



# City of Warner Robins City Council Meeting Minutes

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Monday, October 21, 2019

5:30 PM

Council Chambers

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## 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

**City Officials Absent:** Councilwoman Carolyn Robbins, deceased.

**Opening Prayer:** Councilman Holmes

**Pledge of Allegiance:** Councilman Thomas

**Call to Order:** 5:31 p.m.

**Adoption of the Agenda:** Councilman Holmes moved to adopt the agenda. Councilman Curtis seconded the motion. Councilman Thomas requested the addition of a Closed Session for personnel and possible litigation prior to the start of the council meeting. After a brief discussion Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for adoption of the agenda with the addition of a Closed Session.

### **Presentation of Proclamations/Awards:**

- ◆ Mayor Toms presented a proclamation declaring October 18 – 25, 2019 National Family Promise Week.
- ◆ Sharon Emory – Employee with the WRPD was inducted into the Hall of Fame in Basketball for Liberty University.
- ◆ Adrjanna Hayes - Is a triathlete ranked nationally in the top five in the U.S. in three different track events. She already has 46 medals and is only 10 years old.
- ◆ Mayor Toms presented service awards to Michelle Kelly (ED), Kadeem Ambrose (FD), Aundrea Day (FD), Eric Howell (FD), & Cameron Thorn (FD) for 5 years of service.

**Mayor Closed Meeting for a Closed Session:** 5:52 p.m.

**Re-Open Meeting - Call to Order:** 6:30 p.m.

**Action Items:**

<b>Action Item 1</b>		<b>Presentation of Minutes</b>
The minutes of the regular meeting of October 07, 2019 were presented for approval.		
<b>Motion:</b>	Councilman Curtis moved for the approval of the minutes for regular meeting of the October 07, 2019.	
<b>Second:</b>	Councilman Thomas.	
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the minutes.	

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

<b>Action Item 3</b>		<b><del>Road Striping / Sidewalks on Peach Blossom Road (Discussion Only)</del></b>
This item was removed.		
<b>Motion:</b>	N/A	
<b>Second:</b>	N/A	
<b>Outcome:</b>	N/A	

<b>Action Item 4</b>		<b>Resolution - Tuition Reimbursement Program Policy</b>
A Resolution of the Mayor and Council of the City of Warner Robins authorizing a revision to the current tuition reimbursement policy originally established in 2011. The new Tuition Reimbursement Program Policy is attached hereto, and is effective upon this date of adoption.		
<b>Motion:</b>	Councilman Curtis moved for the approval of this Resolution.	
<b>Second:</b>	Councilman Holmes.	
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.	

**Action Items: Continued . . .**

Action Item 5 Home Occupation Permits	
<p>The following Home Occupation Permits are recommended for approval by the Planning and Zoning Board:</p> <ul style="list-style-type: none"> <li>◆ <b>Shirley J. Durden</b> – 103 Xavier Edwards Drive – request permission to operate a trucking business as a home occupation.</li> <li>◆ <b>Alethia Edmondson</b> – 100 Georgia Dean Street – request permission to operate a consulting business as a home occupation.</li> <li>◆ <b>Ralph D’Haiti</b> – 111 Alanwood Court – request permission to operate a valet trash service business as a home occupation</li> <li>◆ <b>Anita Evelyn Graddick</b> – 112 Santangelo Court – request permission to operate a property management business as a home occupation.</li> <li>◆ <b>Tamika Davis</b> – 72 Glen Arbor Lane – request permission to operate a hookah service business as a home occupation.</li> <li>◆ <b>Christopher Tyler Martucci</b> – 405 Todd Circle – request permission to operate a cleaning service as a home occupation.</li> <li>◆ <b>Greg Havener</b> – 201 Pebblebrook East – request permission to operate a home repairs business as a home occupation.</li> <li>◆ <b>Santresa Brooks</b> – 101 Capitol Avenue, Apt. 11 – request permission to operate a cleaning business as a home occupation.</li> <li>◆ <b>Dalton Alday</b> – 102 Dry Brook Court – request permission to operate a pressure washing business as a home occupation.</li> </ul>	
<b>Motion:</b>	Councilman Thomas moved for the approval this motion.
<b>Second:</b>	Councilman Lee.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

