



City of Stockbridge

Bringing People

Together

STOCKBRIDGE CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem LaKeisha Gantt

Councilman Elton Alexander

Councilman John Blount

Councilwoman Neat Robinson

Councilman Alphonso Thomas

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
June 27, 2018 4:00 PM**



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

WEDNESDAY, JUNE 27, 2018 4:00 PM

Mayor & City Council

Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

PUBLIC COMMENTS

REVIEW OF THE MINUTES FOR THE FOLLOWING MEETINGS: 5/22/2018 and 6/11/2018

- 1 Draft Minutes of May 22, 2018
- 2 Draft Minutes of June 11, 2018

APPEAL TO MAYOR & COUNCIL

- 3 Appealant Name: Jermaine Peterson
Address: 3057 East Fairview Rd. McDonough, GA 30252
Nature of Request: Denial of Business Permit
Location: 1300 Rum Creek Pkwy. Stockbridge, GA 30281

NEW BUSINESS

- 4 Council Consideration to approve a Resolution to move forward with an RFP for the Old Fire Station located on M.L. Sr. Heritage Trail
- 5 Council Consideration to amend the City's Proclamation Policy
- 6 Council Consideration to authorize the submittal of the 2018-2019 Georgia Department of Economic Tourism Product Development Resource Grant Funding Request

DISCUSSION

- 7 Street and Off-Site Parking Ordinance

CITY MANAGER'S COMMENTS (Randy Knighton)

CITY CLERK'S COMMENTS (Vanessa Holiday)

COMMENTS FROM THE CITY COUNCIL

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

ADJOURNMENT



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



SUMMARY MINUTES WORK SESSION MEETING

TUESDAY, MAY 22, 2018 4:00 P.M.

Mayor & City Council

**Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas**

Administration

**Randy Knighton, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

The meeting was called to order by Mayor Ford.

Invocation by Councilman Blount.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present except Mayor Pro Tem Gantt and Councilwoman Robinson.

Councilman Blount motioned to adopt the Agenda as printed; second by Councilman Thomas. The motion passed 3-0.

Review of the Minutes of the following meetings:

1. 4/10/18 2. 4/11/2018 3. 4/25/2018 **No Action**

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

Reverend Renea D. Slater, Interim Pastor for Red Oak UMC located at 3894 Walt Stephens Rd., Stockbridge spoke on behalf of the congregation regarding road and driveway improvements at their location.

Pastor Slater noted Red Oak UMC is a community meeting place and referenced the use of the church's Family Life Center; and further noted the backlog of traffic onto Walt Stephens Rd. during these events and asked the City to widen the road with a turning lane and widen the driveway of the church parking lot.

Staff and City Officials noted the requests and the concerns as presented by the church. Staff also referred to the limits of the municipality as it relates to private property and would also conduct a site visit and will follow up within the next 60 days.

Councilwoman Robinson joined the meeting at 4:30 p.m.

NEW BUSINESS:

PUBLIC HEARING

4. Conditional Use CU-18-05-S

Applicant: Reggie Sylvain 128 Bayberry Hills McDonough, GA 30253

Agent: Arkos Engineering 125 Westridge Industrial McDonough, GA 30253

Location: 2750 Highway 42 North Land Lot 1 of the 11th District

Parcel ID: 069-01008021

Request: Conditional Use for funeral home in C-2 (General Commercial) zoning. Proposed Use: Funeral Home Lot Size: 1.395 +/- acres

Henry County P&Z and COS Planning Commission Recommend Approval

Presented by: Camilla Moore, Assistant City Manager/Community Svc. Dir.

Ms. Moore noted staff has recommended approval with the condition the development remains consistent with the site plans.

Applicant's representative Charles Richards asked Council to approve the Conditional Use Request as recommended.

Public Hearing: In Favor: Jacob Dingle Opposed: None

Public Hearing Closed

Councilman Alexander motioned to approve as recommended by staff made; second by Councilman Blount. The motion passed 4-0.

5. Council Consideration to approve the selection of the City's Insurance and Risk Management Policy with J. Smith Lanier/Traveler's Insurance in the amount of \$191,661.00

Presented by: Randy Knighton, City Manager

Mr. Knighton stated this is the annual renewal of all City property and casual insurance, noting last year's premium was over \$200,000. Mr. Knighton noted the J. Smith Lanier/Traveler's was one of three bids and was the lowest at \$191,661.00.

Councilman Blount motioned to approve the City's Insurance and Risk Management Policy with J. Smith Lanier/Traveler's Insurance in the amt. of \$191,661.00; second by Councilwoman Robinson. The motion passed 4-0.

6. Council Consideration to authorize Overhead Doors to complete Building Repairs in the amount of \$25,350.00
Presented by: Donald Riley, Procurement Specialist
Mr. Riley noted Overhead Door is the recommended vendor to make repairs at the Administration, Merle Manders Conference Center and the Ted Strickland Community Center in the amount of \$25,350.00.

Councilman Thomas motioned to approve Overhead Doors to complete building repairs in the amount of \$25,350.00; second by Councilman Blount. The motion passed 4-0.

7. Council Consideration to approve use of the Ted Strickland Community Center for the Youth Council Retreat June 6 – 7, 2018.
Presented by: Councilwoman Robinson
Councilwoman Robinson made the request for use of the Ted Strickland Community Center for the Youth Council Retreat to be held on June 6 & 7, along with A/V equipment.

Councilman Blount motioned to approve the use the Ted Strickland Community Center for the Youth Council Retreat on June 6 & 7, 2018; second by Councilman Alexander. The motion passed 4-0.

