



City of Warner Robins City Council Meeting Minutes

Monday, November 18, 2019

5:30 PM

Council Chambers

Regular Meeting of Warner Robins City Council

Presiding: Mayor Randy Toms

City Officials Present:

Councilman Daron Lee

Councilman Keith Lauritsen

Councilman Tim Thomas

Councilman Clifford Holmes

Councilman Larry Curtis

Opening Prayer: Councilman Lauritsen

Pledge of Allegiance: Councilman Thomas

Call to Order: 5:31 p.m.

Adoption of the Agenda: Councilman Holmes moved to adopt the agenda as presented. Councilman Thomas seconds the motion. Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for adoption of the agenda.

Presentation of Proclamations/Awards:

- ◆ Mayor Toms presented service awards to Kennie Hampel (CVB) and Trey Hildebrand (IT) for 5 years' service and Bennie Carroll (Bldg. Mntce) for 20 years of service.

Action Items:

Action Item 1	Presentation of Minutes
The minutes of the regular meeting of November 04, 2019 were presented for approval.	
Motion:	Councilman Holmes moved for the approval of the minutes for regular meeting of Monday, November 04, 2019
Second:	Councilman Curtis.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the minutes.

Action Item 2	Purchasing Bids
Purchasing Bid List items, attached hereto, were presented for approval.	
Motion:	Councilman Curtis presented and moved for the approval of the bid list. Items one through thirteen.
Second:	Councilman Thomas.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the bid list.

Action Item 3	Resolution – Statewide Mutual Aid Agreement
A Resolution of the Mayor and Council of the City of Warner Robins do hereby authorize Mayor Randy Toms to execute the Statewide Mutual Aid and Assistance Agreement on behalf of the City of Warner Robins, Georgia resulting in the City becoming a member and a participating party to this agreement.	
Motion:	Councilman Lee moved for the approval this resolution.
Second:	Councilman Lauritsen
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the resolution.

Action Item 4	Ordinance - Annexation Debbie Struth/0.64 acres/S. Houston Lake Road, South of Chantilly Dr. ◆ Zoning – C-1[Neighborhood Commercial] [City]
Ordinance #: 27-19 of the Mayor and Council of the City of Warner Robins, annexing Land Lot 120 of the Fifth (5th) Land District, Houston County, State of Georgia, containing 0.644 of an acre, shown on a survey for H. Leroy Carter, et al, of record in Plat Book 41, Page 60, Clerk's Office, Houston Superior Court. The said plat and the recorded copy thereof are incorporated herein by reference thereto for all purposes. The property is located on the North side of 502 S. Houston Lake Road and on the South side of 510 S. Houston Lake Road, Warner Robins, Georgia.	
Motion:	Councilman Curtis moved for the approval of this Ordinance and to wave the 2nd read.
Second:	Councilman Holmes.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of this Resolution.

Action Item 5	Resolution Employee Promotions
<p>The following employee was recommended for promotion by their respective department:</p> <ul style="list-style-type: none"> ◆ Melissa Whitford, promoted from Administrative Clerk (UT), Job Class #975, Grade 9, Utility Department, to Gas Compliance Officer, Job Class #964, Grade 13, Utility Department, to be effective November 18, 2019. ◆ Shawn Roby, promoted from Grounds Maintenance Worker I, Job Class #475, Grade 8, Public Works Department, to Public Works Maintenance Worker II, Job Class #453, Grade 9, Public Works Department, to be effective November 18, 2019. ◆ Calvin Wells, promoted from Gas Service Worker, Job Class #919, Grade 9, Utility Department, to Equipment Operator (Gas), Job Class #911, Grade 12, Utility Department, to be effective November 18, 2019. ◆ Scott Stiglitz, promoted from Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to Fire Lieutenant, Job Class #524, Grade 18, Fire Department, to be effective November 18, 2019. ◆ Aundrea Day, promoted from Firefighter, Job Class #520, Grade 14, Fire Department, to Fire Driver Engineer, Job Class #515, Grade 16, Fire Department, to be effective November 18, 2019. 	
Motion:	Councilman Thomas moved for the approval of this Resolution with the removal of Phillip Limrick.
Second:	Councilman Curtis.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of this Resolution.