Action Item 6 Special Exception – Houston County Association of Exceptional Citizens/Myrtle Street (Falcon Park Phase II)	
<p>A petition from Houston County Association for Exceptional Citizens requests a special exception at Myrtle Street, North of Young Avenue and South of Duke Avenue to allow for the construction of Group Homes in an R-4[Multi Family Residential District]</p>	
<b>Motion:</b>	Councilman Holmes moved for the approval of this Resolution.
<b>Second:</b>	Councilman Thomas.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

**Action Items: Continued . . .**

<b>Action Item 7      Rezoning Petition – Requests for rezoning of 108 Marshall Avenue</b>	
Emmanuel Okorafor requests the rezoning of 108 Marshall Avenue from the zoning of C-3 [Concentrated Commercial District] to the zoning of C-2[General Commercial]. The Planning and Zoning Commission approved this request and forwarded its recommendation to the Mayor and Council of the City of Warner Robins for final approval.	
<b>Motion:</b>	Councilman Lauritsen moved for the approval of this petition.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

<b>Action Item 8      Rezoning Petition – Requests for rezoning of Lot 6 a 1.94 Acre parcel at 470 S Houston Lake</b>	
Lois, F. Warren, Charles, and Mary Lee Carter request amended application to rezoning 1.94-acre portion of Tax Parcel #0W79A0011000 aka: 470 S Houston Lake Road from C-1 [Neighborhood Commercial][City] to C-2[General Commercial][City] - The Planning and Zoning Board makes a recommendation to deny the rezoning with three (3) voting for, and two(2) voting against.	
<b>Motion:</b>	Councilman Lee moved to deny this petition.
<b>Second:</b>	Councilman Curtis.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

<b>Action Item 9      Rezoning Petition – Requests for rezoning of 713 Watson and 715 A Watson Boulevard</b>	
Haimnarine Doobay requests the rezoning of 713 Watson Boulevard, zoned C-3[Concentrated Commercial District], and 715 A Watson Boulevard, zoned R-3[General Residential District], to the zoning of C-2[General Commercial District]. The Planning and Zoning Board makes a recommendation to deny the rezoning with three (3) voting for, and two(2) voting against.	
<b>Motion:</b>	Councilman Holmes moved to the deny this petition.
<b>Second:</b>	Councilman Thomas.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

**Action Items: Continued . . .**

<b>Action Item 10 Resolution - Appointment administrative law judges</b>	
A Resolution of the Mayor and Council of the City of Warner Robins hereby appoint T. Rabb Wilkerson, Special Assistant Administrative Law Judge for Georgia, and Lawrence E. O’Neal, Jr., Administrative Law Judge in the Georgia Tax Tribunal Court as Administrative Law Judges for purposes of Section 18-43 et seq. of the City Code. Other judges previously appointed shall remain in effect.	
<b>Motion:</b>	Councilman Curtis moved for the approval this motion.
<b>Second:</b>	Councilman Thomas.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval.

<b>Action Item 11 (Discussion Only) Cleaning of Stormwater Drainage on the North side of town</b>	
Councilman Lee stated we need to keep the storm drains, ditches, right-of-ways and other areas of the north side of town clean and the area around Tabor Drive needs some attention, too.	
<b>Motion:</b>	N/A
<b>Second:</b>	N/A
<b>Outcome:</b>	N/A

<b>Action Item 12 Ordinance – Mobile Food Vendors</b>	
Ordinance #26-19 of the Mayor and Council of the City of Warner Robins, Georgia, adopts a new ordinance to amend chapter 10 of the code of ordinances and regulate Mobile Food Vendors in the City, and for other purposes.	
<ul style="list-style-type: none"> <li>◆ The general purpose of this article is to promote the health, safety, and general welfare of the citizens of Warner Robins, Georgia by requiring that new and existing mobile food vendors provide residents and customers with a level of cleanliness, quality, and safety.</li> <li>◆ It is also the intent of this article to establish reasonable guidelines and restrictions for mobile food vendors in relationship to established restaurant businesses and ensure the safe and convenient use of the public rights-of-way.</li> </ul>	
<b>Motion:</b>	Councilman Thomas presented Ordinance #26-19, and moved to waive the second reading.
<b>Second:</b>	Councilman Lee.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the Ordinance.