DISCUSSION:

8. Review of City's Request and Work Management Software **See/Click/Fix**
Presented by: Camilla Moore, Assistant City Manager/Community Svc. Dir.
Ms. Moore gave a visual presentation of the See/Click/Fix software to citizens. The software allows citizens the opportunity to report issues on the City's website www.cityofstockbridge.com.
No Action taken.

COMMENTS FROM THE CITY MANAGER

None

COMMENTS FROM THE CITY CLERK

None

COMMENTS FROM THE CITY COUNCIL

Councilman Thomas invited everyone to participate in the Don't Trash Stockbridge No Litter Campaign, noting the next event is scheduled to take place on June 2nd at City Hall at 10:00 a.m.

Councilman Blount thanked everyone for coming out; noted the Carrie Mae Hambrick Day celebration was a great event this past Saturday.

Councilman Alexander thanked everyone for coming out; thanked Red Oak UMC for participating and further thanked the church for always being courteous to him to hold meetings there as he sees them as a key partner in the community; noted the economic development opportunities for the City bringing in more jobs, partners and CID opportunities, as noted by Mr. Sledge of the Henry County Development Authority in his recent presentation; noted the City is committed to raising the standards; referenced the Hwy. 138 Overlay and the community's input in the City's upcoming Comprehensive Plan.

Councilwoman Robinson thanked Red Oak UMC for coming out; thanked staff; referenced the City's See/Click/Fix app for citizens to utilize; noted the Youth's Council 2nd year is kicking off with applications up for 8 in 2017 to 17 in 2018 and is excited about the upcoming year and thanked Council for their support of the program.

COMMENTS FROM THE MAYOR

Mayor Ford echoed the sentiments of Councilman Blount regarding the Carrie Mae Hambrick Day celebration and looks forward to next year's event; noted the Memorial Day March taking place on Monday, May 28th at 9am at the Merle Manders Conference Center, and noted the event would take place inside of the conference center in the event of rain.

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Stockbridge Comprehensive Plan Steering Committee Meeting, Wednesday, May 23, 2018 at 6:30 – 8:00 p.m. at the Merle Manders Conference Center 111 Davis Road Stockbridge, GA
- Youth Council Retreat, June 6 - 7, 2018 at the Ted Strickland Community Center.
- Main Street Advisory Board, Friday, June 8, 2018 at 9:00 a.m. at City Hall in the Levi Meeting Room
- Council Meeting, Monday, June 11, 2018 at 6:00 p.m. at City Hall in the Council Chamber
- Downtown Development Authority Meeting, Monday June 18, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Comprehensive Plan Steering Committee Meeting, Tuesday, June 19, 2018 at 6:30 – 8:00 p.m. at the Merle Manders Conference Center

- Youth Council Advisory Committee Meeting, Wednesday, June 20, 2018 at 6:30 p.m. at City Hall in the Levi Meeting Room
- Planning Commission Meeting, Thursday, June 21, 2018 at 6:00 p.m. at City Hall in the Council Chamber
- Stockbridge Comprehensive Plan Final Open House Meeting, Tuesday, June 26, 2018 at 5:30 – 8:00 p.m. at the Merle Manders Conference Center
- Council Work Session Meeting, **Wednesday**, June 27, 2018 at 4:00 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Association of Businesses Meeting, Thursday, June 28, 2018 at 6:00 p.m. at the Ted Strickland Community Center 130 M L King, Sr. Heritage Trail

UPCOMING EVENT(S) & ANNOUNCEMENTS

- Food Truck Tuesday begins, May 1st at Clark Park and will run through July 31st from 5:30 – 9:00 p.m. Excludes May 29th and July 3rd
- Don't Trash Stockbridge – No Litter Campaign – Saturday, June 2, 2018 at 10:00 a.m. at City Hall
- Stockbridge Main Street Summer FREE MOVIE Series – featuring *Peter Rabbit* - Saturday, June 9, 2018 at 8:00 p.m. on the City Hall lawn.
- Sounds of Summer FREE Concert Series - Saturday, June 16, 2018 at 6 – 9:30 p.m. on the City Hall lawn.

Councilman Blount motioned to adjourn the meeting; second by Councilman Thomas. The motion passed 4-0. Meeting adjourned at 5:15 p.m.

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



SUMMARY MINUTES COUNCIL MEETING

MONDAY, JUNE 11, 2018 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Camilla Moore, Asst. City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

The meeting was called to order by Mayor Ford.

Invocation by Reverend Jacqueline Johnson.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present.

Councilman Blount motioned to adopt the Agenda; second by Councilwoman Gantt. The motion passed 5-0.

Approval of the Minutes of the following meetings:

1. 4/10/2018 2. 4/11/2018 3. 4/25/2018 4. 5/14/2018

Councilman Blount motioned to approve the Minutes; second by Councilman Alexander. The motion passed 5-0.

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be

able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

Mr. Derek Favors of the Falling Waters Community Association noted a home in the neighborhood is in violation of the City's parking ordinance and noted the homeowner had been cited for operating an illegal business in their home.

Mr. Knighton, City Manager, noted court action had taken place earlier today.

Ms. Molly Hammer referenced the comment made by Mr. Favors and noted the homeowner's blatant disregard for the law and the neighborhood covenants.

CEREMONIAL:

5. Mayor Ford presented a Proclamation to Elizabeth Bradley in honor of National Alzheimer's Awareness Month (also in attendance was Kevin Bradley and Debbie Watkins).
6. Mayor Ford presented a Proclamation to Ross Childress, co-founding member of the band Collective Soul of Stockbridge, Georgia.

Mayor Ford reviewed the Proclamation ceremony held prior to the meeting presented to Reverend Jacqueline Johnson and Minister Rick Johnson of Trinity UMC for their service to the Stockbridge community.

