118.00 Estimated **See attachment #1**	54-54070 / $46,660.00 Remaining UTILITIES / Gas – Meter Project	Contract period: February 1, 2020 – January 31, 2021 Ordered on an as needed basis throughout the year.
2) Test and/or Repair Gas Meters ANNUAL CONTRACT Bid No.: U-4273	Jakoby-Cor, LLC Leeds, AL	See attachment #2 for cost breakdown	54 52147 / $58,491.81 Remaining UTILITIES / GAS – Mntce, Meters & Regulators	Contract period: February 1, 2020 – January 31, 2021 Ordered on an as needed basis throughout the year.
3) Russell Parkway Sewer Extension Bid No.: U-4261	TMT Utilities, LLC Fort Valley, GA	$411,500.00 **See attachment #3**	4330-54063 / $15,000.00 Remaining UTILITIES – Sewer New Projects	Money to be transferred within budget
4) Georgia Municipal Association 2020 Membership Dues	Georgia Municipal Association Atlanta, GA	$19,763.32	1595-52351 / $68,458.70 Remaining GENERAL ADMIN – Dues & Memberships	
5) Natural Gas Odorant plus Install of 1,000 gallons at Taps 2 & 3	GPM Equipment Sales, Inc. Pelham, AL SOLE SOURCE	$24,230.50	54-53271 / $30,000.00 Remaining UTILTIES/GAS – Chemicals, Oxygen & Acetylene	

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Action Item #: 1

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) Annual Subscription to GMA's Cable & Telecommunications Management Service	Georgia Municipal Assoc. Atlanta, GA PROFESSIONAL SERVICES	$11,000.00	1530-52021 / $23,610.46 Remaining CITY ATTORNEY – Professional Services	
7) Baseball & Softball Jerseys Bid No.: R-4275	Pro Sports Powder Springs, GA	$19,709.25 Estimated **See attachment #4**	1802-53100 RECREATION / Youth Sports - Supplies	
8) Flail Mower Parts ANNUAL CONTRACT Bid No.: I-4271	Montage Enterprises, Inc. Blairstown, NJ	$8,907.75 Estimated **See attachment #5**	10 10861 /MNTCE INVENTORY Shop Purchases	Contract period: February 1, 2020 – January 31, 2021 Ordered on an as needed basis throughout the year.

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Action Item #: 3

No._____
CITY OF WARNER ROBINS
STATE OF GEORGIA

O R D I N A N C E

WHEREAS, State law authorizes the Georgia Department of Community Affairs to adopt certain state minimum standard codes for mandatory use by Georgia cities and counties; and

WHEREAS, in addition, local governments may adopted are certain permissive codes; and

WHEREAS, it is appropriate for the city code to reflect the current editions of State-mandated codes; and

WHEREAS, City staff recommends the adoption of some of the "permissive codes."

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Warner Robins that the city code is amended as follows:

- 1 -

The applicable provisions of chapter 6 of the code are amended to reflect the State-mandated codes as follows:

- International Building Code, 2018 Edition, with Georgia Amendments (2020)
- International Residential Code, 2018 Edition, with Georgia Amendments (2020)
- International Energy Conservation Code, 2015 Edition, with Georgia Amendments (2020)
- International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)
- International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)
- International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)
- International Fire Code, 2018 Edition, with no Georgia Amendments
- International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020)
- National Electrical Code, 2017 Edition, with no Georgia Amendments

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The following permissive codes are adopted for enforcement in the City:

- International Property Maintenance Code, 2012 Edition, with Georgia Amendments (2015)

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on January 21, 2020 and shall become effective upon adoption on _____.

CITY OF WARNER ROBINS, GEORGIA

By:_____
Randy Toms, Mayor

Attest:

_____
Kim A. Demoonie, Interim City Clerk

DRAFT

Action Item #: 4

No.: _____
CITY OF WARNER ROBINS
STATE OF GEORGIA

O R D I N A N C E

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, AMENDING CHAPTER 14 OF THE CITY CODE REGARDING MOTOR VEHICLES AND TRAFFIC, AND FOR OTHER PURPOSES.

BE IT ORDAINED that the Mayor and Council of the City of Warner Robins hereby adopt the following amendment to chapter 14 of the City Code and pursuant to the authority of O.C.G.A. § 40-6-183 as follows:

- 1 -

Section 14-152 shall be amended to provide that the maximum speed limit for *Russell Parkway* from *500 feet west of Elaine Drive* to *U.S. Hwy 41* shall be 45 mph.

- 2 –

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on January 21, 2020 and shall become effective upon adoption on _____.

CITY OF WARNER ROBINS, GEORGIA

By:_____
Randy Toms, Mayor

Attest:

_____
Kim A. Demoonie, Interim City Clerk

DRAFT

NO. ____ - 20
CITY OF WARNER ROBINS
STATE OF GEORGIA

O R D I N A N C E

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WARNER ROBINS, GEORGIA, ANNEXING A TRACT OR PARCEL OF LAND CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY, AND FOR OTHER PURPOSES.