**Action Items: Continued . . .**

<b>Action Item 13 Resolution - Fees for the operation of the Mobile Food Vendor</b>	
A Resolution of the Mayor and Council of the City of Warner Robins hereby set Mobile Food Vendor Business License Fees for a one (1) year period at \$150.00. Furthermore, the fee for a Mobile Food Vendor Permit for each event within the City of Warner Robins shall be \$25.00 for each Mobile Food Vendor Vehicle. Said fees shall be waived for non-profit organizations such as schools, churches, etc., who hold an IRS Non-Profit title.	
<b>Motion:</b>	Councilman Thomas moved for the approval of the Resolution.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

**Citizen Comments:** Alex Talley, Aaron Huffstelter, and Rita Simon.

**Closed Session:** Councilman Thomas moved for an executive session to discuss possible litigation; Councilman Lee seconded the motion and recused himself. Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for the approval of the motion.

**Adjournment:** 7:13 p.m.

**Next Regular Council Meeting:** Monday, November 04, 2019

  
 Kim A. Demoonie  
 Acting City Clerk

**REVISED**

# CITY OF WARNER ROBINS, GEORGIA

**COUNCIL DATE: October 21, 2019**

*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) RENEW Grease Trap Pumping ANNUAL CONTRACT Bid No.: U-4176	Darling Ingredients Atlanta, GA	Attachment #1 & 1a for cost breakdown	4330 52105 / \$151,968.00 Remaining	Contract Period: December 1, 2019 – November 30, 2020  Ordered on an as-needed basis throughout the year
2) Toro GreensMaster Mower & Toro Grandstand Mower w/ Blower SWC: 99999-001-SPD0000102-0014	Jerry Pate Turf & Irrigation Atlanta, GA	\$30,139.84	6122 54121 / \$30,139.84 Remaining	
3) RENEW Firehouse Software w/ 8 Licenses	ESO Solutions, Inc. Dallas TX  PROFESSIONAL SRVC	\$7,088.40	3510 52041 / \$10,000.00 Remaining	Contract Period: October 1, 2019 – September 30, 2020
4) RENEW Fire & EMS Courses Certification Software ANNUAL CONTRACT	Praetorian Group, Inc. San Francisco, CA	\$6,100.00	3540 52361 / \$14733.22 Remaining	Contract Period: October 01, 2019 – September 30, 2020
5) RENEW Facebook App "I'm Going" Integrated Calendar of Events for CVB Website	ITI Marketing Brunswick, GA  PROFESSIONAL SRVCS	\$12,000.00	18 52321 / \$19,648.95 Remaining  CVB – Advertising/City Promotions	Services include the maintenance & daily management of all content.

