City of Eatonton
Council Meeting Agenda
March 6, 2018
Putnam County Commissioners’ Meeting Room, #203
117 Putnam Drive
Eatonton, Georgia 31024
(706) 485-3311

1. 7:00 PM Call to Order
2. Invocation: Councilman James A. Gorley
3. Approval of Minutes: Attachment #1
4. Public Comments:
   Reading of Rules for Public Comments
5. Old Business:
   A.
6. New Business:
   A. Main Street Report Attachment #6A
   B. Presentation by Chamber of Commerce on Tourism Development Grant Award for Briar Patch Trail Park
   C. Discussion and Possible Action on NJPA Cooperative Purchasing Agreement Attachment 6#C
   D. Proposed Resolution to Amend Chapter 75 (Zoning) of the Code of Ordinances Attachment #6D
7. Zoning:
8. Committee Reports:
   - Finance and Personnel – Council Member Harvey C. Walker, Jr.
   - Public Utilities – Council Member Alvin Butts
   - Streets, Buildings, and Grounds – Council Member William C. Mangum
   - Zoning and Ordinances - Council Member Teresa Doster
   - Environmental – Council Member Janie B. Reid
   - Community Development – Council Member Charles R. Haley
   - Public Safety – Council Member James A. Gorley
   - City Administrator – Gary Sanders
   - City Attorney – Christopher D. Huskins
   - City Clerk – Sarah Abrams

9. Executive Session:

10. Motion to Adjourn:
City of Eatonton Council Meeting
February 19, 2018 at 7:00 PM
Putnam County Commissioners’ Meeting Room, #203
Eatonton, Georgia 31024

Elected Officials Present:

Mayor Pro-Tem Harvey (Chip) Walker, Jr.
Councilman Alvin Butts
Councilwoman Teresa Doster
Councilman James A. Gorley
Councilman William Mangum, Jr.
Councilwoman Janie Reid

Elected Officials Absent:

Mayor Walter C. Rocker, Jr.
Councilman Charles R. Haley

Staff Members Present:

City Administrator, Gary Sanders
(Late) City Attorney, Christopher Huskins
City Clerk, Sarah Abrams

Mayor Pro-Tem Harvey “Chip” Walker, Jr. called the February 19, 2018 Council meeting to order at 7:00 PM.

Mayor Pro-Tem Walker expressed words of condolences to Mayor Rocker and his family in the passing of his mother. He asked Council to keep the Rocker family in their prayers.
Invocation was given by Councilwoman Teresa Doster.

Motion was made by Councilman Gorley and seconded by Councilman Butts to approve the minutes from the last Council Meetings. Motion carried by a vote of 5-0.

Public Comments: None

Reading of the Rule for Public Comments: Omitted

Old Business: None

New Business:
Proposed Resolution to Authorize the Mayor to Sign a Contract Extension with AMEC Foster Wheeler for Consulting Engineering Services Attachment #6A
Motion was made by Councilman Butts and seconded by Councilman Mangum to approve the proposed Resolution Authorizing Mayor Rocker to sign the Contract Extension for Natural Gas Consulting Services through February 17, 2019 with AMEC Foster Wheeler. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Authorize a Contract Change Order for the Transportation Enhancement Project Attachment #6B
Motion was made by Councilman Mangum and seconded by Councilman Gorley to approve the proposed Resolution ratifying a contract change order for the Transportation Enhancement Project and authorize Mayor Rocker to sign Change Order #3 between the City of Eatonton and Structural Resources, Inc. for additional improvement along East Marion Street. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Amend the Balanced Budget for CFY 2017 Attachment #6C
Motion was made by Councilwoman Doster and seconded by Councilman Mangum to approve the proposed Resolution amending the balanced budget for CFY 2017 as required by the Official Code of Georgia Title 36, Chapter 32, Section 3. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Renew the United Healthcare Open Access Insurance Plan Attachment #6D
Motion was made by Councilman Gorley and seconded by Councilwoman Doster to approve the proposed Resolution to renew the United Healthcare Open Access Insurance Plan and authorize Mayor Rocker to sign contracts, letters, and other supporting documents as may be necessary to provide such coverage to City Employees. Motion carried by a unanimous vote of 5-0.
Request for Retail Package Sales of Beer License by Maria Mendez Sanchez d/b/a La Rosa, LLC, 615 North Jefferson Avenue, Eatonton, GA Attachment #6E
Motion was made by Councilwoman Doster and seconded by Councilman Mangum to approve the request made by Maria Mendez Sanchez d/b/a La Rosa LLC at 615 North Jefferson Avenue, Eatonton, Georgia for a retail package sales of beer license. Motion carried by a unanimous vote of 5-0.