WHEREAS, a petition has been received from Richard L. Russell and Gracie I. Russell, to annex the property which is more particularly described as follows, to-wit:

All that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth (10th) Land District, Houston County, Georgia, comprising 0.91 acres, according to a plat of survey entitled "Plat of a Portion of Tract 2, T.M. Daves Property" prepared by Clements Surveying Co., Inc., and certified by Walter G. Clements, Georgia Registered Land Surveyor No. 1967, dated May 10, 1994, a copy of which is of record in Map Book 45, Page 151, Clerk's Office, Houston Superior Court. Said plat and the recorded coy thereof are hereby made a part of this description by reference thereto for all purposes.

LESS AND EXCEPT all that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth Land District of Houston County, Georgia, comprising 0.058 acres, more or less, and being more particularly described in that Right of Way Deed from Richard L. Russell and Gracie I. Russell to the Department of Transportation dated May 2, 2001, and recorded in Deed Book 1748, Pages 348-353. Clerk's Office, Houston Superior Court.

The property is located at 1205 S. Houston Lake Road, Warner Robins, Georgia.

WHEREAS, the said land of Richard L. Russell and Gracie I. Russell, may be annexed pursuant to the provisions of the Official Code of Georgia Annotated Section 36-36-20 et seq., said lands being contiguous to the existing corporate limits of the City of Warner Robins and the petitioner being the sole owners of said properties; and

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WHEREAS, The City of Warner Robins, relative to its best interest, is desirous of annexing the above-described properties.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Warner Robins, Georgia, and it is hereby ordained by authority of the same, that the petition from Richard L. Russell and Gracie I. Russell, on December 2, 2019, is adopted and approved and said properties are hereby incorporated into the City of Warner Robins, Georgia.

If any ordinance, or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference.

If any of the provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on January 21, 2020, adopted on _____, 2020 and shall become effective _____ 1, 2020.

This 21st day of January, 2020.

CITY OF WARNER ROBINS, GEORGIA

BY: _____
RANDY TOMS, MAYOR

ATTEST:

_____
KIM A. DEMOONIE, INTERIM CITY CLERK

DRAFT

Action Item #: 5

CITY OF WARNER ROBINS

GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

MAYOR
Randy Toms

MEMBERS OF COUNCIL

Post 1
Daron Lee
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

INTERIM CITY CLERK
Kim Demoonie

CITY ATTORNEY
Fred Graham

OF COUNSEL
James E. Elliott, Jr.

January 15, 2020

Richard Russell
104 Emberly Lane
Warner Robins, GA 31088

RE: ANNEXATION OF 1205 S HOUSTON LAKE ROAD FROM THE ZONING OF C-2[COUNTY] TO C-2[CITY].

Dear Mr. Russell,

On January 14, 2020, the Planning and Zoning Commission for the City of Warner Robins recommended approval of, and forwarded, your petition for annexation of the above-described property to Mayor and Council. To verify the date and time your petition will be heard by Council, please contact the City Clerk's office at 478-293-1099.

If you have any questions or need additional information regarding this matter, please feel free to call me at (478) 302-5522.

Best regards,

Darin Curtis, Zoning Assistant
Community Development

cc: File

DRAFT

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 ♦ FAX (478) 929-1124 ♦ www.wrga.gov

Action Item #: 5

APPLICATION

Property Owner(s) Name: RICHARD L RUSSELL Gracie J Russell Cellphone: 478-808-1222

Company Name (if applicable): _____ Office Phone: _____

Property Owner(s) Address: 164 EMBERLY LANE WARNER ROBINS, GA 31088

****

Applicant's Name: SAME Cellphone: _____

Company Name (if applicable): _____ Office Phone: _____

Applicant's Address: SAME

Property Information

PROPERTY OWNER IS REQUESTING THE ANNEXATION/REZONING PURSUANT TO OCGA§ 36-36-21, OF:

ADDRESS/LOCATION: 1205 S. HOUSTON LAKE RD. Warner Robins, GA 31088

Tract#: _____ Parcel#: _____ Land Lot(s): 163 Land District#: 10th

County: Houston Tax Parcel#: _____ Total Acres: _____

Survey Prepared by: _____ Dated _____

Recorded in Plat Book#: 45 Page#: 151

Present Zoning: C-2 Requested Zoning: C-2

The property owner makes application in order to: (Describe in "detail" the reason for annex/rezone):

TO BE ABLE TO LEASE PROPERTY TO A BUSINESS AND TAP ONTO WATER & SEWER

Infrastructure Information:

Is water available to this site? ✓ Yes ___ No Jurisdiction: _____

Is sewer service available? ✓ Yes ___ No Jurisdiction: _____

Authorization:

Upon receipt of the completed application package, the Community Development Department shall notify the Owner/Applicant of scheduled date, times, and locations of the public meetings/hearings. The Owner/Applicant or a representative must be present to answer any questions that may be asked. In the event that an application is not complete, the case may be delayed or postponed at the discretion of the department.

This form is to be executed under oath. I, Richard Russell, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Public Hearing is true and correct and contains no misleading information.