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) Bunker Gear ANNUAL CONTRACT Bid No.: F-4244	Nafeco, Inc. Decatur, AL	Attachment #2 for cost breakdown	3520 53010 / \$51,941.13 Remaining FIRE – Uniforms & Clothing	Contract Period: November 1, 2019 – October 31, 2020  Ordered on an as-needed basis throughout year
7) Water Meters ANNUAL CONTRACT Bid No.: I-4250	Badger Meter, Inc. d/b/a National Meter & Automation Centennial, CO	Attachments #3 for cost breakdown	53 10862 / INVENTORY	Contract Period: December 1, 2019 – November 30, 2020  Ordered on an as-needed basis throughout the year
8) HVAC / Boiler Maintenance ANNUAL CONTRACT Bid No.: P-4245	BGD Enterprises d/b/a Pro-Tech Plumbing Warner Robins, GA	\$9,400.00  Attachment #4	3260 52140 / \$36,398.96 Remaining POLICE -- Repairs & Mntnce by Vendor – Buildings	Contract Period: November 1, 2019 – October 31, 2020  LEC, Training Center, Animal Control, Green St. & Lake Joy.
9) 2020 Ford F-150 4x4 Truck for Animal Control Bid No.: P-4253	Wade Ford Smyrna, GA	\$26,099.00  Attachment #5	3910 54123 / \$33,000.00 Remaining POLICE / Animal Control – Vehicles	Recommendation of Police Dept.
10) 2020 Ford Police Utility Interceptor Vehicle Bid No.: P-4251	Wade Ford Smyrna, GA	\$395,976.00  Attachment #6	3220 54123 / \$478,895.33 Remaining POLICE – Vehicles	
11) Exterior & Interior Structural Cleaning for Recreation Gym Fire Damage	First Response Services Warner Robins, GA	\$27,373.94	6122 52140 / \$20,614.45  RECREATION – Repairs & Mntnce by Vendor – Buildings	Insurance Reimbursement
12) 8" Sewer Pipe & Silt Fence for the Vietnam Veterans Memorials Parkway (VVMMP) Sewer Extension Bid No.: U-4262	Macon Supply Co. Macon, GA	\$10,040.16  See attachment #7	3419 54062 / \$536,693.00 Remaining 2012 SPLOST/ UTILITIES - Sewer Line Extension	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
13) Materials, Equipment, Labor & Installation of fencing for Retention Ponds located off Lake Joy Rd.  Bid No.: PW-4248	National Fence Company Kathleen, GA	\$42,945.00  See attachment #8	61 54063 / \$181,172.70 Remaining  STORMWATER – New Projects	<ul style="list-style-type: none"> <li>◆ Woodbridge Sub-division Feagin Mill / Lake Joy.</li> <li>◆ Woodbridge Sub-division Feagin Mill / Lake Joy.</li> <li>◆ Friendship Baptist Church at Feagin Mill</li> </ul>

### **Tuition Reimbursement Program Procedures & Responsibilities**

1. Classified Service Employees must complete and submit a "Continuing Education Approval and Refund Application (CEARA)" form to their Department Director for approval prior to enrolling in courses.
2. Department Directors and other Appointed Employees wishing to participate in the City's Tuition Reimbursement Program should complete and submit a CEARA form to the Mayor for approval.
3. Department Director (or Mayor, if applicable) will review the request and will either approve or deny the request in writing and forward the form indicating his decision to the Human Resources Office.
4. In the event a request is denied, the Department Director (or Mayor, if applicable) will state his/her reasons for denying the request on the CEARA form and provide a copy to the employee and forward the original form to the Human Resources office.
5. The Human Resources Manager (HRM) will review the application for completeness and compliance with the policy. If the HRM determines the application is incomplete or does not comply with policy, the Department Director will be informed of the deficiencies and the application will be returned to the Department for correction.
6. The Human Resources office will notify the Finance office in writing of all approved applications.
7. All completed applications for the Tuition Reimbursement Program will be retained in the employee's personnel file.
8. Upon satisfactory completion of approved courses, employee will submit evidence of satisfactory completion and proof of payment with his reimbursement request to the Human Resources office. Evidence of payment will include a document from the educational institution confirming paid tuition along with either a copy of the front and back of cancelled check used to make payment, a copy of a credit card statement in the employee's name showing payment to the educational institution, or documentation of the employee's financial commitment to the institution to pay tuition. Reimbursement requests should be submitted no later than 30 days after completion of the courses.
9. The Human Resources office will review the reimbursement request and the evidence of payment for completeness before forwarding to Accounts Payable for processing.
10. The Finance office will forward copies of checks issued for tuition reimbursement to Human Resources for retention in personnel files and or use in review of future requests.
11. If the application is denied by the Department Director, the employee may appeal to the HRM in writing. The appeal should be submitted within 10 business days of receiving the decision.
12. If an employee voluntarily leaves employment or is dismissed for cause prior to meeting the program's continuing service requirements, the city will be authorized by the employee to collect any amounts due, either directly from the employee or by payroll deduction out of employee's final paycheck.
13. If the employee fails to fully reimburse the City what it is owed, the employee agrees that he or she will indemnify the City for all costs and attorney's fees associated with the collection of the amount due if the City deems it necessary to institute legal action.

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION FOR DECLARATION OF OFFICIAL INTENT TO  
REIMBURSE COSTS OF ASSETS WITH TAX-EXEMPT FINANCING

WHEREAS, the City of Warner Robins (the "Issuer") plans to acquire various assets, and/or equipment consisting of - 1 new SUTPHEN CUSTOM SP95 AERIAL PLATFORM Fire Vehicle with Equipment; and

WHEREAS, the Mayor and Council (the "Governing Body") reasonably expects to reimburse the City of Warner Robins General Fund for the costs of acquiring these assets and/or equipment through the use of a lease-purchase or other financing mechanism.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body hereby declares, pursuant to United States Treasury Regulations Section 1.150-2, its official intent to reimburse the costs related to the acquisition of these assets and/or equipment using a lease-purchase or other obligations entered into specifically for this purpose, not to exceed an amount of \$1,100,000.00, as approved at the October 7, 2019 meeting of mayor and council.

BE IT FURTHER RESOLVED, that a copy of this Resolution be maintained in the official record of actions of the Governing Body of the City of Warner Robins, Georgia.

So RESOLVED this 4<sup>th</sup> day of November 2019.

CITY OF WARNER ROBINS

By: Randy Toms  
Randy Toms, Mayor

Attest:

Kim A. Demoone  
Kim A. Demoone, Interim City Clerk

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

WHEREAS, on September 11, 2019, a Federal Judge in the Northern District of Ohio, overseeing all of the National Opioids Litigation certified that the negotiation class shall go forward involving In re: National Prescription Opiate litigation; and

WHEREAS, class action notice was provided to all class members, cities and counties, by first class mail and posted to the class website, *www.OpioidsNegotiationsClass.info* no later than September 20, 2019; and

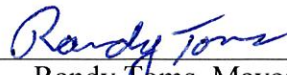
WHEREAS, class members are automatically a member of the class action suit and class members who wish to opt out of the litigation suit shall submit a copy of the Exclusion Request Form that was provided to all class members on or before November 22, 2019. After the close of the opt-out period, the court will enter an order confirming the membership of the class saying who is in and who is out of the class.

WHEREAS, the City of Warner Robins, Georgia wishes to remain a member of the Class Action Suit; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins, by adoption of their resolution hereby authorizes Mayor Randy Toms to sign this resolution that allows the City of Warner Robins to remain as a class member of National Prescription Opiate Litigation.

This 4<sup>th</sup> day of November, 2019.

**CITY OF WARNER ROBINS, GEORGIA**

By:   
Randy Toms, Mayor

Attest:   
Kim A. Demoonie, Interim City Clerk

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED that Mayor and Council hereby authorizes Mayor Randy Toms to execute a memorandum of understanding with The Board of Commissioners of Houston County for the installation of traffic signals at the intersection of Tharpe Road & Russell Parkway. The City and the County will equally split the cost of the professional traffic study performed by Wilburn Engineering and the cost of the construction to install the signals.

This 4th day of November, 2019.

**CITY OF WARNER ROBINS, GEORGIA**

By:   
Randy Toms, Mayor

Attest: ,

  
Kim A. Demoonie, Interim City Clerk

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

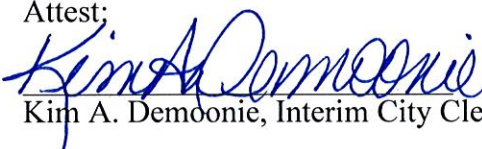
**R E S O L U T I O N**

BE IT RESOLVED that Mayor and Council hereby authorizes Mayor Randy Toms to execute a memorandum of understanding with The Board of Commissioners of Houston County for the installation of street lights along Bear Country Boulevard from Highway 96 to Cohen Walker Drive.

This 04<sup>th</sup> day of November, 2019.

**CITY OF WARNER ROBINS, GEORGIA**

By:   
\_\_\_\_\_  
Randy Toms, Mayor

Attest:  
  
Kim A. Demoonie, Interim City Clerk