

MINUTES
REGULAR MEETING OF THE MONTEZUMA
CITY COUNCIL
January 10, 2023

CALL TO ORDER: Mayor Nealie Johnson called the meeting to order at 6:00 PM.

INVOCATION: Mayor Nealie Johnson led in prayer. Then attendees stood and said the "Pledge of Allegiance" in unison.

PRESENT: Mayor Nealie Johnson, Council Members: Cleveland Hobbs, Howard Brown, Daniel Porter, and Charles Ivey; City Administrator, Joyce Hardy; City Clerk, Jennifer McCarthy; City Manager, Mel Fulghom; City Attorney, Jon Coogle; Police Chief, Eric Finch; Interim Fire Chief, Roy Yoder; W/WW Plants Chief, Terry Cross; W & S Line Maintenance Chief, Lonnie Shaw, and Public Works Chief, Tim Goodman; Development/Tourism Coordinator, Angie Mathews

ABSENT: Councilmember Walter Felton

CITIZEN COMMENTS

CITIZEN # 1 Billy Shelley spoke concerning street light outages. He gave a list of 10 streetlights that needed repair to the City Manager, Mel Fulghom to report.

CITIZEN # 2 Emmitt Worthy also spoke concerning the same street light outages, a blight dumpster on West Railroad St., he also thanked council and the city for addressing the citizens' concerns.

CONSENT AGENDA

MOTION # 1 **TO ACCEPT ALL ISSUES ON THE CONSENT AGENDA, AS FOLLOWS:**

TO APPROVE MINUTES OF COUNCIL MEETING OF DECEMBER 27, 2022, AS RECEIVED BY ALL MEMBERS.

MOTION BY: Mr. Ivey

SECOND BY: Mr. Brown

VOTE: UNANIMOUS, IN FAVOR OF

TO ACCEPT PHONE POLL OF 12/8/2022 TO ALLOW UGA COLLEGE OF ENVIRONMENT AND DESIGN TO PREPARE A CONCEPTUAL MASTER PLAN FOR DOWNTOWN MONTEZUMA. NOT TO EXCEED \$7,000.00. A copy is attached to and made a part of these minutes. Attachment #1.

MOTION BY: Mr. Ivey

SECOND BY: Mr. Porter

VOTE: UNANIMOUS, IN FAVOR OF

TO APPROVE CONTRACT WITH ROY YODER DBA YODER AND COMPANY, LLC TO FULFILL CERTAIN DUTIES OF FIRE CHIEF AND PUBLIC BUILDINGS MAINTENANCE IN THE AMOUNT OF \$64,080.00. A copy is attached to and made a part of these minutes. Attachment #2.

MOTION BY: Mr. Brown

SECOND BY: Mr. Hobbs

VOTE: UNANIMOUS, IN FAVOR OF

TO APPROVE INTERIOR AND EXTERIOR REPAIRS TO CITY HALL. INCLUDES BUT NOT LIMITED TO: PRESSURE WASHING, PAINTING EXTERIOR TRIM, COLUMNS, FACIA, PAINT INTERIOR HALLWAY, BATHROOMS, REPLACE LIGHT FIXTURES. EST \$20,000.00

MOTION BY: Mr. Ivey

SECOND BY: Mr. Porter

VOTE: UNANIMOUS, IN FAVOR OF

TO APPROVE THE DEPOT LEASE BETWEEN THE CITY AND LAHOOD AND COMPANY.

MOTION BY: Mr. Ivey

SECOND BY: Mr. hobbs

VOTE: TO POSTPONE UNTIL FRIDAY 1/13/2023 - UNANIMOUS, IN FAVOR OF

TO APPROVE THE FOLLOWING ALCOHOL LICENSES FOR 2023:

El Patron

129 Cherry St. On Premises Beer, Wine & Distilled Spirits

MOTION BY: Mr. Hobbs

SECOND BY: Mr. Porter

VOTE: UNANIMOUS, IN FAVOR OF

ADJOURN:

With no further business, the meeting adjourned.