This 10 day of NOV. 2019.

Owner/Applicant Signature Richard Russell

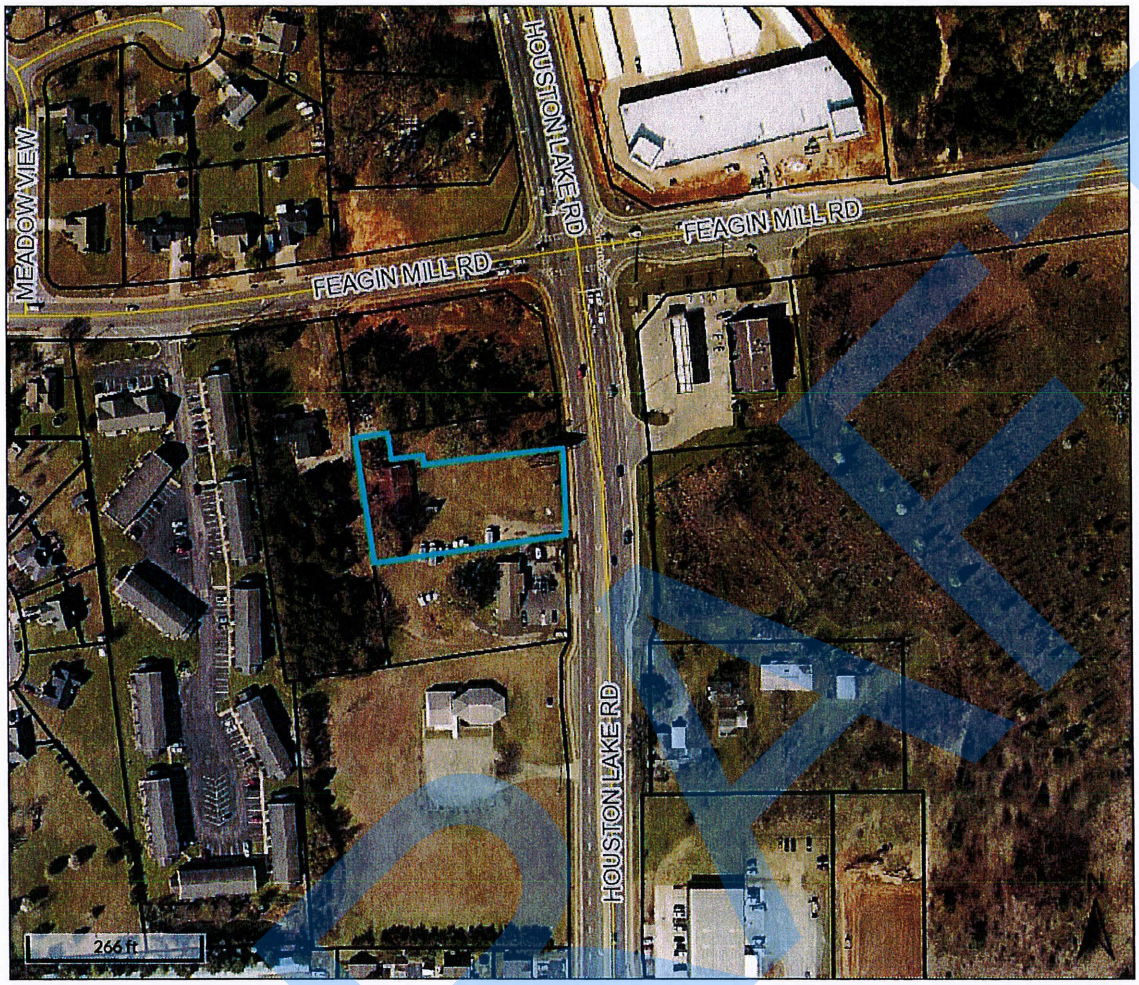
Print Name RICHARD L RUSSELL

STAMP DATE RECEIVED:

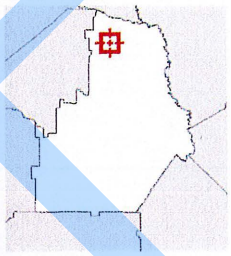
DRAFT

Action Item #: 5

qPublic.net™ Houston County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID	000770 009000	Owner	RUSSELL RICHARD L	Last 2 Sales			
Class Code	Commercial		RUSSELL GRACIE I	Date	Price	Reason	Qual
Taxing District	County		104 EMBERLY LANE	5/2/2001		30	U
	County		WARNER ROBINS GA 31088	8/6/1999		04	U
Acres	0.9	Physical Address	1205 S HOUSTON LAKE RD				
		Assessed Value	Value $319600				
		Land Value	Value $313600				
		Improvement Value					
		Accessory Value	Value $6000				

(Note: Not to be used on legal documents)

Date created: 12/17/2019
Last Data Uploaded: 12/17/2019 6:06:27 AM

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Action Item #: 5

Richard L. Russell
104 Emberly Lane
Warner Robins, GA 31088
(478) 953-5385
(478) 808-1222
rlrussell104@gmail.com

December 2, 2019

To: The City of Warner Robins

This letter shall serves as my Notice to The City of Warner Robins of my Intent to Annex the following property into the City of Warner Robins:

1205 S. Houston Lake Road
Warner Robins, GA 31088; further described as follow:

All that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth Land District of Houston County, Georgia, comprising 0.91 acres, according to plat of survey entitled "Plat of a Portion of Tract 2, T.M. Daves Property" prepared by Clements Surveying Co., Inc., and certified by Walter G. Clements, Georgia Registered Land Surveyor No. 1967, dated May 10, 1994, a copy of which is of record in Map Book 45, Page 151, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto for all purposes.