Mayor Ford reviewed the Letter of Recognition ceremony prior to the meeting that was presented to Jackie Watson and Chris Smith celebrating Caribbean American Heritage Month.

OLD BUSINESS:

7. Council Consideration to postpone the Western Parallel Lighting Agreement until further notice.
Presented by: Michael Williams, City Attorney
Attorney Williams noted the Resolution will postpone the Western Parallel Lighting Agreement until further notice.

Councilwoman Gantt motioned to approve the Resolution postponing the Western Parallel Lighting Agreement until further notice; second by Councilman Blount. The motion passed 4-0-1 (Alexander abstained).

8. Council Consideration to approve Vehicle Usage Policy.
Presented by: Michael Williams, City Attorney
Attorney Williams noted this is the final version which sets forth the conditions of how City vehicles are utilized. Attorney Williams also noted this policy includes a set of procedures for vehicles involved in accidents and will

have non-city employees sign a vehicle waiver before entering any vehicle.

Councilwoman Robinson expressed her concerns with the waiver policy and how she is still against having spouses riding in city vehicles and noted her due diligence to be conscious of spending taxpayer funds.

Councilman Blount motioned to approve the Vehicle Usage Policy; second by Councilman Thomas. The motion passed 3-2 (Alexander/Robinson opposed).

9. Council Consideration to extend the City's Truck Moratorium.

Presented by: Michael Williams, City Attorney

Attorney Williams noted the Council approved a Truck Moratorium last year that is set to expire in a few weeks and is recommending Council extend the moratorium until a revision of the Ordinance is presented at a future date.

Councilman Alexander noted his concerns for trucks having a location to park legally and not park in various locations within the City.

Ms. Moore noted the City's upcoming Comprehensive Plan will address this along with other issues regarding transportation and will be placed on hold until the City's roads have been assessed.

Councilwoman Gantt motioned to approve the extension of the City's Truck Moratorium; second by Councilman Blount. The motion passed 4-0-1 (Alexander abstained).

NEW BUSINESS:

10. Council Consideration to amend Title 9, Section 9.12 of the Stockbridge Municipal Code by hereby deleting and replacing Section 9.12 in its entirety, as it pertains to the Solicitation Permit and process.

Presented by: Michael Williams, City Attorney

Attorney Williams noted the current Ordinance provides all applications pertaining to permits come through the City Clerk's Office; this revision will change it to have all applications come through the administrative side the Community Services Department per the City's Organization Chart.

Councilman Blount motioned to approve to amend Title 9, Section 9.12 of the Stockbridge Municipal Code by hereby deleting and replacing Section 9.12 in its entirety, as it pertains to the Solicitation Permit and process; second by Councilwoman Gantt. The motion passed 5-0.

11. Council Consideration to amend Chapter 9.01 of the Stockbridge Municipal Code by hereby amending and adding a new Section 9.01.260 to provide for

Disabled Veterans engaging in operating businesses or practicing professions.

Presented by: Camilla Moore, Asst. City Mgr./Community Development Dir. Ms. Moore noted this Ordinance will bring the City of Stockbridge into compliance with the State to allow veterans an exemption with regard to business licenses.

Councilman Alexander motioned to approve to amend Chapter 9.01 of the Stockbridge Municipal Code by hereby amending and adding a new Section 9.01.260 to provide for Disabled Veterans engaging in operating businesses or practicing professions; second by Councilwoman Gantt. The motion passed 5-0.

12. Council Consideration to approve selection of the City's Health and Wellness Insurance Policy - staff recommendation Cigna Healthcare

Presented by: Renee Wheeler, Human Resources Manager

Ms. Wheeler introduced Mr. Wendall Strickland of Strongside Solutions who noted the new rates will take effect on July 1, 2018. Mr. Strickland explained the City had a high medical utilization usage in the previous year; due to high claims experience. Mr. Strickland further noted the current insurance company, Cigna, had proposed an initial renewal of 30.04%, which equals an increase of \$232,740.00, further noting they were able to negotiate a final renewal with Cigna for 13.1% and will maintain the same medical plan. Mr. Strickland recommends renewing medical with Cigna for the 2018-2019 plan year, maintain the current level health reimbursement arrangement and maintain the level of the wellness plan. Mr. Strickland also recommends renewing with Humana Dental with the existing plan, and EyeMed Vision.

Councilman Alexander motioned to approve the selection of the City's Health and Wellness Insurance Policy with staff recommending Cigna Healthcare; second by Councilwoman Robinson. The motion passed 5-0.

13. Council Consideration to approve and amend the City of Stockbridge Personnel Policy to reflect Georgia State Law House Bill 673 (HB673) – Hands-Free Cell Phone Policy effective July 1, 2018.

Presented by: Renee Wheeler, Human Resources Manager

Ms. Wheeler noted this is a new Hands-Free Cell Phone Policy mandated by the State that will go into effect July 1, 2018.

Councilman Alexander posed the question of how the older trucks are were going to be equipped to be hands free. Ms. Wheeler noted most of the trucks have been replaced; only leaving both Code Enforcement trucks to be equipped for hands free capability.

Councilwoman Gantt motioned to approve and amend the City of Stockbridge Personnel Policy to reflect Georgia State Law House Bill 673 (HB673) – Hands Free Cell Phone Policy effective July 1, 2018; second by Councilman Thomas. The motion passed 5-0.

14. Council Consideration to approve and ratify Architectural firm TSW (Tunnell Spangler and Walsh) for No. 08-Project Assignment Agreement to construct the amphitheater.

Presented by: Randy Knighton, City Manager

Mr. Knighton made a request to hear the item following Executive Session.

Councilman Blount motioned for Item #14 to be heard following Executive Session; second by Councilwoman Gantt. The motion passed 5-0.