Neele L. Johnson - Mayor

Jennifer McCarthy – City Clerk



MEMORANDUM OF UNDERSTANDING: DOWNTOWN MONTEZUMA STUDIO

for the City of Montezuma | Spring 2023

CONTACT INFORMATION

Client/Community Partner: Angie Mathews, City of Montezuma Economic Development / Tourism Coordinator, angiemathews4@gmail.com, angiemtz@windstream.net (secondary), (678) 591-0551, (478) 472-8144 (secondary)

CED Lead: Carley Rickles, Course Professor, crickles@uga.edu, (770) 362-0387 | LAND 4900 S / Spring 2022

OBJECTIVE

The City of Montezuma would like to work with the College of Environment of Design (CE+D) students to develop a Conceptual Master Plan for Downtown Montezuma. This Conceptual Master Plan will consider the defined Downtown Montezuma and its surrounding area in order to develop a well integrated design that enhances and increases the accessibility of Montezuma's cultural, economic, and natural resources.

The goal for this service-learning course is to give CE+D senior level landscape architecture students the opportunity to apply their design skills to a significant community project, showcasing and utilizing the full spectrum of their design skill-set. At the same time, the studio aims to develop practical design ideas with the potential to make your community landscape more accessible, healthy, useful, beautiful, ecologically sound, and meaningful to Montezuma and the region.

Some elements that may be considered in the Montezuma Downtown Conceptual Master Plan are: site context (such as historical significance, economic, local, regional, national, cultural, environmental, etc), inventory and analysis of existing features (such as circulation, vegetation, sensory observations, hydrology and waterways, tree cover and vegetation, land use, vernacular architecture, historically significant features and narratives, natural areas and native ecology, economic uses, sense of place, etc).

Some elements that may be explored, enhanced, and re-designed in the Montezuma Downtown Conceptual Master Plan are, but are not limited to, the following: streetscape design, green infrastructure (such as improving existing waterway health and stormwater management), public space plan, typology study (what types of structures and urban design will improve Downtown goals), parks and greenspace plan, connectivity and circulation plan (walkability, bikeability), and placemaking (signage, open space, seating, etc).

SCOPE OF SERVICES

Based on discussions with the City of Montezuma, students will develop a high-level Conceptual Master Plan for the Downtown area. This Conceptual Master Plan may include high quality drawings, diagrams, concept sketches, renderings, collage and any other graphics and written material that convey the design intent. In their Conceptual Master Plans, students will consider how Montezuma's history, culture, ecology, economy, and sense of place may contribute to the enhanced future of Montezuma's Downtown area.

TIMELINE

1. **Phase 1: Project Introduction, Site Visit, Inventory and Analysis, and Initial Research, January 9th-February 16th**

Students will perform initial project research, including, but not limited to, a thorough review of Montezuma's history, cultural resources, industries, planning documentation, and natural features. Students will research relevant design precedents of similar projects. In addition, students will visit Downtown Montezuma to gain a sense of place, take photos, and document observed conditions. This site visit is intended to occur January 31st-February 2nd. Students will take inventory of and analyze the existing components of Downtown and the surrounding area, such as circulation, vegetation, land use, and observed sensory experience.

2. **Phase 2: Concept Development and Design, February 17th-March 23rd**

After Phase 1, students will develop conceptual direction and ideas informed by their Initial Research and Inventory and Analysis findings. They will apply their conceptual ideas spatially to develop plans for Downtown Montezuma's streetscape design, public spaces, materiality (hardscapes, softscapes), green infrastructure (such as improving existing waterways health and stormwater management), parks and greenspace plan, connectivity and circulation plan (walkability, bikeability, connection to trails), and placemaking (signage, open space, seating), etc.