Request by Gatewood Schools to Close Certain City Streets for Annual Swamp Stomp/5K for Kaye Attachment #6F
Motion was made by Councilwoman Doster and seconded by Councilman Gorley to approve request made by Gatewood School to close certain City street for Annual Swamp Stomp/5K for Kaye on Sunday, April 22, 2018. Motion carried by a unanimous vote of 5-0.

Zoning: None

Committees Report

Mayor Pro-Tem Walker advised he reviewed the bills and he requested a motion be made for payment of the bills. Motion was made by Councilwoman Doster and seconded by Councilman Gorley to pay the bills if and when the funds become available. Motion carried by a unanimous vote of 5-0.

Councilwoman Doster asked if the City had received any applications for the board position on the Downtown Development Authority. Administrator Sanders advised the City to has not received any applications for the board position.

City Administrator Gary Sanders reported:
Georgia Power will continue installing the new LED streetlight fixtures. Also, today they began changing out cobra head styles lights.

The CDBG project on Church Street has entered the construction phase. You will notice that the contractor has broken ground. Expect traffic delays in the area. Notice to proceed was issued for January 2 with a completion date of July 1.

City Administrator Sanders advised scheduling a meeting with the Regional Commission on Monday, February 26 to discuss updates to the City’s web site.

You will notice that the handrails, signage, and striping have been installed in the TE project area on North Jefferson Avenue.

City Attorney Huskins gave a positive report on his garbage service which is provided by Advance Disposal Garbage Company.
City Attorney Huskins reported checking on the burned building located at 817A Oak Street. Huskins advised the owner has a dispute with the Insurance Company.

Clerk Abrams reminded Council to submit their Personal Financial Disclosure Statement to her on or before July 1. Also, Clerk Abrams asked Council members to submit their registration package for GMA 2018 Annual Convention.

Mayor Pro-Tem Walker asked if there was any more business to be discussed before he called for the adjournment. Motion was made by Mangum and seconded by Gorley to adjourn. Motion carried by a unanimous vote of 5-0.

Harvey “Chip” Walker, Jr., Mayor Pro-Tem

ATTEST:

Sarah E. Abrams, City Clerk
Downtown Eatonton

Revitalizing Our Downtown

P.O. Box 4384 Eatonton, GA 31024 - 706.749.9150
A 501-c-3 Non-Profit Corp. Designated by the Georgia Dept. of Community Affairs for the City & County

Report for City Council Meeting Tuesday March 6 2018 - February 2018 Recap

Organization

The Board did not have a board meeting for February.

I was able to secure a scholarship to attend the National Main Street conference in Kansas City in March.

Promotion

The Community Easter Egg Hunt will be held at the Recreation Dept. on Saturday March 24.

A new website was launched at www.downtowneatonton.com and a new downtown app called Distrx.

Design

Discount Tobacco has been sent a Façade Grant application.
Lyn Romine is also talking to Michael Vandeplanque about an awning for his location.
Kim Joris has been sent a Façade Grant application.

Economic Vitality

I met with Kim Joris and her Art emporium is set to open at the end of April.
Michael Vandeplanque is delaying the opening of his establishment to later in the year.

Summary

The Fire and Ice Festival was down in attendance on last year though there were more attractions for people and vendors. I believe the weather and the play at the Putnam County Courthouse were major factors in the amount of people at the event. I was able to meet with both the Main Street Manager’s from Macon and Milledgeville that attended.

I am continuing to make inquiries regarding the ownership status of the China Chef building.

Finally, I have seen more foot traffic over the month of February, which continues the trend that began in January. I hope to see this continue through the Spring especially with the completion of the sidewalk project.
NATIONAL JOINT POWERS ALLIANCE®
PARTICIPATING MEMBERSHIP AGREEMENT

This Agreement, made effective on the date hereof, by and between National Joint Powers Alliance® (hereinafter referred to as "NJPA") and ____________ (hereinafter referred to as the "Participating Member").

Agreement

1. NJPA, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. NJPA is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).

2. It is the sole responsibility of each Participating Member to follow their state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power agreements with in-state or out-of-state public agencies.

3. NJPA makes their cooperative purchasing contracts available to Participating Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Participating Member. Participating Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.

4. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Participating Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Participating Member placing the order.

5. The use of each contract by the Participating Member will adhere to the terms and conditions of the NJPA Contract.

6. Any dispute which may arise between the Participating Member and the Vendor are to be resolved between the Participating Member and the Vendor.

7. This Agreement incorporates all Agreements, covenants and understandings between NJPA and the Participating Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

The Parties have executed this Agreement effective the date hereof.

<table>
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<tr>
<th>Participating Member Name</th>
<th>National Joint Powers Alliance®</th>
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PARTICIPATING MEMBER INFORMATION
Indicate an address to which correspondence may be delivered.

Name* .................................................................

Address* ...............................................................  

City, State, ZIP code* ..................................................  

Employer Identification Number ......................................

Contact person* ........................................................

Title* ........................................................................

E-mail* ......................................................................

Phone* ......................................................................  

Website ......................................................................

ORGANIZATION TYPE*

☐ K-12 (Public or non-profit)

☐ Government or municipality (Specify: __________________________)

☐ Higher education (Public or non-profit)

☐ Other (Specify: __________________________)

REFERRED BY

☐ Advertisement .................................................................

☐ Current NJPA member ........................................................

☐ Vendor representative ......................................................

☐ Trade show .................................................................

☐ NJPA website ...............................................................  

☐ Other ......................................................................

Return completed agreement to
National Joint Powers Alliance ®
202 12th Street NE
Staples, MN 56479

Duff Erholtz
Phone 218-894-5490
Fax 218-894-3045
E-mail duff.erholtz@njpacoop.org

*Denotes required information
FAQs

Who is NJPA?
NJPA is a public corporation or agency serving as a municipal contracting agency for government and education agencies. NJPA serves member agencies under the legislative authority established and granted by Minnesota Statute 123A.21 (see specific statutory references on pages 4-5). All NJPA employees are public employees whom are required to pay into Public Employment Retirement Association (PERA) through payroll deduction. NJPA employees have the same employment status as employees of NJPA government and education member agencies.

What is NJPA’s primary purpose?
Among other areas of serving members, NJPA creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education and non-profit agencies nationwide and in Canada. These cooperative contract opportunities offer time and money savings for their users by consolidating the efforts of numerous individually prepared solicitations to one national, cooperatively shared process. This process leverages the aggregation of volume from members nationwide.

Who is eligible for NJPA membership?
Eligible members include any unit of government, education (K-12 and higher ed) or non-profit agencies nationwide.

How is NJPA governed?
NJPA is governed by the NJPA Board of Directors. The eight-member board is comprised of publicly elected governing officials, including school board, city council members and county commissioners from Region Five in Minnesota.

How much does it cost to participate in NJPA?
There is no-cost, no-obligation or liability to join or participate in the NJPA contract purchasing program. There are no minimum contract purchasing requirements or commitments for members use of NJPA contracts.

How is NJPA funded?
Vendors realize substantial efficiencies through their ability to respond to one NJPA solicitation and Request for Proposal (RFP) that will potentially earn thousands of sales opportunities. From these efficiencies, vendors pay an administrative fee to NJPA calculated as a percentage of sales processed through the competitively solicited procurement contracts awarded and held by the vendor. This administrative fee is not an added cost to the member. This administrative fee covers the costs of contract marketing and facilitation and it offsets operating expenses incurred by NJPA. This fee may also be used for other purposes as allowed by Minnesota statute. NJPA does not receive state or federal aid or membership fees. With respect to cooperative contract purchasing, NJPA is a self-funded governmental unit. NJPA also shares these fees with certain other NJPA members, partner cooperatives or associations as they demonstrate the desire and ability to help facilitate and market available NJPA contracts. Administrative fees paid to NJPA are not an additional cost to NJPA members.

How can we join and participate in NJPA and its contracts and services?
A membership can be initiated by:
- Online membership application: www.njpa coop.org/join/application
- Paper-based membership application: www.njpa coop.org/membership-agreement
- "Joint Exercise of Powers" or "Interlocal" agreement; see example at: www.njpa coop.org/JointExerciseofPowers

Participating members are non-voting members of NJPA that are able to enter into Joint Powers Agreements. Non-profit organizations, non-public schools and other similar entities may join NJPA through an associate membership. Full voting memberships are limited to units of government or education located within the five county region of Minnesota which NJPA was originally created to serve.