LESS AND EXCEPT all that tract or parcel of land situate, lying and being in Land Lot 163 of the Tenth Land District of Houston County, Georgia, comprising 0.058 acres, more or less, and being more particularly described in that Right of Way Deed from Richard L. Russell and Gracie I. Russell to the Department of Transportation dated May 2, 2001, and recorded in Deed Book 1748, Pages 348-353, Clerk's Office, Houston Superior Court.

Very truly yours,

Richard L. Russell

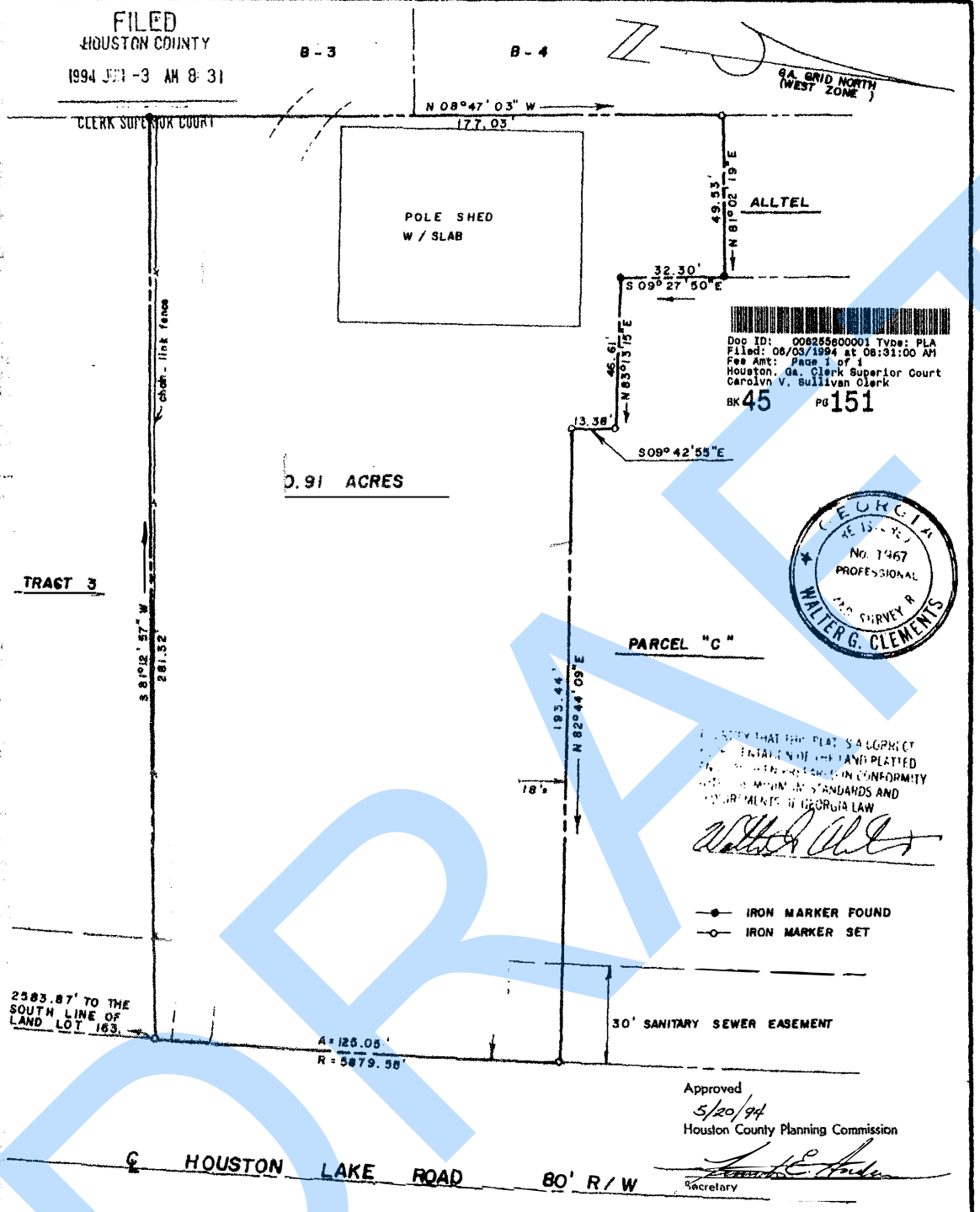
Richard L. Russell

DRAFT

Action Item #: 5

Due Ctm 45/15'

FILED
HOUSTON COUNTY
1994 JUN -3 AM 8:31
CLERK SUPERIOR COURT



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Filed: 06/03/1994 at 08:31:00 AM
Fee Amt: Page 1 of 1
Houston, Ga. Clerk Superior Court
Carolyn V. Sullivan Clerk
BK 45 PG 151

GEORGIA REGISTERED No. 1467 PROFESSIONAL LAND SURVEYOR WALTER G. CLEMENTS

I HEREBY CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND WAS SURVEYED IN CONFORMITY WITH MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW

Approved
5/20/94
Houston County Planning Commission
Secretary

"The undersigned hereby certifies that he is the owner of the land shown on this plat and that he acknowledges this plat and allotment to be his free act and deed."

5/10/94
Date

Owner's Signature
AGENT

CERTIFICATION

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 20,000+ FEET AND AN ANGULAR ERROR OF 21 SEC. PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS RULE

THIS MAP OR PLAT HAS BEEN MATHEMATICALLY CLOSED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN THE FOOT IN 20,000+ FEET

THE LINEAR AND ANGULAR MEASUREMENTS SHOWN ON THIS PLAT WERE OBTAINED BY USING A LEITZ SET 2 AND

45/151

PLAT
OF

A PORTION OF TRACT 2
T. M. DAVES PROPERTY

LAND LOT 163 — 10 th DISTRICT
HOUSTON COUNTY — GEORGIA
MAY 10, 1994 — SCALE 1" = 30'

CLEMENTS SURVEYING CO., INC.
1218 SOUTH HOUSTON LAKE RD. WARNER ROBINS, GA.

2253 94

1205

DRAFT

Action Item #: 6

CITY OF WARNER ROBINS

GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

MAYOR
Randy Toms

MEMBERS OF COUNCIL

Post 1
Daron Lee
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

INTERIM CITY CLERK
Kim Demoonie

CITY ATTORNEY
Fred Graham

OF COUNSEL
James E. Elliott, Jr.

M E M O R A N D U M

TO: KIM DEMOONIE

FROM: SHERRI WINDHAM – DIRECTOR, COMMUNITY DEVELOPMENT

DATE: JANUARY 15, 2019

SUBJECT: AGENDA FOR MAYOR AND COUNCIL MEETING

Please place the following items on the agenda for the next Mayor and Council Meeting:

The Planning & Zoning Board recommends approval the following applications as submitted.

1. Mekisha Watts – 111 Marcelline Court – request permission to operate a household goods online business as a home occupation.

2. Henry Edmondson – 100 Georgia Dean Street – request permission to operate a consulting business as a home occupation.

3. Amiress Versil-Asemota – 115 Tom Chapman Blvd., Apt., 708 – request permission to operate an event planning business as a home occupation.

4. Roderick D. Gouch – 108 Onyx Court – request permission to operate a painting and pressure washing business as a home occupation.

5. ANNEXATION – Richard L. and Gracie I. Russell request the annexation of 1205 S Houston Lake Road totaling 0.91 acres from the zoning of C-2[General Commercial District][County] to the zoning of C-2[General Commercial District][City].

DRAFT

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 ♦ FAX (478) 929-1124 ♦ www.wrga.gov

Action Item #: 7

CITY OF WARNER ROBINS
STATE OF GEORGIA

R E S O L U T I O N

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Randy Toms, Mayor, to execute a memorandum of agreement with local governmental entities to authorize Houston County to administer the 2020 Georgia Local Maintenance and Improvement Grant (LMIG).

This 21st day of January, 2020.

CITY OF WARNER ROBINS, GEORGIA

By: _____
Randy Toms, Mayor

Attest:

_____
Kim A. Demoonie, Interim City Clerk

DRAFT

Action Item #: 7

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT, dated as of _____ _____,2020, made and entered into by and between the Houston County Board of Commissioners on behalf of Houston County, Georgia ("Houston County"), a political subdivision of the State of Georgia; City of Warner Robins, Georgia, a municipal Corporation of the State of Georgia (Warner Robins); City of Centerville, Georgia, a municipal corporation of the State of Georgia (Centerville); City of Perry, Georgia a municipal corporation of the State of Georgia (Perry); City of Hawkinsville, Georgia, a municipal corporation of the State of Georgia (Hawkinsville); Pulaski County Board of Commissioners on behalf of Pulaski County, Georgia (Pulaski County) a political subdivision of the State of Georgia; Dooly County Board of Commissioners on behalf of Dooly County, Georgia (Dooly County) a political subdivision of the State of Georgia and City of Byron, Georgia, a municipal corporation of the State of Georgia (Byron).

WITNESSETH:

WHEREAS, the parties herein recognize the importance of road improvements in their various jurisdictions; and

WHEREAS, the State of Georgia through the Georgia Department of Transportation makes available to local jurisdictions Local Maintenance and Improvement Grants (LMIG) to pave and repair roads in local jurisdictions; and

WHEREAS, in order to secure the best price for the work to be done with LMIG funds Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron would agree that all projects for the aforesaid jurisdictions would be bid together and awarded to the lowest bidder;

DRAFT

NOW, THEREFORE, in consideration of the foregoing and the respective representations, covenants and agreements hereinafter set forth, the Parties hereto agree as follows:

1. Houston County agrees to bid all of the projects for Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron.

2. Within sixty (60) days of the selection of a low bidder each of the Parties herein will execute a contract with the low bidder based on the unit costs received in the bid process.

3. Failure by any of the Parties to execute a contract with the low bidder within the aforesaid sixty (60) days will result in a breach of this Agreement.

4. Each Party to this Agreement maintains the jurisdiction and control of each of their respective roads and right-of-way.

IN WITNESS WHEREOF, Houston County, Warner Robins, Centerville, Perry, Hawkinsville, Pulaski County, Dooly County and Byron have caused this Agreement to be executed in their respective seals to be hereunto affixed and attested by their duly authorized officers.

BOARD OF COMMISSIONERS OF HOUSTON COUNTY, GEORGIA

By: _____
Tommy Stalnaker, Chairman

[COUNTY SEAL]

Attest: _____
Barry Holland, Director of Administration

DRAFT

CITY OF WARNER ROBINS, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

BOARD OF COMMISSIONERS OF PULASKI COUNTY, GEORGIA

By: _____
Sole Commissioner

[COUNTY SEAL]

Attest: _____
Clerk

CITY OF CENTERVILLE, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

CITY OF PERRY, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

DRAFT

CITY OF HAWKINSVILLE, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

BOARD OF COMMISSIONERS OF DOOLY COUNTY, GEORGIA

By: _____
Chairman

[COUNTY SEAL]

Attest: _____
County Administrator

CITY OF BYRON, GEORGIA

By: _____
Mayor

[SEAL]

Attest: _____
City Clerk

DRAFT

Action Item #: 8

CITY OF WARNER ROBINS
STATE OF GEORGIA

RESOLUTION

WHEREAS, Houston County Family Connection, Inc., Houston County's designated "Georgia Family Connection" partnership, has requested that the City of Warner Robins continue to serve as their fiscal agent for the fiscal year 2021 (July 01, 2020 – June 30, 2021); and

WHEREAS, the Mayor and Council wish to continue to support the organization's goals and efforts by accommodating this request; and

WHEREAS, the duties of the fiscal agent and the terms necessary for the proper fiscal management of this program for fiscal year 2021 are set forth in a contract agreement between the State of Georgia Department of Human Services and the City of Warner Robins;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor Randy Toms to execute said contract with the Georgia Department of Human Services designating the City of Warner Robins as fiscal agent for Houston County Family Connection, Inc.

This **21st** day of January, **2020**.

CITY OF WARNER ROBINS, GEORGIA

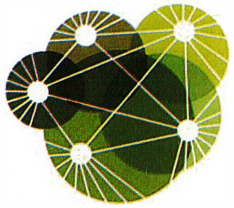
By: _____
Randy Toms, Mayor

Attest:

_____
Kim A. Demoonie, Interim City Clerk

DRAFT

Action Item #: 8



GEORGIA
family connection
PARTNERSHIP

Fiscal Agent Roles and Responsibilities

Introduction

There are two fiscal agents responsible for the management of the appropriation the Georgia legislature has made annually for Georgia Family Connection counties:

- The Department of Human Services (DHS), which is the fiscal agent for all of the legislative appropriation for county collaboratives, and
- The entity chosen by the local Family Connection county collaborative to serve on its behalf as the fiscal agent for the Family Connection state allocation.

This document covers the roles and responsibilities of the local entity chosen to serve as the fiscal agent on behalf of the county's Family Connection collaborative.

County collaboratives have many partners. The county collaborative's fiscal agent is one of those partners in collaboration. Collaborative partners bring much to the table. Some collaborative partners have expertise in providing direct services; others advocate for children and families; some bring to the table experiences of families receiving direct services; and others reflect the skills of business and industry.

The fiscal agent may have expertise in one or more of these areas, but in addition, they contribute to the collaborative by providing ongoing financial oversight and advice and by helping the local Family Connection collaborative manage its Family Connection state allocation.

Requirements Of A County Family Connection Collaborative Fiscal Agent

The entity the county collaborative chooses as its fiscal agent enters into a contract with DHS to receive the state Family Connection state allocation. As part of this contract the fiscal agent certifies they:

- "understand this is a 12 month commitment"
    - The collaborative may not change fiscal agents during the course of the contract (unless there are extraordinary circumstances).
- "understand expenses are reimbursable on a quarterly basis"
- This means the fiscal agent agrees to pay all expenses for the collaborative in advance each quarter. This usually amounts to approximately one-fourth of the Family Connection state allocation. At the end of each quarter (a 3 month period) the collaborative fiscal agent submits its reimbursement request report.

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- "agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit"
    - The fiscal agent must not only receive and respond to correspondence, but it must also be able to document they conduct an annual audit. In addition, it must allow the state and federal government and DHS full and complete access to all consumer/customer/client records of all kinds (including such documents as email correspondence, papers, books, memoranda, and management reports). It must retain all records for seven years—or longer if there is an audit, litigation, or other issue.

- "have appropriate accounting and financial systems to document costs incurred and claims made"
    - The fiscal agent must be able to verify it uses commonly accepted accounting practices, keeps appropriate records, and has an acceptable annual audit.

- "agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the fiscal agent's own policies and procedures"
    - The Family Connection collaborative board makes decisions about how local Family Connection collaborative funds are expended in compliance with the policies and procedures of the fiscal agency. These decisions are reflected in the budget proposal the collaborative submits with its annual plan. This budget proposal becomes "*Annex A Part 4, Budget Proposal*" of the contract between the fiscal agent and DHS.

    - In return, the fiscal agent is responsible for advising the local collaborative about its own policies and procedures for allowable expenditure of funds, and for managing the money in accord with the Budget Proposal (and any revisions).

Other Responsibilities of a Fiscal Agent

The local Family Connection fiscal agent fulfills many responsibilities that are key to the success of the collaborative. Fiscal agents are expected to:

- Participate in the development of the proposed annual budget and any necessary budget revisions for a local Family Connection collaborative, including but not limited to, the Family Connection state allocation.
- Maintain written procedures for compensation and benefits, purchasing, contracting and reimbursement of travel and other expenses and share fiscal procedures with collaborative.
- Pay invoices approved by the local Family Connection collaborative for payment and in accord with collaborative's Budget Proposal (Annex A, Part 4 of the DHS Contract) and all subsequent revisions – following the fiscal agent's own rules and regulations.

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- Prepare and submit completed reports required to receive the Family Connection state allocation:
  - *Quarterly Expenditure Report FYXX*(Annex B Part 1)
  - *Quarterly Subcontractor Report FYXX* (Annex B Part 2)
  - *Detailed Inventory for Equipment—DHS Form 5111*
  - *Quarterly Narrative Report FYXX* (Annex C Part 1), which is prepared in coordination with the collaborative
  - Budget revisions, if required during the year
- Prepare and maintain accurate financial records of local Family Connection collaborative funding activity for the funds the fiscal agent is managing on behalf of the collaborative.
- Assist collaborative through ongoing financial oversight of the Family Connection state allocation on behalf of the collaborative.
- Present written monthly financial reports on the Family Connection state allocation to the collaborative board.
- Maintain an official file of the collaborative contracts managed by fiscal agent.
- Maintain a file of interagency financial agreements/memoranda of understanding (MOUs and MOAs) pertaining to the Family Connection state allocation on behalf of the local Family Connection collaborative.
- Attend fiscal agent training offered by Georgia Family Connection Partnership when possible.
- Ensure audit reports meet state standards.

Considerations In Choosing A Fiscal Agent

A strong fiscal agent will already have systems in place covering everything from finance to administration. The following is a list of key considerations for choosing the entity to manage the Family Connection state allocation:

- Sufficient operating funds to pay for the costs of the local Family Connection collaborative for four months or more.

  The fiscal agent must have a sufficiently large operating fund to cover the costs of such items as coordinator salary or contract, office supplies, travel, computers, copier contracts and other budgeted expenditures for three months or more—until the reimbursement request is approved and paid by DHS. In addition, it must be able to financially maintain this commitment for 12 months.
- Cost of an audit.

  Government agencies, whether they are local, state, or federal, are audited annually, and the cost of this is already included in their budgets. Many local Family Connection collaboratives that are incorporated and serve as their own fiscal agent pay between $2,000 to $5,000 for the annual audit required to enter into the contract with DHS. Those counties with few cash resources outside the Family Connection state allocation pay these costs from their state Family Connection state allocation, diminishing the amount of money they can allocate for their chief functions of planning, coordination and collaboration.

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- Cost of daily bookkeeping/CPA.

  Entities such as government agencies and the larger not-for-profits have already included the costs of accounting within their own budgets. The Family Connection state allocation is a small portion of their overall workload. Those local Family Connection collaboratives that are incorporated and serve as their own fiscal agent must pay for the services of a bookkeeper and a CPA to ensure they meet reporting and other financial requirements. As with the audit, this funding is often taken from their state Family Connection state allocation. NOTE: for local Family Connection collaboratives who have incorporated and have no other revenue, the cost of bookkeeping and the audit can consume nearly one/fourth of the Family Connection state allocation.
- Appropriate accounting and financial systems to document costs incurred and claims made.

  Established agencies, such as state and local governments, already have accounting and financial systems in place.
- Policies and procedures to meet the requirements of DHS and those of Family Connection.

  Established agencies, such as state and local governments, are familiar with meeting state and federal laws, rules and regulations governing such areas as non-discrimination in employment and service practices; in complying with the applicable provisions of the Americans with Disabilities Act; complying with the Drug-Free Workplace Act of 1988; in meeting the publicity requirements of the DHS contract, as well as those provisions governing inventions, patents, copyrights and publications and the certifications relating to lobbying. Incorporated collaboratives that choose to serve as their own fiscal agent will need to develop their own policies and procedures to ensure they meet these requirements.
- Management and retention of all required records.

  The fiscal agent must have sufficient staff and space to retain all records for the required seven years or more.
- Policies and procedures related to the management of employees and to the management of contractors engaged to provide planning, facilitation, and coordination services to the collaborative.

  Entities such as government agencies and established corporate entities are already familiar with the tax and workplace requirements for employees and contractors. Local Family Connection collaboratives that are incorporated and serve as their own fiscal agents must ensure they have sufficient cash flow to pay the required federal tax payments associated with employees, and ensure they meet all work place requirements including the posting of required appropriate workplace notices. In addition, they must develop written policies and procedures for staff. If, however, planning, facilitation, and coordination services are provided by a contractor, the fiscal agent must ensure they adhere to all the necessary requirements related to managing an independent contractor as opposed to an employee.

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Action Item #: 8

Annex A Part 5

Fiscal Agent Designation and Acceptance Agreement **COUNTY:** Houston

The City of Warner Robins agrees to serve
legal name of agency or board

as the Fiscal Agent for the Houston County Family Connection, Inc.
name of Georgia Family Connection collaborative

for the period of July 1, 2020 through June 30, 2021.

The Fiscal Agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made and 5) agree the local Family Connection collaborative governing body is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the Fiscal Agent's own policies and procedures.

Mail signed agreement with signed IRS W-9 form to:

FY 2021 Fiscal Agent Information
Georgia Family Connection Partnership
235 Peachtree Street
Suite 1600
Atlanta, GA 30303-1422

Deadline: February 17, 2020

Family Connection Collaborative Chairperson:

Jacob Cox
(Signature in ink)

Jacob Cox
(Print Name in Block Letters)

Date: 1-3-2020

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Family Connection Coordinator:

(Signature in ink)

Tian Foss
(Print Name in Block Letters)

Date:

Fiscal Agent:

Fiscal Agent's fiscal year end date
(month and day): June 30, 2020

(Signature of agency representative legally responsible to enter into contract. Signature in ink)

Randy Toms
(Print Name in Block Letters)

Title: Mayor
(Print Title in Block Letters)

Date:

10/2019

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~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Action Item #: 9

CITY OF WARNER ROBINS

GEORGIA'S INTERNATIONAL CITY - CHARTERED 1943
"A CITY OF CHARACTER"

MAYOR
Randy Toms

MEMBERS OF COUNCIL

Post 1
Daron Lee
Post 2
Charlie Bibb
Post 3
Keith Lauritsen
Post 4
Kevin Lashley
Post 5
Clifford Holmes, Jr.
Post 6
Larry Curtis, Jr.

INTERIM CITY CLERK
Kim Demoonie

CITY ATTORNEY
Fred Graham

OF COUNSEL
James E. Elliott, Jr.

MEMORANDUM

TO: **MAYOR AND COUNCIL**

FROM: **ECONOMIC DEVELOPMENT**
GARY LEE, EXECUTIVE DIRECTOR

SUBJECT: **REQUEST FOR APPROVAL OF VACANT SEAT FOR THE FY20 DOWNTOWN DEVELOPMENT AUTHORITY BOARD (DDA)**

DATE: **JANUARY 16, 2020**

We would like to request the approval to fill the vacant seats with the following individuals to represent the FY20 Downtown Development Authority Board (DDA)

1. **Miranda Britt** – To finish remainder of Kevin Lashley's term. ***(Expires - 3/05/2022)***

2. **Alvin Robinson** – 1 Year appointment
   Term: ***(January 21, 2020 – January 20, 2021)***

Thank you in advance for your consideration.

DRAFT

700 WATSON BLVD • P.O. Box 8629 • WARNER ROBINS, GEORGIA 31095

(478) 293-1000 ♦ FAX (478) 929-1124 ♦ www.wrga.gov

Action Item #: 12

No.: _____
CITY OF WARNER ROBINS
STATE OF GEORGIA

ORDINANCE

BE IT HEREBY ORDAINED by the Mayor and Council of the City of Warner Robins that $510,000.00 be taken from the Unrestricted Net Assets of the Natural Gas Utility Fund and transferred to a line item account to cover the cost of damage repair to the City's Gas Lines due to the Norfolk Southern train derailment.

These funds shall be placed in**,** account number 54.00.04700.57510, Loss on Asset Impairment.

If any ordinance or part thereof, of the City of Warner Robins is in conflict herewith, this ordinance shall have preference. If any provisions of this ordinance are held invalid, such invalidity shall not affect any of the other provisions, which can be given effect without the invalid provision, and, to this end, the provisions of this ordinance are declared to be severable.

The provisions of this ordinance were first read on January 21, 2020 and shall become effective upon adoption on _____, 2020

CITY OF WARNER ROBINS

BY: _____
RANDY TOMS, MAYOR

ATTEST:

_____
KIM A. DEMOONIE, INTERIM CITY CLERK

DRAFT