3. **Phase 3: Design Development and Conceptual Master Plan, March 24th-April 27th**

Students will further develop their Conceptual Designs into a Conceptual Master Plan for Downtown Montezuma and the surrounding Area. Students will further develop focus areas to showcase ideas about materiality, construction practices, and planting materials. To showcase this information they will each create a variety of presentation quality plans, sketches, section drawings, collages, and/or renderings.

4. **Phase 4: Presentation, TBD end of April / Early May**

Students will share their Conceptual Master Plans virtually or in person at the CE+D through a combination of PDF presentations and printed materials.

5. **Phase 5: Final Report, May, 2023**

Student work will be consolidated into a Final printed and PDF Report to be delivered after the course is completed.

We anticipate sharing process presentations to you on or thereabout March 23rd, with final presentations on or thereabout April 4th, via ZOOM call or in person at the CE+D, based on your preference. These dates will be confirmed via email as we get closer.

DELIVERABLES

- Diagrams of Inventory and Analysis;
- Conceptual Master Plans (1/student) showing proposed circulation, hardscape areas and plantings, hydrology and grading, gathering areas;
- Written concept statements;
- Supplemental images to describe the concept in some combination of section views, perspective images, diagrams, collages, and/or photographic examples of recommended materials;
- Lists of selected plants and descriptive attributes for selected focus spaces;
- Final report in book format of all student work, inventory and analysis diagrams, process imagery, written narrative, and any additional drawings, sketches, photos, and diagrams meant to convey the studio narrative and intent.

ROLES & RESPONSIBILITIES

CED responsibilities:

1. Work with the City of Montezuma during Phase 1: **Project Introduction, Site Visit, Inventory and Analysis, and Initial Research**. This includes defining goals and deliverables, securing maps, photographs, any previous plans and studies, and the facilitation of two in-town workdays with the City of Montezuma representative(s) and any selected stakeholders.
2. Facilitate **Phase 2: Concept Development and Design**. This includes several assigned checkpoints for students to translate their findings from Phase 1 into a conceptual direction and design through a series of impressions (sketching, writing, collage, etc). In addition, this includes the management of a midterm virtual (via Zoom) or in person (at the CE+D) presentation with the Client to showcase conceptual ideas in progress.
3. **Facilitate Phase 3: Design Development and Conceptual Master Plan. This includes the further development and refinement of work created during Phase 2 into a professional quality.**
4. **Showcase Phase 4: Presentation**. Students will present their final products developed over the semester in a PDF format to the Client and any additional stakeholders. This may take place in person at UGA CE+D or virtually.
5. **Facilitate and deliver Phase 5: Final Report**. Produce one report that combines all student Conceptual Master Plans and supporting materials. This may be a printed book or PDF.

Disclaimer: The work generated by College of Environment and Design faculty, staff, and students is conceptual in nature and additional professional services may be needed to implement the project. The College is not responsible for consequences that may arise as a result of using conceptual designs as construction documents.

Local responsibilities:

1. Provide CE+D with resource material, including plans, studies, and maps as requested.
2. Secure a workspace for the UGA team to use when in town for two workdays. Coordinate with CE+D staff on location and dates.
3. Arrange for a tour of the project site(s) for UGA team during the first scheduled workday(s) during Phase 1: **Project Introduction, Site Visit, Inventory and Analysis, and Initial Research**.
4. Plan for the midterm virtual (via Zoom) or in person (at the CE+D) presentation showcasing conceptual ideas in progress during Phase 2: **Concept Development and Design**.
5. Plan for final student presentations showcasing their final products developed over the semester in person at UGA CE+D or virtually during Phase 4: **Presentation**.
6. Advertise public input and presentation opportunities for citizens on local media and social media outlets as needed.
7. Be available for intermittent conversations as needed during the timelines of the project.

FEE FOR SERVICES

The following budget will allow for the local community partner to offset any costs that CED students may incur from working off campus and provide for client copies of the final deliverables. Local Sponsor will internally transfer funds to CED at the beginning of the semester so that students may make charges against an internal CED account set up for this project.

Salary & Benefit Costs \$1,500

Student assistant for one semester, responsible for coordinating logistics, documenting process, editing and layout of final report.

Transportation \$1,500

Student mileage to/from/within the project site. Estimated number of trips: 1 to/from Montezuma + driving in town

Lodging \$1,700

Stay at Volatile House. Estimated number of nights: 2-3

Meals \$ 1,200
Food during visit to Montezuma, Refreshments during Final Review.

Supplies \$700
Includes all supplies for planning and execution of the scope of work, as well as report production. These may include office supplies, drawing supplies, report supplies, copy and printing services, postage, phone charges, etc.

Guest Consultants and Speakers \$400
Payment for interdisciplinary professionals to consult with and lecture to students about relevant themes. Examples are architectural historian Scott Morris, and author and Flint River expert Hannah Palmer.

TOTAL \$ 7,000

 _____ 
Signature Date

If the above terms of this MOU are agreeable, please indicate this by adding your signature to the Public Service and Outreach Agreement form attached separately and remit to Erica Young, CED Grants Coordinator and cc: Faculty Lead.

Erica Young
CED Grants Coordinator
erinyoung@uga.edu
706-542-4718

Sponsored Public Service and Outreach Agreement

University of Georgia Research Foundation, Inc. (UGARF)

Project Title: Downtown Montezuma Studio

UGA Principal Investigator (PI): Carley Rickles

UGA PI's Department/Center/Institute: College of Environment & Design

Sponsor: City of Montezuma

Project Period: *This Project will begin on the Start Date and conclude at the end of the Term indicated below.*

Start Date: January 9, 2022

Term – check one as appropriate: 3 months 6 months 9 months

Payment: *This is a firm fixed price agreement. ~~Payment in the amount shown below is due in full upon signing. Attach check.~~*

Amount: \$ 7,000 ~~(not to exceed \$15,000)~~ *We can agree to pay in increments upon completion of items/visits. The city does not pay up front. JFM*

Statement of Work: *Describe the work of the Project to be completed below.*

The City of Montezuma would like to work with the College of Environment of Design (CE+D) students to develop a Conceptual Master Plan for Downtown Montezuma. This Conceptual Master Plan will consider the defined Downtown Montezuma and its surrounding area in order to develop a well integrated design that enhances and increases the accessibility of Montezuma's cultural, economic, and natural resources.

Note to Sponsor: *UGARF WILL SUBCONTRACT PERFORMANCE OF THE PROJECT TO THE UNIVERSITY OF GEORGIA.*

Deliverables: *List all required Deliverables to be provided to Sponsor. If no deliverables are required, then leave this area blank.*

- Copy of Final Report
- Other Deliverables as Specified Below:

Note to Sponsor: *PROJECT IS EXPERIMENTAL IN NATURE, AND DELIVERABLES ARE PROVIDED "AS IS." UGARF AND UGA MAKE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE SAFETY, UTILITY, VALUE, PERFORMANCE, MARKETABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF THE PROJECT OR ANY DELIVERABLES. UGARF GRANTS TO SPONSOR THE NONEXCLUSIVE RIGHT TO USE DELIVERABLES AT SPONSOR'S DISCRETION. SPONSOR AGREES THAT NEITHER UGARF NOR UGA SHALL BE LIABLE TO SPONSOR OR TO ANY THIRD PARTY ARISING OUT OF OR RELATED TO SPONSOR'S USE OF DELIVERABLES.*

Signatures: *Each party hereby enters into this Agreement by the signature of its authorized representative below.*

<u>University of Georgia</u>	<u>Sponsor</u>
Signed _____	Signed <u>Jennifer McCarthy</u>
Print Name _____	Print Name <u>Jennifer McCarthy</u>
Title <u>Grants Officer</u>	Title <u>City Clerk</u>
Address <u>UGA</u>	Address <u>City of Montezuma</u>
<u>Tucker</u>	<u>P.O. Box 388, 408 S. Dooly St.</u>
<u>Athens, GA</u>	<u>Montezuma, GA 31063</u>
Phone _____	Phone <u>478-472-8144</u>
Email _____	Email <u>jennifermtz@windstream.net</u>
Date _____	Date <u>12/9/22</u>

PHONE POLL OF MAYOR & COUNCIL

DATE OF POLL	8-Dec-22		
QUESTION:	<p>Angie Mathews has been working with UGA College of Environment & Design. There is a proposal for University students to develop a Conceptual Master Plan for Downtown Montezuma. This conceptual master plan will consider the defined Downtown Montezuma and its surrounding area in order to develop a well integrated design that enhances and increases the accessibility of Montezuma's cultural, economic, & natural resources. Students will present their final report at the end of the semester(May). The total fee is \$7000.00. This is to cover expenses such as a student assistant, transportation, lodging, meals, supplies, and guest consultants. Do you approve of this</p>		
VOTE	YES	NO	COMMENTS
Mayor Johnson	X		
Cleveland Hobbs		X	
Charles Ivey	X		
Howard Brown	X		
Walter Felton	X		
Daniel Porter	X		

Services Agreement

This agreement made and entered into as of the 1st day of January, 2023, by and between the Mayor and Council of the City of Montezuma, Georgia as "CITY" and Roy E. Yoder dba Yoder & Company, LLC ("Contractor").

CITY hereby appoints "Contractor" as Fire Chief/Public Buildings Maintenance Tech for the City of Montezuma, Georgia effective January 1, 2023.

CITY agrees to pay "Contractor" the monthly amount of \$5,340, paid on the last day of the month with first payment on January 31, 2023. Both recognize that this is a contract appointment and as such Yoder & Company will be issued a 1099 at the end of each year for any amounts paid under this contract. A list of required contract duties is attached to and made a part of this contract.

This contract is intended to be in effect as long as both parties agree. "Contractor" agrees to actively pursue a replacement Fire Chief. At that time, a new contract can be executed for Public Buildings Maintenance, if both parties desire.

Parties also, agree that this contract is a month to month contract & can be cancelled by either party upon giving 30 days notice, to the other party.

CITY OF MONTEZUMA

By: Nealid Johnson
Mayor

Attest: Quinn McCarthy

CONTRACTOR

WITNESS:

Melody King

Attachment

DUTIES & RESPONSIBILITIES REQUIRED OF "CONTRACTOR":

FIRE CHIEF DUTIES:

- Schedules all fire personnel.
- Interviews & Hires all Fire Personnel to assure 24/7 coverage.
- Maintains all records of calls, training, incidents, etc for State reporting purposes.
- Schedules all Fire personnel training & maintains a record of same.
- Assures compliance to maintain current ISO rating.
- Recommends any promotions within the Fire Department.
- Obtains Purchase Orders for budgeted Fire Equipment/Repairs/supplies for Fire Department.
- Submits annual budget request for Fire Department.
- Updates City Manager who will then report to Council the activities of the Fire Department that require updates (Not routine Fire activities but things like Fire Hydrant Flushing that require public notification)
- Meets regularly with the City Manager to discuss plans for the Fire Department.
- Work hours are at the discretion of the "Contractor" provided all requirements of contract are met.

PUBLIC BUILDINGS MAINTENANCE DUTIES:

- Annual inspection of all city owned buildings & work estimates for budget consideration.
- Submit budget requests for needed city owned building repairs and/or upgrades.
- Performs minor electrical repairs to all city owned buildings.
- Oversees major repairs/renovations to city owned buildings.
- Obtains purchase orders for Public Buildings supplies & any repairs that are outside of "Contractor" area of expertise.
- Discusses any recommendations/repair projects with City Manager who manages all City projects.
- Work hours are at the discretion of the "Contractor" provided all requirements of contract are met.

*** Any job performed by "Contractor" outside of normal maintenance shall be billed by "Contractor", provided that an approved Purchase Order is obtained****

REY
M.A.