

GREGORY A. CARSWELL, JR.
Mayor

JERRY L. COALSON
City Manager

CHRISTOPHER DUBE
City Attorney

City of Waynesboro

628 Myrick Street ~ Waynesboro, Georgia 30830
Phone (706) 554-8000 ~ Fax (706) 554-8007

CITY COUNCIL
ALBERTA J. ANDERSON
RICHARD H. BYNE
JAMES JONES
BRENDA LEWIS
BILL TINLEY
WILLIE R. WILLIAMS

REGULAR COUNCIL MEETING
MARCH 18, 2019 ~ 6:30 P.M.

AGENDA

1. Call to Order: Mayor Carswell
2. Invocation: Council Member _____
3. Pledge of Allegiance lead by: _____
4. Approval of the Minutes (pg. 2)
5. Bid Opening for Roll-Off Truck (pg. 4)
6. Bid Opening for Downtown Façade Renovations (pg. 9)
7. 6th Street Park Improvements
8. Update on Comprehensive Plan Submittal
9. Report on Process for Hiring New Police Chief
10. Finance and Personnel Committee Report (pg. 15)
11. Adjourn _____

Dates to Remember

March 19, 2019
6:30 p.m.

State of the City Address
Ice Plant

March 23, 2019
8:00 a.m.

Waynesboro Clean & Beautiful Day
Public Works Building Shop



Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions requiring the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at (706) 554-8000 promptly to allow the City to make reasonable accommodations for those persons. The City of Waynesboro is an equal opportunity employer and service provider.



REGULAR COUNCIL MEETING

March 4, 2019

PRESENT: Mayor Carswell, Vice Mayor Lewis, Council Members Anderson, Williams, Jones, Byne and Tinley, City Manager Coalson, City Attorney Dube

1. The meeting was called to order by Mayor Carswell at 6:30 p.m.
2. Council Member Byne gave the invocation.
3. Council Member Tinley led those present in the Pledge of Allegiance.
4. Council reviewed the minutes and Executive Session minutes from the Regular Council Meeting held on February 18, 2019. Council Member Byne made a motion to approve the minutes and Executive Session minutes from the Regular Council Meeting held on February 18, 2019. Vice Mayor Lewis seconded the motion. Council voted unanimously in favor of the motion.
5. Council reviewed an Application for Alcoholic Beverages License from the Downtown Organization of Retailers (D.O.O.R.) for the annual Boss Hog Cook-off, scheduled for May 10-11, 2019. Council Member Tinley made a motion to approve the request. Council Member Jones seconded the motion. Council voted unanimously in favor of the motion.
6. Council discussed the Approval of a Proposal to Replace the Column Pipe and Pump at the 6th Street Well. Council reviewed a proposal submitted by Lee Smallwood to replace the column pipe and pump, totaling \$167,305. Council Member Byne made a motion to accept the proposal. Council Member Tinley seconded the motion. Council voted unanimously in favor of the motion.
7. Council discussed the AM-PM Truck Stop Deceleration Lanes and Utilities EIP Project. The owners of the AM-PM Truck Stop have submitted an application to the Department of Community Affairs (DCA) for funds to help support the project. The City will not match funds for the project; instead, the owners of the AM-PM Truck Stop must match the funds if the grant is awarded. If DCA approves the project, it will be brought back to Council for approval at a later date.
8. City Manager Coalson gave an update on the following projects:
 - Hwy 56 Well: The Georgia Department of Transportation (DOT) has tentatively approved the location and the engineer will start the design process for the project. The bid process should begin this summer.

- TIA Projects: There have been several conflicts with utilities. City Manager Coalson will meet with DOT this week to discuss.
 - New City Hall Building: Plans are being finalized for the new City Hall building. The vaults on the first floor will be demolished and the Council Room will be located on the first floor. Offices will be located on the second floor. The project should be completed by the end of the year.
 - LMIG Projects: The 2018 LMIG Project is complete. Ninth Street, Chaucer Street and Short Street have been paved. East 13th Street has been paved but will need repairing. The 2019 LMIG Project includes Eighth Street from Liberty Street to Perry Street and Myrick Street from Sixth Street to Barron Street. The project will be completed later this year.
 - Georgia One Fund: Council authorized the City to transfer money to the Georgia One Fund. The bank will match the funds and put them in a money market account so the funds will stay local.
 - Comprehensive Plan: The Comp Plan has been submitted to the Department of Community Affairs (DCA) and then will be brought before Council for approval.
9. Council discussed the 2019 Community Development Block Grant (CDBG) Project. Following discussion, Council Member Anderson made a motion to approve Gilbert and Associates, Inc. as grant administrator and Parker Engineering for engineering services for the 2019 CDBG Project. Vice Mayor Lewis seconded the motion. Council voted unanimously in favor of the motion.
10. At 7:03 p.m., Council Member Byne made a motion to enter into Executive Session to discuss Personnel Matters. Council Member Jones seconded the motion. Council voted unanimously in favor of the motion.
11. At 7:37 p.m., Council Member Jones made a motion to enter back into Regular Session. Council Member Byne seconded the motion. Council voted unanimously in favor of the motion.
12. Back in Regular Session, Council Member Jones made a motion to enter into a Retirement Agreement with Chief Augustus Palmer effective immediately. Council Member Tinley seconded the motion. Council Members Jones, Tinley and Byne voted in favor of the motion. Council Members Williams, Anderson and Vice Mayor Lewis voted against the motion. Mayor Carswell voted in favor of the motion, breaking the tie. The motion carried 4-3.
13. With no further business on the agenda, the meeting was adjourned at 7:42 p.m.

**PUBLIC NOTICE
CITY OF WAYNESBORO**

**REQUEST FOR PROPOSALS
FOR NEW OR USED ROLL-OFF TRUCK**

Sealed proposals from individuals and/or companies offering new or used cab, chassis and body for a cable hoist roll-off truck will be received by the City of Waynesboro, at City Hall, 628 Myrick Street, Waynesboro, Georgia 30830 **until** 5:00 p.m. EST on March 18, 2019. Proposals **will be opened** at the Regular Council meeting on March 18, 2019 at 6:30 p.m.

Specifications are available at City Hall or in the “Document Center” on the City’s website at www.waynesboroga.com. Bidders are required to submit the Proposal Submittal Form with their bids. Proposals for the product should include a detailed description of the product being proposed. Bidders are welcome to submit bids for more than one product. Envelopes shall be marked “SEALED PROPOSALS FOR ROLL-OFF TRUCK; ATTN: CITY MANAGER.” Proposals submitted late or by telephone, facsimile or e-mail will be rejected.

The City will make an award to the responsible and responsive bidder whose proposal is determined to be the most advantageous to the City. The successful bidder must certify that it is in compliance with any applicable laws. The City reserves the right to waive any informalities and technicalities or to reject any nonconforming proposals or all proposals. No guarantees express or implied are made that the project will be awarded as described or that the project will be awarded at all. The City reserves the right to revise, change, modify, or delete the project or schedule. Prospective offerors responding to this notice do so at their own risk and option and assume full responsibility for all costs associated with the preparation of their proposal.

The City of Waynesboro is an equal opportunity provider.



City of Waynesboro

Specifications for One (1) New or Used Cab, Chassis and Roll-Off Cable Hoist Truck Body Outside Rail Tandem Axle Roll-Off Hoist & Optional Equipment.” Please include an automatic tarp system in the proposal.

These specifications are not intended to set absolute minimum requirements of each proposal. Each offeror is requested to submit its most comparable unit.

Silence of Specifications:

The apparent silence of these specifications and any supplemental specification as to any details or the omission from it of a detailed description concerning any point shall be regarded as a meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement.

Proposals must include a truck cab and chassis with 60,000 lbs. outside rail tandem axle roll-off cable hoist body assembled and fully equipped ready for operations. Price must include delivery of truck to the address below or other provided address in Waynesboro, Georgia. It is the intent of these specifications to describe an equipped fully operational unit as described in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are necessary to provide a complete trash truck shall be included in the bid and conform in quality of material and workmanship to what is usually provided to the trade in general. Proposed new units shall be current standard production model by the manufacturer. Offerors are welcomed to propose “used” or “preowned” units as long as the unit is comparable to the specifications provided. **Offerors must list VIN on bid if bidding used roll-off trucks.** Differences from the listed specifications should be marked and noted in detail clearly referenced to an attached separate sheet. Please list all available options and upgrades and the corresponding prices accordingly. Please provide detailed specification and literature with your proposal.

Contact:

Jerry Coalson, City Manager
628 Myrick Street
Waynesboro, Georgia 30830
www.waynesboroga.com
(706) 554-8000

**City of Waynesboro
 Proposal Submittal Form
 Roll-Off Truck**



Please complete this form and return with proposal.

Vendor Name: _____

Business Address: _____

Contact Name: _____

Phone Number: _____ Cellular Number: _____

E-mail address: _____

Total Cost: \$ _____

Written Price: _____

Truck Make: _____ Model: _____ Year: _____

Circle One: New or Used/Pre-owned VIN: _____

Hoist System Manufacturer and Model: _____

Tarp System Manufacturer and Model: _____

Length of Delivery Time from Issuance of Purchase Order: _____

Vehicle Specifications

Component	Described Specification	Meets, Exceeds, or Describe
Vehicle Use and Body/Trailer Type	Conventional Cab Heavy Duty Tandem Roll-Off Truck with extended day cab and curved glass	
Cab Color	White	

Engine Package	Horsepower: 395 HP at 1500 RPM or greater	
Transmission	4500 RDS 6-Speed Automatic Allison	
Clutch	No Clutch	
Front Axle	18000 lbs	
Rear Axles-Tandem	44000 lbs	
Rear Suspension-Tandem	Multiple leaf spring with extra heavy duty anti-sway springs	
Warranty	Factory Warranty 2 year/250,000 miles	
Manuals	One parts book, one service manual and one owner's manual provided	

Hoist System Specifications

Galbreath or Galfab roll-off cable hoist or equivalent	
60,000 lbs. capacity or higher with outside rail capability	
Designed to load and haul 22 foot 20- and 30-yard container	
Automatic folding rear bumper	
Includes a hydraulically operated Pioneer RP4500AR Tarp System or better. Tarping system should have controls inside and outside the cab.	

General Specifications

Rear view cameral system	
LED work light system	

Please provide all other detailed information concerning the truck, body, equipped systems, and warranty on separate attached pages.

I affirm that all information contained in the submitted proposal is true and correct to the best of my knowledge and that I have read and understand all proposal information.

Signature of Authorized Representative

Date

Printed Name

Title

**PUBLIC NOTICE
CITY OF WAYNESBORO**

**REQUEST FOR PROPOSALS
FOR DOWNTOWN BUILDING FAÇADE RENOVATIONS**

Sealed proposals from individuals and/or companies offering building renovation services will be received by the City of Waynesboro, at City Hall, 628 Myrick Street, Waynesboro, Georgia 30830 **until** 5:00 p.m. EST on March 18, 2019. Proposals **will be opened** at the Regular Council meeting on March 18, 2019 at 6:30 p.m.

Work will be performed on the facades of three (3) downtown buildings. Specifications and details are available at City Hall or in the “Document Center” on the City’s website at www.waynesboroga.com. Bidders are required to submit the Proposal Submittal Form with their bids. Envelopes shall be marked “SEALED PROPOSALS FOR FAÇADE RENOVATIONS; ATTN: CITY MANAGER.” Proposals submitted late or by telephone, facsimile or e-mail will be rejected.

The City will make an award to the responsible and responsive bidder whose proposal is determined to be the most advantageous to the City. The successful bidder must certify that it is in compliance with any applicable laws. The City reserves the right to waive any informalities and technicalities or to reject any nonconforming proposals or all proposals. No guarantees express or implied are made that the project will be awarded as described or that the project will be awarded at all. The City reserves the right to revise, change, modify, or delete the project or schedule. Prospective offerors responding to this notice do so at their own risk and option and assume full responsibility for all costs associated with the preparation of their proposal. It is required that all contractors submitting a proposal for this project be actively engaged in the business of renovation contracting services and possess all required licenses and permits. Prospective offerors responding to this notice do so at their own risk and option and assume full responsibility for all costs associated with the preparation of their proposal.

The City of Waynesboro is an equal opportunity provider.

City of Waynesboro
Request for Proposals
Downtown Building Façade Renovations



Request for Proposals: Providing labor and materials to renovate several downtown building facades.

Location: Buildings located at 711, 713 and 715 Liberty Street

Contact:

Jerry Coalson, City Manager
628 Myrick Street
Waynesboro, Georgia 30830
www.waynesboroga.com
(706) 554-8000

General:

The City of Waynesboro is soliciting proposals from qualified contractors to perform general renovation activities to three (3) privately owned buildings.

Sealed written proposals must be submitted by **March 18, 2019 at 5:00 p.m. EST** at City Hall, 628 Myrick Street, Waynesboro, Georgia 30830, ATTN: City Manager. The mailing envelope should be marked in bold letters, "Sealed Proposal – Downtown Façade Renovations" on both sides. Bids received late will not be opened. The City reserves the right to waive any informalities and technicalities or to reject any nonconforming proposals or all proposals. No guarantees express or implied are made that the project will be awarded as described or that the project will be awarded at all. The City reserves the right to revise, change, modify, or delete the project or schedule. Prospective offerors responding to this notice do so at their own risk and option and assume full responsibility for all costs associated with the preparation of their proposal. It is required that all contractors submitting a proposal for this project be actively engaged in the business of providing building renovation services. Prospective offerors may be required to demonstrate the ability to complete the project by listing available equipment, personnel, other existing customers and means of completing the project. Prospective offerors responding to this notice do so at their own risk and option and assume full responsibility for all costs associated with the preparation of their proposal. The awarded contractor will be allowed a maximum of thirty (30) days to initiate services from date of the notice of award. Upon award, the contractor must provide and utilize proper traffic control as required by the Georgia Department of Transportation while working on state routes. While working on City streets, the contractor must adhere to the traffic requirements of the City Code of Ordinances at all times. Traffic control will be the sole responsibility of the contractor.

Contact Jerry Coalson, City Manager, at (706) 554-8000 or at jcoalson@waynesboroga.com with questions concerning this project.

Insurance:

- A. The selected contractor, prior to commencing work, shall provide at their own expense, the following insurance to the City of Waynesboro evidenced by certificates of insurance. Each insurance certificate, where applicable, must be endorsed with the following affirmative statement: "Coverage afforded will not be cancelled, materially changed or renewal refused

- until at least thirty (30) days prior written notice, return receipt requested, has been given to the City and to each other additional insured to whom a certificate of insurance has been issued."
- B. Workers' Compensation and Employer's Liability insurance with limits of \$500,000 or minimum required by the laws of the State of Georgia, whichever is greater. Carrier waives right of subrogation against certificate holder.
 - C. Commercial General Liability with combined Bodily Injury and Property Damage limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The aggregate must be applicable on a per project basis. Carrier waives right of subrogation against certificate holder.
 - D. Commercial Automobile Liability Insurance covering the use of all owned, non-owned and hired vehicles with a combined Bodily Injury and Property Damage limit of \$1,000,000. Carrier waives right of subrogation against certificate holder.
 - E. The contractor shall assume the defense of and indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, demands, actions, suits, and proceedings by others arising out of the negligent actions, errors or omissions of the contractor in its performance of the project.

Scope of Work:

A list of the proposed buildings and renovation activities is included in **Exhibit A**. Upon award of the project, the successful offeror may work with the City to adjust tasks upon the approval of the City. All services shall be performed by trained and qualified service technician(s) at all times. The Contractor is responsible for all aspects of renovations during the term of the agreement. As the project progresses, additional areas and tasks may be added to the project and the additional cost negotiated accordingly if additional work is required. The City will provide a written agreement for downtown building façade renovations based on this request for proposals. Other building renovation services may be negotiated if necessary. Contractor shall establish and maintain an effective communication system with the City. Any damage or problems should be reported to the City as soon as possible. All work will be performed to normal industry craftsmanship. Payment of building permit costs will be the responsibility of the City. The cost of all materials will be the responsibility of the contractor. Sample paint brands and colors, sample material must be submitted and approved for each activity. Only high quality exterior grade paint will be approved.

All work will be performed on private property. The contractor will be required to work with the property owners and the City to schedule all work activities so as to cause no conflicts with business activities. During the term of the contract, the contractor agrees to engage in absolutely no additional work at the request of the building owner without the prior approval of the City Manager. Additional downtown buildings may be added as needed. The cost will be negotiated and adjusted accordingly. All tasks described above that apply to these locations would be completed for additional locations.

Subcontracting:

Contractor shall not have the right or ability to assign, subcontract, or transfer any task or project under the agreement. The Contractor is prohibited from subcontracting any services covered in the scope of work without first submitting a request detailing the subcontractor's information and obtaining written approval from the City. Approved subcontractors will be required to submit an E-Verify affidavit to the City.

Agreement:

The agreement would be signed by the successful offeror and the City and include the components of this request for proposals.

Offerors will provide proposed costs for each activity on Exhibit A and return with the Proposal Submittal form and other required documentation. One payment will be made at the end of the project for all work performed unless negotiated otherwise.

Proposal Submittal:

The proposal when submitted must include the following items:

- A. The attached **Proposal Submittal Form** will contain the contractor's information and owner's/offeror's signature.

- B. Proposal submittals must include **Exhibit A** which includes a cost proposal for each activity.

- C. Proposals should include a copy of an **Occupational Tax Certificate** from the City of Waynesboro or another local government in Georgia. An Occupational Tax Certificate may be obtained from City Hall at the address above.

- D. Proposal submittals must include a signed and properly completed **E-Verify Contractor Affidavit** which has been attached.

All timely and correctly received proposals will be publicly opened at the Council meeting on **March 18, 2019 at 6:30 p.m.** in the City Council Room at City Hall.

Equal Employment Opportunity:

The City of Waynesboro is an equal employment opportunity employer and service provider. The City endeavors to do business with contractors sharing the City's commitment to equal opportunity and will not do business with any contractor that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth. The City welcomes and invites proposals from women-owned, minority, local and disadvantaged contractors.

**City of Waynesboro
Proposal Submittal Form
Downtown Building Façade Renovations**



Contractor Name: _____

Address: _____

E-mail address: _____

Phone Number: _____

Contractor Primary Contact Person and Position: _____

Bidder acknowledges receipt of addendum ____, ____, and ____.

Signature of Contractor's Representative: _____

Print Name of Contractor's Representative: _____

Date: _____

Exhibit A
City of Waynesboro
Downtown Building Façade Renovations



Please find the list of buildings and proposed façade renovation activities:

Address	Activity	Activity Cost
711 Liberty Street	Remove all loose paint on wood and masonry surfaces, clean and repaint. The City must approve the method of removing paint prior to proceeding	
	Option A: Remove awning overhang and reframe and install plywood transom with wooden trim to match other downtown buildings	
	Option B: Replace damaged wood in awning ceiling, remove and replace shingles, remove Mr. Carpet sign	
	Option C: Remove Mr. Carpet sign and pair shingles	
713 Liberty Street	Remove all loose paint on wood and masonry surfaces, clean and repaint. The City must approve the method of removing paint prior to proceeding	
	Reattach or replace wooden trim if necessary	
	Repair metal flashing on top of brick facade	
	Reattach transom area sheet to remove “waviness”	
	Repair rubber window gasket	
715 Liberty Street	Replace right front plate glass display window	
	Repair or replace metal cornice where cut in middle	
	Remove all loose paint on wood and masonry surfaces, clean and repaint. The City must approve the method of removing paint prior to proceeding	
	Reattach or replace wooden trim if necessary	
	Repair metal flashing on top of brick facade	
	Repair metal window trim	

FINANCE AND PERSONNEL COMMITTEE MEETING
March 5, 2019 ~ 5:00 P.M.
City Council Room

Present: Committee Chairwoman Alberta Anderson, City Manager Coalson

Absent: Committee Members James Jones and Dick Byne

1. Committee Chairwoman Anderson called the meeting to order at 5:00 p.m.
2. The Committee discussed the update to the City's Personnel Policy and Procedure Manual. The manual has increased from 47 pages in length to 117 pages in length. Additions include information on a drug free workplace, vehicle use, travel, phone use and social media use. The Committee discussed using an appeal hearing officer and discussed recommending a hearing before AHO to Council. The new Policy is currently being reviewed and adjusted by the City Attorney.
3. The Committee discussed the 2018 Audit Report Update. The primary field work is complete. Tax collection information is still needed.
4. City financial reports were provided to the Committee.
5. A list of City account balances was provided to the Committee.
6. The Committee discussed the Hurricane Michael Reimbursement Request.
7. The Committee discussed the Georgia Fund 1 Account.
8. With no further business on the Agenda, the meeting was adjourned at 5:45 p.m.