COMMENTS FROM THE CITY MANAGER

Mr. Knighton encouraged everyone to attend the Education and Information Town Hall meeting on Tuesday, June 12th at 7:00 p.m. taking place at the Merle Manders Conference Center and invited everyone to come out and enjoy Food Truck Tasty Tuesday taking place at Clark Park.

COMMENTS FROM THE CITY CLERK

Mrs. Holiday notified the public of the decision of the Henry County Elections Board voting not to have an early voting location in the City of Stockbridge for the run-off and that early voting would take place at the Elections Office in McDonough, with voting at your regular polling location on July 24th, election day.

COMMENTS FROM THE CITY COUNCIL

Councilman Thomas thanked everyone for their participation with the Don't Trash Stockbridge No Litter Campaign; commended Ms. Moore and staff for their work on the City's Comprehensive Plan and crisscrossing of the city.

Councilman Blount stated as elected officials, they are here to serve the citizens and do what is best for the City; noted there are many challenges facing the City and asked individuals to get involved; referenced the upcoming Back-To-School Kickoff on Saturday, July 28th and noted donations are being accepted and to contact the Ex. Asst. to Mayor & Council, LaQuinda Jackson for more information.

Councilwoman Gantt had no comment.

Councilman Alexander thanked citizens for tuning in and being engaged in the community; stated everyone needs to be engaged to move the City forward; reflected on the Letters of Recognition for Caribbean Heritage Month noting the contributions of the community and the importance of diversity in the community; noted the proposed city is an area of the City of Stockbridge; noted his personal experience seeking a business license years ago of not knowing that his residence

has a McDonough address and is located in the City of Stockbridge, and the same applies to his neighbors; noted Buckhead is an area of the City of Atlanta; referenced three groups in the proposed city hi-lighting the silent majority; noted that he is listening to their concerns along with the wants and needs of everyone in the entire City; wants to continue to move the city forward.

Councilwoman Robinson noted the Youth Council just completed a successful 2-day Retreat and thanked staff, and City Manager for their assistance, and specifically thanked the City Attorney for his assistance and leading the youth in the right direction; asked that everyone get engaged, as this is your City; noted they are leaders who sometimes make bad decisions; reiterated that everyone get involved.

COMMENTS FROM THE MAYOR

Mayor Ford noted his recent visit to Tasty Tuesday and the length of time it took find a parking space, which was a good thing noting Stockbridge has great diversity and is a great community; noted it was great to see so many people out and enjoying themselves; referenced the proclamations and noted his personal experience with his father's struggle with Alzheimer's; noted it was an honor to present the proclamation for Rev. Johnson as she truly deserved the recognition; and likewise to Ross Childress formerly of Collective Soul, noting he looks forward to seeing his performance at the Sounds of Summer Free Concert on Saturday, June 16th

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Youth Council Meeting, Wednesday, June 13, 2018 at 5:30 p.m. at City Hall in the Levi Meeting Room
- Downtown Development Authority Meeting, Monday June 18, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Comprehensive Plan Steering Committee Meeting, Tuesday, June 19, 2018 at 6:30 – 8:00 p.m. at the Merle Manders Conference Center
- Youth Council Advisory Committee Meeting, Wednesday, June 20, 2018 at 6:30 p.m. at City Hall in the Levi Meeting Room
- Planning Commission Meeting, Thursday, June 21, 2018 at 6:00 p.m. at City Hall in the Council Chamber
- Stockbridge Comprehensive Plan Final Open House Meeting, Tuesday, June 26, 2018 at 5:30 – 8:00 p.m. at the Merle Manders Conference Center

- Council Work Session Meeting, **Wednesday**, June 27, 2018 at 4:00 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Association of Businesses Meeting, Thursday, June 28, 2018 at 6:00 p.m. at the Ted Strickland Community Center 130 M L King, Sr. Heritage Trail

UPCOMING EVENT(S) & ANNOUNCEMENTS

- Food Truck Tuesday begins, May 1st at Clark Park and will run through July 31st from 5:30 – 9:00 p.m. Excludes July 3rd
- Sounds of Summer FREE Concert Series - Saturday, June 16, 2018 at 6 – 9:30 p.m. on the City Hall lawn

Councilwoman Robinson motioned to convene Executive Session for Personnel, Litigation and Real Estate-Robinson; second by Councilman Alexander. The motion passed 5-0.

Councilwoman Robinson motioned to adjourn Executive Session; second by Councilman Thomas. The motion passed 5-0.

Councilman Thomas motioned to reconvene the meeting; second by Councilwoman Robinson. The motion passed 5-0.

Councilman Alexander motioned to approve Item #14; second by Councilman Thomas. The motion passed 5-0.

Councilwoman Robinson motioned to appoint Charles Michael Carly to the Henry County Board of Health; second by Councilwoman Gantt. The motion passed 5-0.

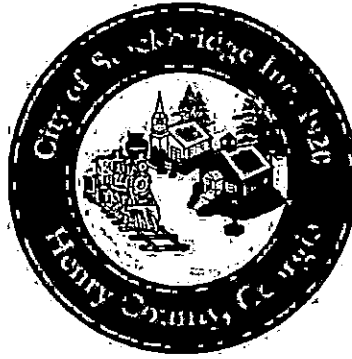
Mayor Ford noted a strong recommendation for candidate E. Jill Bolton would be presented to County Chair, June Wood to fill the remaining vacant position.

Councilman Thomas motioned to adjourn the meeting; second by Councilwoman Robinson. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor



APPEAL REQUEST FORM

To be heard by the Stockbridge Mayor and City Council

AGENDA DATE: June 27, 2018 4:00 p.m.

REQUEST: APPEAL HEARING

APPEALANT NAME: JERMAINE PETERSON - APPLICANT

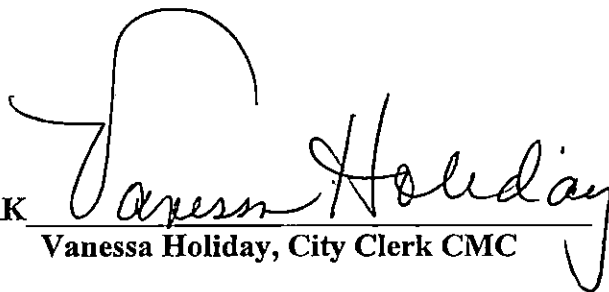
ADDRESS: 3057 East Fairview Rd. McDonough, GA 30252

CONTACT INFORMATION: Email: jbpeterson2003@gmail.com

NATURE OF REQUEST: DENIAL OF BUSINESS PERMIT

1300 Rum Creek Pkwy. Stockbridge, GA 30281

CITY CLERK


Vanessa Holiday, City Clerk CMC

DATE: June 6, 2018

Notifications: Jermain Peterson – Applicant

Michael Williams, City Attorney

Randy Knighton, City Manager

Camilla Moore, Asst. City Mgr./Community Development Director

T. D Johnson, Code Enforcement

Council Consideration to amend the City's Proclamation Policy

Presented by: Michael
Williams, City Attorney



2018-2019 Grant Funding Request Project Profile Sheet

Tourism Product Development Resource Team Community Funding Request

Full information on this funding request, application and required attachments is available in the Tourism Product Development Resource Team Grant Funding Request Information Packet on www.marketgeorgia.org.

Project Summary:

Project Name:

Funding Amount Request:

TPD Resource Team County, City or Special Project:

Brief (1 paragraph) Summary of Project:

Applicant Entity / Sponsoring Government Entity (must be a City, County or Development Authority):

Applicant Name:

Project Contact Name:

Title:

Address:

City:

Zip Code:

County:

FEIN:

Email:

Phone:

Grant Recipient Entity (if not same as above, please complete information below):

Recipient Name:

Entity Type (Non-Profit Organization or For-Profit Business):

Contact Name:

Title:

Address:

City:

Zip Code:

County:

Email:

Phone:

Acknowledgment:

The person signing this application must have the authority to sign checks and legal documents for the applicant organization. "I certify that the information on this application is true and correct to the best of my knowledge. I understand that the application and all budget breakdowns and all other required attachments are public record and open to public inspection."

Authorized Applicant (must be a City, County or Authority authorized signer):

Submission Date:

REQUIRED APPLICATION ATTACHMENTS

- a) Memorandum of Understanding - only include if applicable
- b) Project Overview (50 points total)
- c) Time Line (15 points)
- d) Budget (15 points)
- e) Support Materials (20 points)
- f) Additional Consideration for Georgia Tourism Initiatives (Up to 10 bonus points)
 - Film
 - Music
 - Civil Rights
 - African-American Heritage
 - Outdoors
 - Craft Beer/Wine/Spirits



**Georgia Department of Economic Development
Tourism Product Development Resource Team Grant Funding Request**

2018-2019 GRANT INFORMATION PACKET

Background and Overview

The Office of Product Development assists communities and tourism partners in giving new life to existing resources and in fostering new tourism products for economic development. Communities receive technical assistance and financial resources to create new opportunities/markets for Georgia tourism products through strategic partnerships, packaging and marketing.

In October 2009, the Tourism Product Development Office created a new initiative to focus technical assistance in the form of reconnaissance and strategy visits to local communities interested in developing its tourism potential. The Tourism Product Development (TPD) Resource Team works to evaluate a community's past, present and potential for tourism growth and development in the future through innovative, unique local experiences. Since creation, the TPD Team has serviced the following communities:

Counties:

- *Banks County*
- *Berrien County*
- *Brooks County*
- *Butts County*
- *Carroll County*
- *Charlton County*
- *Clinch County*
- *Coffee County*
- *Cook County*
- *Coweta County*
- *Dade County*
- *Echols County*
- *Effingham County*
- *Gordon County*
- *Habersham County*
- *Hall County*
- *Haralson County*
- *Lanier County*
- *Laurens County*
- *Liberty County*
- *Marion County*
- *McDuffie County*
- *McIntosh County*
- *Meriwether County*
- *Oconee County*
- *Pike County*
- *Pulaski County*
- *Putnam County*
- *Randolph County*
- *Taylor County*
- *Tift County*
- *Washington County*
- *White County*

Cities:

- *Andersonville*
- *Colquitt*
- *Conyers*
- *Euharlee*

Cities (continued):

- Forsyth
- Griffin
- Indian Springs
- Kingsland
- Kingston
- Norcross
- Plains
- Porterdales
- Rex
- Stockbridge
- Toccoa

Individual Projects:

- Athens Music
- Bartow-Carver Park
- City of Rome Downtown Development Authority
- Douglas County Courthouse Museum
- Glen Mary
- Glynn County African-American
- Gone with the Wind Trail
- Paradise Gardens
- Sandersville School
- Saving Tara Façade

During TPD Resource Team visits, the team members work with local leadership to assess the tourism portfolio and make development recommendations related to the following areas of tourism:

- Arts and Culture
- Culinary
- Nature and Adventure
- Agritourism
- Lodging
- Heritage / Historic Preservation
- Sports and Recreation
- Festivals and Events
- Downtown Redevelopment

The Resource Team's primary objectives are inventorying and discussing those assets that would be the most likely candidates for developing a tourism-based economy within the community as well as identifying obstacles that might impede the implementation of such an effort. The resulting TPD report of recommendations acts as a guidebook for years of potential new product development within the community.

Funding Overview

In an effort to further tourism development in the TPD Resource Team Communities, the Georgia Department of Economic Development (GDEcD) Office of Tourism Product Development offers project funding assistance for communities who have completed the team review and recommendation process and begun implementation of strategies within their TPD report.

This funding assistance furthers communities who have already committed financial and volunteer resources to implement a strategic tourism development plan in partnership with GDEcD. This funding partnership allows the local community to build new product resulting from the recommendations made by the team or projects the community has developed as an expansion of the original resource team report.

There are two (2) funding cycles ***available only*** to the Tourism Product Development Resource Team participants (listed above) during 2018-2019. Additional communities that complete the Tourism Product Development Resource Team process may apply for funding following receipt of their final report and with approval of the Director of Tourism Product Development. Funding amounts will vary over each funding cycle and are dependent on the final budget of GDEcD; the department reserves the right to refuse all grants.

Tourism Product Development Resource Team Grant Funding Cycles

2018-2019 Funding Cycle 1:

Applications available: Thursday, April 12th, 2018
Application Due Date: Thursday, June 28th, 2018
Grant Amount: Up to \$10,000
Recipients Notified: August 2018
Project Completion Deadline: Friday, June 14th, 2019
Final Project Report Deadline: Friday, June 21st, 2019

Applications will only be accepted *by email* to:
TourismProduct@Georgia.org

Funding Cycle 1 Application Due Date: Thursday, June 28th, 2018 by 5PM

2018-2019 Funding Cycle 2:

Applications available: Thursday, September 13th, 2018
Application Due Date: Thursday, December 13th, 2018
Grant Amount: Up to \$5,000
Recipients Notified: January 2019
Project Completion Deadline: Friday, June 14th, 2019
Final Project Report Deadline: Friday, June 21st, 2019

Eligible Projects

Projects should exhibit the capacity to build additional economic impact through tourism by creating jobs, expanding visitation to the community, or attracting a new market of visitors. This benchmark should be evaluated through tracking mechanisms of visitation, economic impact or other metrics pertinent to the project.

Projects can be (but not limited to) the following areas:

- Arts and Culture
- Culinary
- Nature and Adventure
- Agritourism (regional trails involving one or more eligible communities may apply; applicant must be an eligible community)
- Lodging
- Heritage / Historic Preservation
- Sports and Recreation
- Festivals and Events
- Downtown
- Marketing (if request is for marketing collateral such as website, brochures, mobile apps, or other promotional materials - applicant must provide explanation about how local funding source will continue to maintain marketing product or fund reproduction following the initial grant; grant will not fund or supplement an organization's general marketing, advertising, or PR budget)

Special Consideration for Georgia Tourism Initiatives

In order to enhance the impact of statewide initiatives by Georgia Tourism, projects focused on Georgia Film, Music, Civil Rights, African-American Heritage, Outdoors and Craft Beer/Wine/Spirits will receive up to 10 points added to their project's score sheet.

Eligible Applicants and Partners

Applications will only be accepted from city or county local governments or authorities, as defined in the Official Code of Georgia (OCGA) Statutes or the Constitution. Sectarian institutions are not eligible applicants. The application can only be signed by an authorized official that has the authority to sign a check or official document for the applicant entity. Application can be completed by recipient organization, but must be signed by applicant.

Each qualifying government, municipality or state-authorized authority may submit up to two (2) applications for stand-alone or phased projects.

Please use this link as a reference for local authorities:

<https://apps.dca.ga.gov/development/research/programs/RAsearch/RAsearchResults.asp>

Partnerships with Eligible Applicants:

Eligible applicants may partner with non-profit organizations, businesses, individuals, or other government entities to allow the Agreement funds to ultimately go to the partner organization/person. Examples of partner organizations include, but are not limited to: Chambers of Commerce, Convention and Visitors Bureaus, 501(c)3 nonprofits, historical societies, foundations, State Parks, etc. A Memorandum of Understanding (MOU) between the Applicant and the Partner/Recipient signed by both parties must be submitted at the time of the request. An eligible applicant may not partner with or use grant funds to benefit a sectarian institution.

Eligible Counties:

For county-wide Tourism Product Development Resource Teams, the county government, each municipality within the county and state-authorized authorities can apply or apply on the behalf of a county-wide partnering non-profit organization, businesses, individuals, or other government entities. Agreement funds may ultimately go to the partner for project completion.

- Banks County
- Berrien County
- Brooks County
- Butts County
- Carroll County
- Charlton County
- Clinch County
- Coffee County
- Cook County
- Coweta County
- Dade County
- Echols County
- Effingham County
- Gordon County
- Habersham County
- Hall County
- Haralson County
- Lanier County
- Laurens County
- Liberty County
- Marion County
- McDuffie County
- McIntosh County
- Meriwether County
- Oconee County
- Pike County
- Pulaski County
- Putnam County
- Randolph County
- Taylor County
- Tift County
- Washington County
- White County

Eligible Cities:

For city-wide Tourism Product Development Resource Teams, only the municipality or a state-authorized authority within the city can apply for a city-wide partnering non-profit organization, businesses, individuals, or other government entities. Agreement funds may ultimately go to the partner for project completion.

- *Andersonville*
- *Colquitt*
- *Conyers*
- *Euharlee*
- *Forsyth*
- *Griffin*
- *Indian Springs*
- *Kingsland*
- *Kingston*
- *Norcross*
- *Plains*
- *Porterdale*
- *Rex*
- *Stockbridge*
- *Toccoa*

Eligible Special Projects:

For individual project Tourism Product Development Resource Teams, the business or organization participant of the resource team may only apply for project funding through a partnership with their local municipality, county government or respective authority with a memorandum of understanding in place to act as their applicant partner.