Action Item 6	Resolution – Memorandum of Understanding / Buc-ee’s
<p>A Resolution of the Mayor and Council of the City of Warner Robins hereby authorizes Mayor Randy Toms to execute a memorandum of understanding with the Peach County Board of Commissioners and Buc-ee’s, LTD authorizing the execution of a development agreement by and between the parties.</p>	
Motion:	Councilman Holmes moved for the approval of this Resolution.
Second:	Councilman Thomas.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of this Resolution.

Action Item 7	Home Occupation Permits
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The following Home Occupation Permits are recommended for approval by the Planning and Zoning Board:

- ◆ **Thomas Swift** – 115 Friar Tuck Avenue – request permission to operate a lawn care business as a home occupation.
- ◆ **Nicole Parker** – 305 Dorothy Court – request permission to operate an online retail business as a home occupation.
- ◆ **Simone M. Hollingsworth** – 121 Margie Drive, Apt. 606 – request permission to operate a stationary online sales business as a home occupation.
- ◆ **Daneca D. Bunkley** – 132 Mississippi Avenue – request permission to operate a cleaning service business as a home occupation.
- ◆ **Benjamin L. Lee** – 105 Taconic Court – request permission to operate an online retail business as a home occupation.
- ◆ **Margaret South** – 205 Hunters Ridge Road – request permission to operate a writing instruction business as a home occupation.
- ◆ **Sheila Ashley** – 103 Onyx Court – request permission to operate a freight broker business as a home occupation.

Motion:	Councilman Curtis moved for approval of these Home Occupation Permits.
Second:	Councilman Holmes.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

Action Item 8	Ordinance - Budget Transfer General Insurance/Property to Sanitation Fund
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Ordinance #: 28-19 of the Mayor and Council of the City of Warner Robins hereby authorizes that thirty-five thousand dollars (\$35,000) be taken from General fund account number 1555 52300, General Insurance / Property and transfer it to the Sanitation Fund for the purchase of real estate described as Lots 1 & 2 in Land Lot 198 of the Fifth (5th) Land District of Houston County, Georgia. These funds shall be transferred and placed in account number 52 52102 Landfill Expense in the Sanitation Fund.

Motion:	Councilman Lee moved for the approval of this Ordinance and to wave the 2 nd read.
Second:	Councilman Lauritsen.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of this Ordinance.

Action Item 9 Resolution – Real Estate Purchase Agreement	
A Resolution of the Mayor and Council of the City of Warner Robins hereby authorizes Mayor Randy Toms to execute a real estate agreement for thirty-five thousand dollars (\$35,000) and complete a IRS form 8283 for the purchase of real estate described as Lots 1 & 2 located in Land Lot 198 of the Fifth (5 th) Land District of Houston County, Georgia, which is of record in plat book 52, page 70, Clerk’s Office, Superior Court of Houston County.	
Motion:	Councilman Lauritsen moved for the approval this Resolution.
Second:	Councilman Lee.
Outcome:	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of this Resolution.

Action Item 10 City Charter (Discussion Only)	
Councilman Curtis stated the need to address the City’s Charter and changes that need to be made. He stated he had emailed some other Municipalities charters to the Mayor and other Councilmen as examples for them to look over. Councilman Thomas & Councilman Lee felt it should be addressed before the end of this year while councilman Lauritsen felt the City shouldn’t rush into making a decision and get the Citizen input. Mayor Toms said he would be agreeable to a special called meeting to discuss the matter further.	
Motion:	N/A
Second:	N/A
Outcome:	N/A

Citizen Comments: Tom McClendon, Rita Simon, Joe Barlow, Marilyn Johnson, Harvey Bee, Darrell Vining and Andrea Thomas.

Adjournment: 6:33 p.m.

Next Regular Council Meeting: Monday, December 02, 2019


 Kim A. Demoonte
 Acting City Clerk

CITY OF WARNER ROBINS, GEORGIA

COUNCIL DATE: November 18, 2019

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) GIRMA Firefighter's Mandated Cancer Benefit Program	Georgia Municipal Assoc. Atlanta, GA	\$29,914.16... Estimated	3510 51206 / FIRE – Cancer & LTD Insurance	Contract Period: January 01, 2020 – December 31, 2020 Quarterly Payments
2) Guardrail Repair at S. Houston Lake at Tucker Place	Martin-Robbins Fence Co., Inc. Snellville, GA	\$5,777.00	1555 52300 GENERAL INSURANCE – Property	
3) ASI Software Mntce & Support	Associated Systems, Inc. Greenville, SC	\$6,345.00 Quarterly	1535 52041 / \$18,827.48 Remaining INFORMATION SYSTEMS - Professional Services-Software & Support	
4) RENEW – Code Enforcement Software Program Mntce & Support	Comcate Software, Inc. San Francisco, CA PROFESSTIONAL SERVICE	\$6,566.47	7450 52041 / \$6,570.00 Remaining CODE ENFORCEMENT – Professional Services-Software & Support	Contract Period: December 20, 2019 – December 19, 2020
5) 2020 Annual Membership Fee for 811 Utility Protection Center	Utilities Protection Center Duluth, GA SOLE SOURCE	\$15,795.16	54 52021 / \$23,270.13 Remaining UTILITIES / GAS – Professional Service	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) Lights for Batmobile Bid No.: P-4270	Dana Safety Supply Preston, GA	\$6,770.04 See attachment #1	POLICE / J.A.G. Equipment Grant	Recommendation of Police Dept. due to past service history.
7) Galls Agent LTC Jacket Bid No.: F-4269	Galls LLC Chicago, IL	\$5,376.00 See attachment #2	3520 53010 / \$48,712.93 Remaining	Received grant through Governor's Office of Highway Safety Encumbered on p.o. 48089
8) IBM Hardware & Software Maintenance & Renewal	Associates Systems, Inc. Greenville, SC PROFESSIONAL SERVICE	\$11,203.36	FIRE / Uniforms & Clothing 1535 52041 / \$18,827.48 Remaining	Contract Period: November 1, 2019 – October 31, 2020
9) Exterior Renovations of Coleman Cottage at Wellston Park Bid No.: R-4180	McWright, LLC Dry Branch, GA	\$52,000.00 See attachment #3	INFORMATION SYSTEMS / Software & Support 6122 54130 / \$300,000.00 Remaining	
10) Design-Build Construction Services for New Fire Training Facility Station Bid No.: F-4211	Renfro Construction Macon, GA	\$741,596.00	RECREATION / Parks & Playgrounds 3504 54101 / 2018 SPLOST / Fire Training Center Upgrade	Recommendation of Evaluation Committee
11) GMP for Splash Pad to be installed at Deloris Toliver Park Bid No.: R-3915	Parrish Construction Group Perry, GA	\$427,947.00	3422 54128 / RECREATION PROJECTS 3423 54128 / 2012 SPLOST – Swimming Pools 7450 52606 / BUILDING & TRANSPORTATION – Clearance & Demolition	
12) Basketball Uniforms Bid No.: R-4260	S P Designs & MFG Cape Coral, FL	\$10,554.00 See attachment #4	6120 53070 / \$55,833.05 Remaining RECREATION - Athletic Equip.	



**City of Warner Robins
Special Called Council Meeting
Minutes**

**Monday, November 25, 2019
Room**

4:30 PM

City Hall Chamber

Presiding: Mayor Randy Toms

City Officials Present: Councilman Keith Lauritsen
Councilman Tim Thomas
Councilman Clifford Holmes
Councilman Larry Curtis

City Attorney: Fred Graham

City Officials Absent: Councilman Daron Lee

Mayor Officially Opens Meeting

Opening Prayer: Councilman Holmes

Pledge of Allegiance: Councilman Thomas

Call to Order: 4:30 p.m.

Adoption of the Agenda: Councilman Curtis moved to adopt the agenda as presented. Councilman Thomas seconds the motion. Councilmen Lauritsen, Thomas, Holmes and Curtis voted for adoption of the agenda.

Item 1	Discussion of the City Charter
<p>Mayor Toms stated this was a special called meeting concerning the discussion of the possibilities of changes being made to the City's Charter in the near future. The Mayor then stated the floor is opened to the Citizens for their input and comments, there will be no names called or derogatory comments and the three (3) minute time limit will apply.</p>	
<p>Citizen Comments: John Schwindler, Katie Gibson, Aaron Huffstelter, Richard Caswell, David Reid, Denise Curran, Steve Davidson, Zachary Collins</p>	
Request:	N/A
Second:	N/A
Outcome:	N/A

Adjournment: 4:53 p.m.

Next Regular Council Meeting: Monday, December 02, 2019

Kim A. Demoone
Acting City Clerk

No.: 30-19
CITY OF WARNER ROBINS
STATE OF GEORGIA

ORDINANCE

BE IT HEREBY ORDAINED by Mayor and Council of the City of Warner Robins that \$152,000 be taken from the Unassigned General Fund Balance and transferred to General Admin-Management Information Systems budget to cover additional software and hardware maintenance costs and Laserfiche integration with Qpublic software.

These funds shall be placed in **Professional Services-Software and Support**, account number **1535 52041**.

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.

This ordinance was first read on December 2, 2019 and shall be effective upon adoption this 2nd day of December, 2019.

CITY OF WARNER ROBINS

BY: Randy Toms
RANDY TOMS, MAYOR

ATTEST:

Kim A Demoonie
Kim A Demoonie, Interim City Clerk

CITY OF WARNER ROBINS
STATE OF GEORGIA

RESOLUTION

WHEREAS, the following employees are recommended for promotion by their respective departments,

WHEREAS, the Mayor and City Council deem such recommendations beneficial,

NOW, THEREFORE, BE IT RESOLVED that these promotions be approved as follows:

-1-

Maggie Williams, promoted from Administrative Secretary (B/T), Job Class #810, Grade 10, Building and Transportation Department, to Administrative Assistant (Economic Development), Job Class #055, Grade 12, Economic Development Department, to be effective December 2, 2019.

-2-

Xavier Hall, promoted from Utilities Maintenance Worker I (Water), Job Class #917, Grade 8, Utility Department, to Gas Service Worker, Job Class #919, Grade 9, Utility Department, to be effective December 2, 2019.

This 2nd day of December, 2019

By: Randy Toms
Randy Toms, Mayor

ATTEST:

Kim Demobnie
Kim Demobnie, Interim City Clerk

CITY OF WARNER ROBINS
COUNTY OF HOUSTON
STATE OF GEORGIA

RESOLUTION

WHEREAS; the Insurance Committee recommends the City continue receiving from Brentwood Services, the program development, claims administration and financial analysis of the City's Workers Compensation Self-Insurance Program, and

WHEREAS, Brentwood Services and Arthur J. Gallagher Risk Management Services has recommended re-insurance through MidWest Employers Casualty Company, and

WHEREAS, the Mayor and Council deem it in the best interest of the City that agreements be executed for a period of one year effective January 1, 2020 through December 31, 2020 for Workers' Compensation Administration and Re-insurance.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins authorize Randy Toms, Mayor, and Kim Demoonie, Interim City Clerk, to execute agreements with Brentwood Services, and MidWest Employers Casualty Company under the terms and conditions set forth above.

This 2nd day of December, 2019.

CITY OF WARNER ROBINS, GEORGIA

BY: Randy Toms
Randy Toms, Mayor

ATTEST:

Kim Demoonie
Kim Demoonie, Interim City Clerk

2020 Official Mayor & Council Schedule for the City of Warner Robins

MAYOR & COUNCIL MEETINGS		HOLIDAYS	
Time	Date	Date	Holiday
4:30 PM	Monday, January 06	Wednesday, January 01	New Year's
5:30 PM	Tuesday, January 21	Monday, January 20	MLK
4:30 PM	Monday, February 03	Monday, February 17	President's
5:30 PM	Tuesday, February 18	Monday, May 25	Memorial
4:30 PM	Monday, March 02	Friday, July 03	Independence
5:30 PM	Monday, March 16	Monday, September 07	Labor Day
4:30 PM	Monday, April 06	Monday, October 12	Columbus
5:30 PM	Monday, April 20	Wednesday, November 11	Veteran's
4:30 PM	Monday, May 04	Thursday, November 26	Thanksgiving
5:30 PM	Monday, May 18	Friday, November 27	Thanksgiving
4:30 PM	Monday, June 01	Thursday, December 24	Christmas
5:30 PM	Monday, June 15	Friday, December 25	Christmas
4:30 PM	Monday, July 06	Friday, January 01, 2021	New Year's
5:30 PM	Monday, July 20	<p style="text-align: center;">Pre Council Meeting start at 4:30p.m. Council Meeting start at 5:30p.m.</p> 	
4:30 PM	Monday, August 03		
5:30 PM	Monday, August 17		
4:30 PM	Tuesday, September 08		
5:30 PM	Monday, September 21		
4:30 PM	Monday, October 05		
5:30 PM	Monday, October 19		
4:30 PM	Monday, November 02		
5:30 PM	Monday, November 16		
4:30 PM	Monday, December 07		
5:30 PM	Monday, December 21		