Does NJPA have a professional public purchasing board of advisors?
Yes. At this point, all current members are a part of our Board of Advisors. NJPA also has multiple member advisory committees that specialize in various membership verticals. These verticals include our general membership represented by procurement professionals from our government and education agencies and others, such as fleet departments, food service departments, park and recreation departments and public utility departments.

Can agencies other than government and education use the program?
Yes, under M.S. 123A.21, non-profit agencies may also participate.
What specific statute gives my agency the authority to participate?

Generally, joint powers and/or cooperative purchasing laws create the authority for members to work together with NJPA and accept NJPA procurement laws. These laws are a part of state law in every state, however they are written slightly differently. Essentially, what these laws state is “What two or more units of government can individually do for themselves, one can do for the other.” NJPA membership forms are designed to help establish an appropriate agreement to comply with the Joint Powers Laws of our qualifying agencies.

What are the advantages of being a member of NJPA?

- The competitive solicitation and contract process is completed and satisfied on behalf of your agency.
- National aggregation of product and equipment demand and volume resulting in aggressive and competitive pricing.
- Choice of equipment, products and services is offered under negotiated contracts featuring the highest quality solutions from industry-leading and nationally acclaimed vendors.
- Members enjoy a broad range of exceptional product and equipment selections complemented by substantial cost savings and multiple other related benefits for participating agencies.
- NJPA contract solutions offer choice with the ability to continue to perform your own competitive solicitation process if you choose to do so.

NJPA strives to exceed our members’ needs and expectations. Our contracting process mirrors our members’ process. In creating a contract pathway through a unified and commonly embraced contracting process, NJPA contracts are accepted by the highest level of government and education agencies across the country. NJPA increases our members’ comfort by conducting complete financial audits of our organization annually through an independent auditor with the results submitted to the State of Minnesota as required by state law.

As NJPA members, are we still able to buy from other contracts?

Yes, all NJPA membership and contracts are non-exclusive with no obligation to purchase and are contracts of choice by our member agencies.

Can my public agency use NJPA contracts without issuing our own solicitation?

Yes, in most states and local jurisdictions, though it is the responsibility of individual members to make the determination. All NJPA contracts have been competitively solicited nationally, reviewed, evaluated by committee and recommended to the NJPA Board of Directors for award in accordance with Minnesota public purchasing and contracting rules, guidelines and regulations applicable to NJPA. Each solicitation is issued on behalf of NJPA and current and potential NJPA members nationwide. Each RFP advises all responders that NJPA most desires to identify a vendor whom can sell and service participating member agencies in all fifty states and, optionally, provinces and territories of Canada. All RFP respondents understand that these contracts will be under consideration for use by government, education and non-profit member agencies throughout the United States.

How can I obtain copies of the legal documentation associated with each contract?

Related contract and competitive solicitation process documentation is available on the NJPA website under each individual vendor's page or by request. Once on a vendor page, there is a tab titled “Contract Documentation” where all the documents can be reviewed. Please follow the instructions under each vendor's “Pricing” tab to access pricing for specific contracts. Due to pricing complexities, most pricing is not located on the website and is available upon request. In compliance with MIN Data Practices, Procurement files are also available upon request.

What is the solicitation and request for proposal (RFP) process?

NJPA conducts a comprehensive 12-step process (described in full here) that includes:

1. Identify members' needs,
2. Research solutions available in the marketplace,
3. Request permission from the NJPA Board of Directors,
4. Draft a solicitation, public advertisement and notice,
5. Conduct a pre-proposal conference followed by receipt of responses,
6. Evaluate proposers' responses,
7. Review evaluation results,
8. Provide recommendations to the NJPA Board,
9. Award vendor(s),
10. Post approved contract documents,
11. Develop and implement a joint marketing plan with awarded vendor(s), and
12. Review and maintain our contract throughout its term.

How does the purchase process flow?

NJPA contracts establish a business to government style transaction flow. Members are encouraged to begin communications with their local NJPA representative and NXA board as they are the experts in helping members determine their specific needs and thereby defining the best solution for equipment, products and services needed. Members communicate with the vendors through contract proposals that include pricing. Members may contact NJPA to verify the awarded contract pricing and confirm contract terms and conditions. To execute a purchase, a member should issue a purchase order according to their normal organizational parameters. In addition, the member should include identifying language on the face of that purchase order such as: 'This purchase order is issued pursuant to NJPA Contract #XXX000X-AAA # which will notify the local...
dealer/representative of the desire and intent to use the NJPA contract that includes its pricing terms and conditions.