- *Athens Music*
- *Bartow-Carver Park*
- *City of Rome Downtown Development Authority*
- *Douglas County Courthouse Museum*
- *Glen Mary*
- *Glynn County African-American*
- *Gone with the Wind Trail*
- *Paradise Gardens*
- *Sandersville School*
- *Saving Tara Façade*

Funding Information and Requirements

The TPD grant requires a local match for the amount requested:

For all projects, a cash match is required. The match may be all in cash, or up to 60% in-kind and 40% cash. If the TPD funds are being utilized by a government entity or a non-profit organization through a partnership memorandum of understanding, then up to 60% of the match may be in-kind. Definition of in-kind: Donation of services or materials by internal or external partners for which an organization would normally have to purchase. If the TPD funds will be ultimately be utilized by a private, for-profit business or organization through a partnership memorandum of understanding, then the match must be a 100% cash match.

General Requirements:

- TPD does not fund administrative fees, salaries, general budget expenses or general marketing and advertising. Please note that artist fees are not considered administration or salaries, and are therefore eligible.
- Applicants are responsible for securing all appropriate and necessary state, federal, tribal and local permits and/or individual or landowner consents required to execute the project prior to application.
- Mitigation activities performed as a condition or precondition for obtaining a Federal permit, license, or funding by other Federal programs are not eligible for these funds.
- Only apply for projects that will be completed by project completion date.
- Once applicants for funding are selected, GDEcD will provide the full funding amount of the grant if the funds are less than \$5000.00. For grants more than \$5000.01, 80% of the grant funds will be provided to the applicant upon selection; the remaining 20% of the funds will be provided once the project is completed and the final project report is submitted and approved by GDEcD Office of Tourism Product Development. It can take up to 60 days before an applicant receives the TPD grant funds. The applicant must complete the following forms provided by GDEcD: signed contract, W-9 Form and Vendor Form.
- Do not submit projects that have already been completed before application has been submitted.

Application Review:

Each application is reviewed by staff and an advisory review committee. Eligible grants will be evaluated and scored based on the thoroughness and quality of response to the above categories A-E. Applicants must follow the instructions in this information packet exactly in order to qualify for review; any applications that do not complete all required sections detailed in this document will be considered incomplete. Applications with the highest average scores will be considered for funding by GDEcD.

Applications will be scored on the following scale:

- 2018-2019 Funding Request Project Profile Sheet – Complete or Incomplete
- Memorandum of Understanding – Only if Applicable – Complete or Incomplete
- Project Overview – Up to 50 points
- Time Line - 15 points
- Budget - 15 points
- Support Materials - 20 points (includes photos, letters of support, etc.)
- Additional Consideration for Georgia Tourism Initiatives - Up to 10 bonus points

Final Report:

All grant recipients are required to submit a Final Project Report that details the project development process, final budget of revenues and expenditures (including a detailed list of all in-kind work used for grant match), and methods to be implemented for tracking project success and tourism visitation. Detailed photos of all elements of the completed project must be included in the final report.

Funding Disclaimer:

GDEcD reserves the right to reject any and all applications. The actual number and size of awards will depend on available funding. Additionally, applications will be accepted only if they meet the requirements set forth in this document. At all times, GDEcD reserves the sole and absolute discretion not to award any funds.

Application Instructions

Applicants must submit the following for their application to be considered complete:

- 2018-2019 Grant Funding Request Project Profile Sheet *(may be submitted in PDF or Word Document format)*
- Application Attachments *(Must be submitted in PDF Format)*
 - a) Memorandum of Understanding - only include if applicable
 - b) Project Overview
 - c) Time Line
 - d) Budget
 - e) Support Materials

Application Attachment documents must be submitted in PDF form. Applications can be completed in versions of Microsoft Word or Excel, but must be converted to PDF prior to submitting final application request. (Microsoft files can be converted to PDFs for free at <https://www.freepdfconvert.com/>)

Due to the volume of applications and attachments received, applicants must save and name their PDF Application Attachments in the following format:

Applicant.ProjectName.SectionName.pdf

Example:

MeriwetherCounty.LakesideTrail.MOU.pdf

MeriwetherCounty.LakesideTrail.ProjectOverview.pdf

MeriwetherCounty.LakesideTrail.TimeLine.pdf

MeriwetherCounty.LakesideTrail.Budget.pdf

MeriwetherCounty.LakesideTrail.SupportDocuments.pdf

Applications will only be accepted *by email* to:
TourismProduct@Georgia.org

**Cycle 1 Application Due date: Thursday, June 28th, 2018
by 5PM**

Applicants may submit multiple emails or use a file sharing service such as DropBox if all attachments cannot be sent within one email. Files can be sent as pdfs. Receipt of application will be confirmed by the office of Tourism Product Development within 48 hours of submission. Please apply early to avoid technical difficulties; no applications received following the 5pm deadline on the due date will be accepted.

Required Application Sections

2018-2019 Grant Funding Request Project Profile Sheet

This document, available for download from www.marketgeorgia.org must be completed and signed by applicant. This document may be submitted as either a Word Document or a PDF.

- Funding Request Project Profile Sheet must be completed and submitted along with application.
- Funding Request Project Profile Sheet must have actual signature on signature line – no electronic signatures.

Attachment A: Memorandum of Understanding - *only if applicable*

If the applicant (government or state-authorized authority) is working with a partner who will ultimately receive the grant funds and complete the project, then the parties are required to submit a Memorandum of Understanding (MOU) as part of the application. The MOU outlines the specific duties that both the applicant and the partner will have related to the project. Both the applicant and the partner entities must play an active part in the project; the applicant entity cannot simply serve as a “pass-through” for the funds. The MOU must be signed by both parties; if the same individual is a principal of both the applicant and the recipient partner, a different authorized individual must sign the MOU on behalf of one entity.

Attachment B: Project Overview

Narrative Response is **not to exceed 2 pages**.

Overview and Objectives:

Provide a brief overview of the project indicating how the funds will be spent. The overview should (where applicable) include:

- A description/origin of the project
- Detailed project overview
- A description of the geographic location of the project and the local community
- The name/names and credentials of the government / authority who will be accountable for the funds
- The name of the partner entity and description (if applicable)
- A description of the relationship between the government / authority and the partner who will ultimately receive the funds and complete the project (if applicable)
- Evidence that the contractors/consultants/artists working on the project will produce high quality work

Impact and Sustainability:

- Justification of need for tourism development within this community
- Estimated impact of the project to community
- Planned tracking mechanisms for determining increase in visitation, economic impact or other established metrics (i.e. Evidence that the project will attract tourists and/or lengthen their stays in the area)
- Evidence that the project is sustainable and will continue to attract tourists once the grant period is over

Readiness

- Evidence of the community's readiness to take on this project. Give evidence that those involved have experience successfully completing other tourism-based projects and that the community as a whole is prepared to welcome tourists.

Community TPD Resource Team Recommendations

- Evidence that this project will fit into the overall tourism development plan for the community developed and implemented as a result of the TPD Resource Team report and recommendations.
- Evidence of that this project fits within overall community goals of the community's Local Comprehensive Plan through the Georgia Department of Community Affairs (if applicable)

Attachment C: Time Line

Provide a timeline with a schedule of work. The schedule must be sufficiently detailed and manageable. Present the scope of work through a month-by-month description of activities required to complete the project. Remember that the project must be completed and a final report submitted based on the funding cycle provided above.

Attachment D: Budget

Recreate the below budget chart.

- All items listed in the budget must be reasonable, necessary to accomplish project objectives, allowable in terms of state and federal cost principles, auditable, and incurred during the contract period.
- The budget must show a match for the TPD request. The match may be all in cash, or up to 60% in-kind and 40% cash. Definition of in-kind: Donation of services or materials for which an organization would normally have to pay. If the TPD funds are being utilized by a government entity or a non-profit, then up to 60% of the match may be in-kind. If the TPD funds will be utilized by a private entity, then the match must be a 100% cash match.
- Applications must include a detailed line-item budget breakdown that includes all major work elements and the cost of each element as discussed below.
- Please note that "other," "miscellaneous" and "contingency" are NOT acceptable budget categories.

- Salaries and administrative costs may be included in the total budget in order to present a complete budget for the project, but these items cannot be funded with TPD funds and are considered ineligible expenses.
- If the TPD Funds request is for a single phase of a multi-phased project, the detailed budget should include only the expenses for the project phase for which support is being sought. An overview of costs for other phases can be attached for further project explanation.

Example Budget:

Itemized Expenses	Cost	TPD Funding Amount Requested	In-Kind Income (60%) (Must provide source and proof of partner commitment)	Cash Income (40%) (Must provide source and proof of partner commitment)	TPD Funds + In-kind + Cash = Total
1.					
2.					
3.					

Budget Material is limited to 5 pages.

Attachment E: Support Materials

Support Material is any additional material that helps the panel better understand the project and/or evaluate the work of any artists/consultants/companies/designers that will be involved. Support Material may include, but is not limited to:

- Photos (note: photos must be submitted in PDF format. Photos may be pasted into a Word document and saved in PDF format. No other formats will be accepted due to file sizes.)
- Resumes/company profiles/bios
- Marketing materials and collateral
- Plans/drawings
- Newspaper articles or other press
- Letters of Support

Support Material is limited to 10 pages.

Please note: If you are applying for funding for signage, marketing collateral, or other marketing projects, the support material must include photos or renderings of the new designs.

Questions?

Please contact the office of Tourism Product Development with any questions:

Cindy Eidson
Director of Tourism Product Development
ceidson@georgia.org
404-962-4844

Tracie Sanchez
Manager of Tourism Product Development
tsanchez@georgia.org
404-962-4092

Additional assistance in completing your application is available from your Regional Tourism Project Manager. A map of each of the 9 regions of Georgia can be found at:

<http://www.marketgeorgia.org/article/gdec-d-staff-directory>

Atlanta Metro - Randi Greene
M: 404.693.0680 | rgreene@georgia.org

Classic South - Mandy Barnhart
M: 404.357.7582 | mbarnhart@georgia.org

Historic Heartland - Rebekah Snider
M: 404.548.2083 | rsnider@georgia.org

Historic High Country - Janet Cochran
M: 404.276.9142 | jcochran@georgia.org

Magnolia Midlands - Lori Hennesy
M: 678.640.4342 | lhennesy@georgia.org

Northeast Georgia Mountains - Cheryl Smith
M: 678.640.4355 | csmith@georgia.org

Plantation Trace - Amanda Peacock
M: 404.615.2672 | apecock@georgia.org

Presidential Pathways – Randi Greene & Amanda Peacock
M: 404.693.0680 | rgreene@georgia.org (Coweta, Harris, Heard, Meriwether, Pike, Spalding, Talbot, Taylor, Troup and Upson Counties)
M: 404.615.2672 | apecock@georgia.org (Chattahoochee, Crisp, dooly, Macon, Marion, Muscogee, Schley, Stewart, Sumter and Webster)

The Coast - Cheryl Hargrove
M: 404.971.1559 | chargrove@georgia.org