Can my agency add additional terms & conditions to meet my local requirements?

Members have the ability to propose new or additional terms and conditions. By reviewing your procurement documentation and local requirements, you may find that there are specific requirements by your agency that are not included in the NJPA terms and conditions. The terms and conditions of the NJPA contract cannot be changed, but customer or additional terms and conditions are acceptable between the customer and vendor at the purchase order level.

What about customer satisfaction and assurance?

NJPA cooperative procurement contracts do not guarantee sales. Each vendor must earn each individual sale they propose. Excellent products/equipment and customer service yields excellent customer satisfaction and assurance. As a result, NJPA cooperative procurement contracts are based on the quality and performance of the equipment/products and support of the ongoing customer services. Our members issue their most important and final vote with their purchase orders. We find that our vendors exceed our members' expectations due to the quality of vendors we have under contract and how each vendor sees the value of the contract for their company.

Describe who NJPA contract awards to.

NJPA prefers to award contracts at the manufacturer level when possible. Contract awards to manufacturers are made on behalf of the manufacturer's dealer network through the established relationship between manufacturer and authorized dealers. Likewise, contract awards made to a re-seller are made on behalf of the re-seller's manufacturer, again through the established relationships between the re-seller and their manufacturers. In many cases, some products or equipment are only available through re-sellers. Whichever is the case, NJPA members have a single source of responsibility in the awarded contractor and that awarded contractor takes responsibility for all third party sub-contractors used in the acquiring and delivering of products and services to be delivered. As a result of the contracting reputation NJPA has earned, NJPA is able to award contracts to quality vendors that members can trust.

How do my regular suppliers become authorized suppliers for NJPA?

Ask the supplier to watch for solicitations being posted. NJPA solicitations are posted in the USA Today (usa trouveredsources.com), at least once in Oregon and Utah in the Daily Journal of Commerce (ojsourcing.com) and the Salt Lake News (makers@mm.com), respectively on the NJPA website (njpacoop.org) distributed to other third party procurement websites such as BidSync (bidsync.com), Ohio (onew.com), MERX (merx.com) and Biddingo (biddingo.com) and distributed to the procurement offices at the state level in each state for re-publication in their jurisdiction at their discretion. Suppliers who respond to NJPA RFPs in a sufficient manner are awarded a contract according to the terms and conditions contained therein.

How do I get more information about NJPA?

Contact us at 888-694-1330 or contact any of our vendors listed in our Contract Directory.

How can we become a NJPA vendor?

All current NJPA vendors become awarded vendors by responding to a NJPA nationally advertised solicitation in their respective categories. To learn more visit our website at NJPAcoop.org/how to become a vendor.
Resolution to Amendment Chapter 75
of the Code of Ordinances

WHEREAS, on February 6, 2018, the Council of the City of Eatonton voted to propose to the Planning and Zoning Commission for review and recommendation amendments to Chapter 75 (Zoning) of the Code of Ordinances; and

WHEREAS, in compliance with the provisions of Section 75-63, the Eatonton Planning and Zoning Commission and City Council held duly called and advertised public hearings to receive public comments on the proposed amendments; and

WHEREAS, the Eatonton Planning and Zoning Commission voted to recommend approval of the proposed amendments to the Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED, that Sec. 75-4, Sec. 75-111, Sec. 75-113, Sec. 75-131, Sec. 75-141, and Sec. 75-191 of Chapter 75 of the Code of Ordinances, City of Eatonton, Georgia are amended as follows:

1) To add the following definition to Sec. 75-4 (Definitions):

   Bed and Breakfast means a single-family dwelling, other than a hotel, motel or boardinghouse, or portion thereof, providing eight or fewer rooms for rent where short-term lodging and meals are provided to registered guests for compensation. The operator of the bed and breakfast must live on the premises.

2) To add the following use to Sec. 75-111 (Uses allowed) (A-1):

   Lodging (temporary):
   Bed and Breakfast

3) To add the following use to Sec. 75-113 (Uses allowed) (A-2):

   Lodging (temporary):
   Bed and Breakfast

4) To add the following use to Sec. 75-131 (Uses allowed) (R-1):

   Lodging (temporary):
   Bed and Breakfast

5) To add the following use to Sec. 75-141 (Uses allowed) (R-2):

   Lodging (temporary):
   Bed and Breakfast
6) To add the following use to Sec. 75-191 (Uses allowed) (R-3):

Lodging (temporary):
Bed and Breakfast

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 6th day of March, 2018.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia