

**MINUTES – REGULAR MEETING
CITY OF CAMILLA, GEORGIA
FEBRUARY 8, 2021**

The regular meeting of the Mayor and City Council of the City of Camilla was called to order at 6:30 p.m. on Monday, February 8, 2021 by Mayor Owens.

Roll call indicated the following present via Zoom: Councilman Campbell, Councilwoman Willingham, Councilman Morgan, Councilman Twitty, Councilman Pollard, and Councilman Palmer.

City Manager Steve Sykes, Flin Coleman representing City Attorney Tommy Coleman, and City Clerk Cheryl Ford were also present via Zoom.

OPENING PRAYER AND PLEDGE

Mayor Owens gave the invocation and the Mayor led the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

On motion by Councilman Campbell, seconded by Councilman Palmer, the February 8, 2021 agenda was approved as presented by a unanimous vote.

APPROVAL OF MINUTES

On motion by Councilwoman Willingham, seconded by Councilman Twitty, the minutes from the January 11, 2021 City Council Meeting were approved as presented by a unanimous vote.

SPEAKER APPEARANCES

None.

ADMINISTRATIVE COMMITTEE

BLACK HISTORY MONTH – RESOLUTION NO. 2021-02-8-4

The Council reviewed a Proclamation prepared by Mayor Owens recognizing the month of February as Black History Month. After discussion at the February 1st Committee Meeting, the Proclamation was converted to a Resolution for Council participation to support the significance of proclaiming February as Black History Month in Camilla. All citizens are urged to recognize, honor, and celebrate the significant role and influence African Americans have made and continue to make in shaping our country's diverse history and remarkable culture. The Administrative Committee recommends approval of Resolution No. 2021-02-8-4 recognizing February 2021 as Black History Month in Camilla and authorizes the Mayor to sign. A motion was made by Councilman Pollard and seconded by Councilman Twitty to approve Resolution No. 2021-02-8-4 and authorize the Mayor to sign. Mayor Owens read the Resolution for the record. The motion passed unanimously.

OFF-PREMISES BEER/WINE ALCOHOL LICENSES – KRISHNA KRIPA 123 LLC *dba* BOB’S FOOD MART – 122 N. HARNEY STREET – NEW MANAGER: KUNTALBHAI KIRITBHAI PATEL

Krishna Kripa 123 LLC *dba* Bob’s Food Mart and located at 122 N. Harney Street has applied for off-premises beer and wine alcohol licenses. Kuntalbhai Kiritbhai Patel is the new manager for the business. Required background checks are complete and Police Chief Hendricks approved the license application requests. The Administrative Committee recommends approval of the off-premises beer and off-premises wine license applications and Kuntalbhai Kiritbhai Patel as the new manager of Bob’s Food Mart located at 122 N. Harney Street.

A motion was made by Councilman Pollard and seconded by Councilman Twitty to approve the alcohol licenses as presented and Kuntalbhai Kiritbhai Patel as the new manager of Bob’s Food Mart located at 122 N. Harney Street. The motion passed by a unanimous vote.

RESOLUTIONS – GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

The City applied for very competitive Georgia Environmental Finance Authority (GEFA) loans last year and was awarded three loans for infrastructure improvements. The Council reviewed and discussed the following loan awards:

- Resolution No. 2021-02-8-1/Loan No. CW2020003/Loan Amount: \$1,900,000 – provides for improvements at the waste water treatment plant for renovations and upgrades to lift stations. \$950,000 of the loan amount is in the form of a grant and the remaining \$950,000 is a 20-year term note with an interest rate of 0.82%.
- Resolution No. 2021-02-8-2/Loan No. CWDRA20007/Loan Amount: \$200,000 – provides for installation of lift station by-pass pumps and Supervisory Control and Data Acquisition (SCADA). \$40,000 of the loan amount is in the form of a grant and the remaining \$160,000 is a 20-year term note with 0% interest.
- Resolution No. 2021-02-8-3/Loan No. DWDRA20010/Loan Amount: \$1,400,000 – provides for replacement and repair of two wells, water main replacement, and control valve replacement to upgrade the City’s critical water infrastructure. \$700,000 of the loan amount is in the form of a grant and the remaining \$700,000 is a 20-year term note with 0% interest.

The grant portion of the loans represent \$2 million in savings and critical infrastructure projects of \$3.5 million. The Administrative Committee recommends adoption of the three resolutions, authorization for the Mayor to sign the Resolutions, promissory notes, and loan documents, and acknowledgement the City agrees to the terms of the loan contained in the GEFA documents.

A motion was made by Councilman Pollard and seconded by Councilman Campbell to adopt the three Resolutions, authorize the Mayor to sign the Resolutions, promissory notes, and loan documents, and acknowledgement the City agrees to the terms of the loan contained in the GEFA documents. The motion passed by a unanimous vote.

CITY MANAGER PERFORMANCE EVALUATION

The Council reviewed and discussed a City Manager Performance Evaluation Form prepared by City Manager Sykes and Mayor Owens and offered for consideration and approval. The form will be used annually in November to review city manager performance. The Administrative Committee recommends approval of the form as presented and use as the official City Manager

CITY MANAGER PERFORMANCE EVALUATION (cont.)

Performance Evaluation Form.

A motion was made by Councilman Pollard and seconded by Councilman Palmer to approve the official City Manager Performance Evaluation Form. The motion passed by a unanimous vote.

PUBLIC WORKS COMMITTEE

RIGHT-OF-WAY MAINTENANCE CONTRACT

The Council reviewed bids for a right-of-way exterior landscape maintenance contract that provides lawn maintenance services on U.S. Highway 19 and Newton Road right-of-ways and weekly litter pick-up. The right-of-ways are scheduled for mowing twice per month from March to October and once per month from November to February. Two bids were received with Allen Turf Landscape of Quitman, Georgia identified as low bidder with a bid amount of \$82,500. The Public Works Committee recommends acceptance of the low bid from Allen Turf Landscape of Quitman in the amount of \$82,500 and authorizes the City Manager to sign contract documents with a commencement date of March 1, 2021 and ending February 28, 2022. The City Manager was requested to evaluate grass retardant spraying as an alternative to the total number of mowings in the contract and will report his findings prior to the vote. A motion was made by Councilman Morgan and seconded by Councilman Twitty to approve the right-of-way exterior landscape maintenance contract. City Manager Sykes stated at the request of Council the staff obtained comparative pricing on seed retardant. They took the bids as proposed, and as Councilman Morgan explained, the bid calls for 20 mowings per calendar year, which is one mowing per month in the winter months and two mowings per month in the summer months. On the off weeks, which there are 32 weeks with no mowing, litter pick-up is included in the mowing. They assumed with proper retardant they could eliminate one mowing per month. They compared removing, based on the bid prices, one mowing per month but included an additional litter pick-up so they will be covered for all 52 weeks. The savings that would be produced is about \$9,000 when you consider it is about \$20,000 based on the bid prices for the application of the retardants. Right now the Council is considering awarding an annual contract for \$82,500 and staff estimates we could reduce the contract to \$53,400 but add in \$20,000 for retardant, a difference of \$9,000. After that review and consulting with the Utilities Director and public works it is his recommendation to stay with the original bid of \$82,500 and monitor the progress of the contract for the first year. This is a one year contract and we are not committing further than February 28th. He stands by the recommendation of awarding this contract after proper review. Councilman Palmer questioned how often they pick-up the debris. City Manager Sykes commented the contract requires them to pick-up the debris immediately prior to mowing and in the summer time that would be every other week. On the off week when they are not mowing they are still picking up the debris on a weekly basis. They are picking up a total of 52 weeks a year but 20 of those are in conjunction with the mowing. Councilman Palmer stated if they are going to pay money to pick up debris we need to enforce our litter ordinance so the police can cite people who are littering and causing us to have to pay these people to pick it up. We need to follow through to do our job properly. City Manager Sykes responded he had the same conversation with the Chief of Police and Mayor Owens and agrees we need to step up the litter

RIGHT-OF-WAY MAINTENANCE CONTRACT (cont.)

patrol because it has a cost on the community for having to pick it up. Councilman Palmer asked if the City would be picking up only as needed. City Manager Sykes stated we are currently picking up twice per week. For us to cut back to once per week with the contract they will have to make sure if the litter needs to be picked up on a weekly basis, we would have to do that internally. The contract does not allow for that. Councilman Palmer commented he was on 19 this morning and there were two city trucks and either two or four employees picking up litter and he did not see much litter. He thinks it should be as needed. City Manager Sykes replied with the contract we would be guaranteed one pick up per week. The additional pick up will be at the City's expense and we have the flexibility to pick up as we need to. Mayor Owens stated just to clarify we are supplementing the additional pick up so there is one scheduled pick up day for the city with this contract. If something goes like it did a couple weeks ago when a truck sent stuff everywhere, we have the capability to go out when needed. City Manager Sykes stated we have the capability to go out on an as needed basis and he agrees with the thinking we need to step up patrol of the litter because it is causing us to take our forces that could be working inside the city and patrol 19 where it is a little more dangerous than in town. Mayor Owens stated he liked the idea this contract is for a year and over the course of the next 12 months we can evaluate how well this is going. City Manager Sykes responded we would be evaluating the performance on a monthly basis. Councilman Morgan asked about enforcing the litter ordinance more and what it looked like in action. City Manager Sykes replied it looked like patrol officers paying as much attention to litter coming out of vehicles as speed. It is active enforcement and it is the law enforcement officers being aware and paying attention that the City of Camilla is serious about no littering.

The motion to approve Allen Turf Landscape of Quitman in the amount of \$82,500 and authorization for the City Manager to sign contract documents with a commencement date of March 1, 2021 and ending February 28, 2022 passed by a unanimous vote.

AIRPORT HANGAR CONSTRUCTION CONTRACT AWARD

The Council reviewed bids to furnish and install an airport hangar at the Camilla-Mitchell County Airport. Two bids were received with Young's Metal Building of Hartsfield, Georgia identified as low bidder with a bid amount of \$140,000. On November 9, 2020 certain members of the Council approved construction of the hangar in an amount not to exceed \$150,000. The contract does not include electrical, plumbing, main door, and a hydraulic door which will be provided at the tenant's expense. Members of the Public Works Committee recommend acceptance of the low bid from Young's Metal Building of Hartsfield in the amount of \$140,000 to construct the hangar and authorizes the City Manager to sign contract related documents. Mayor Owens asked if there was a motion to approve Young's Metal Building of Hartsfield, Georgia to install an airport hangar at the Camilla-Mitchell County Airport in the amount of \$140,000. A motion was made by Councilman Campbell and seconded by Councilman Palmer. Mayor Owens asked if there was any discussion. Councilman Morgan asked if the current contract we have includes a statement saying we are not providing funds or paying for electrical, plumbing, main door, and hydraulic door, all the extra expenses, and if it is defined clearly in the

AIRPORT HANGAR CONSTRUCTION CONTRACT AWARD (cont.)

current contract. City Manager Sykes stated the contract that will be signed delineates the electrical, plumbing, and main door/hydraulic door (which is one in the same), those items will be furnished by the tenant. It is clear those items are not in the contract for \$140,000. Councilman Morgan asked if the contract they received spelled it out clearly the tenant will be responsible for those items. City Manager Sykes commented what they received was the bid for \$140,000 and in the contract documents those items were not included in the bid. It is very clear Young's Metal Building will be furnishing a completed building that does not include the additional electrical, plumbing and main door. Mayor Owens commented he wanted to piggy back off Councilman Morgan's question. He stated the lease agreement he was authorized to sign in November has nothing that says the tenant is responsible for electrical, plumbing, main door and hydraulic door. The lease in November has the City doing all that. Anything over \$150,000 per the lease the tenant was to pay us back before they took possession of the building. As it stands now, from the lease documents he was authorized to sign in November and he is picking up from where the lease has that information and the actual documents that were signed, it is important for the Council to know the lease they authorized him to sign in November is different from what is in the motion. The final construction was to be completed by us [the City] and the tenant would reimburse for anything over \$150,000. Right now the only thing the people of Camilla are getting for \$140,000 is the building with no doors and no electricity. He mentioned to Steve he wasn't sure if that was the understanding back in November that all the people were going to get is just the building without all the other stuff in it and us getting reimbursed for everything over \$150,000. He thinks it is an important point to make and he is not aware of any document that requires the tenant to put the electrical, plumbing, and main door in. Those documents were not created that he is aware of. He asked Flin or Steve if they had any thoughts. City Manager Sykes stated the only thing is the \$140,000 will be covered in the ten years of the lease agreement and that is all the City is obligated to pay. The building can be considered complete without those three items. The tenant will definitely put in the electrical, definitely put in the plumbing, and definitely put in a \$25,000 door that the City will own. The way he sees it irregardless is the City commits to \$140,000 and gets about a \$185,000 building it will own. Mayor Owens stated the only point he is making is he wants the Council to understand the only thing they are paying for tonight is the building. There is no guarantee, and he knows the term definitely was used, and no document or instrument he is aware of that says the tenant has to do it. The tenant apparently has said they are going to do it but he wants the Council to understand it is not in writing anywhere. City Manager Sykes stated the only thing we have in writing is anything the tenant puts in the building has to have prior Council approval, actually City approval, before they put it in. He is certain they would approve the tenant adding the \$25,000 hydraulic door, the electrical, and plumbing to make the building more valuable. Mayor Owens commented he does not have a problem with that but wanted the record to be clear and for the public and Council: the only thing the Council is approving tonight is a \$140,000 building with no doors, no electrical, no plumbing, and other amenities. Councilman Pollard asked Steve if he had anything in writing what the tenant puts in the building must be approved by Council. City Manager Sykes responded he misspoke and it is by the City. Councilman Pollard asked if

AIRPORT HANGAR CONSTRUCTION CONTRACT AWARD (cont.)

that meant him as administrator of the City. City Manager Sykes responded that is the job he will take unless the Council directs him otherwise. If the Council wants that approval they can take a vote and short of Council action, he will take on that role. Councilman Pollard commented they had nothing in writing and it needs to be clarified tonight if they are going to put that solely upon his discretion or the Council's approval for anything the tenant puts inside the building. City Manager Sykes commented it could easily be amended if that was the way they wanted to handle it tonight and the motion could be amended. Councilman Pollard stated they need to amend the motion/item to include those things. Mayor Owens asked Flin, acting as their parliamentarian and the way he hears Councilman Pollard's point, that he is making a motion to amend the motion at hand now. Flin commented there was already a motion on the floor and he is making a motion to amend it and suggested they make it a new motion identical to the original motion with the amendment and it can be voted on and does not have to be voted on twice. Councilman Campbell stated he made the motion and wants to leave it as he made it which was seconded and they can vote again to add the other. Mayor Owens stated the way it works they will vote on the amendment first and come back to his original motion. It will still be in place. Mayor Owens asked Councilman Pollard to state his motion. Councilman Pollard stated his motion is to amend the motion to keep as is but include the changes just discussed authorizing the City Manager or Council's approval for any items added by the tenant to the building owned by the City. Mayor Owens asked if he was saying to give the City Manager that authority. Councilman Pollard stated his amendment is to give the City Manager the authority and the City Manager to update them on any changes made by the tenant. Mayor Owens stated they have a motion to amend the current motion to keep everything the same but add giving the City Manager the authority to give approval to the tenant to make changes to the building. The City Manager will have to let the Council know on a regular basis anything that is added. Councilman Campbell asked if the amendment they were talking about is the tenant putting in doors, electrical, and plumbing and it has to be approved by the City Manager and he would keep Council updated. Mayor Owens stated that was correct. Mayor Owens commented Councilman Pollard's point is that he was not sure it was spelled out in the previous documents and to make sure we have it on record. Councilman Pollard stated that was correct and he just wanted to make sure it was documented and not word of mouth. Mayor Owens stated there is a motion on the floor to amend the current motion to keep everything the same but add the City Manager has the authority to approve any changes the tenant makes to the hangar and the City Manager will keep the Council informed of those changes. Councilman Twitty seconded the motion. Mayor Owens asked for any other discussion. There was none. Councilman Campbell, Councilwoman Willingham, Councilman Twitty, and Councilman Palmer voted in favor of the motion. Councilman Pollard and Councilman Morgan voted against the motion. The motion passed by a 4-2 vote. Councilman Campbell asked if Councilman Morgan made the motion and did not vote for it. Mayor Owens replied it was Councilman Pollard that made the motion and that was correct. Councilman Pollard commented he made the motion but does not agree with the hangar and why he said no. For clarification, Mayor Owens stated the amended motion supersedes the original motion and

AIRPORT HANGAR CONSTRUCTION CONTRACT AWARD (cont.)

because the second motion passed it nullifies the original motion. When there is an amendment or substitute they vote in reverse order. Flin commented at the start he did not realize Councilman Campbell did not want to amend his motion but he made a motion and it has to be tabled or an up/down vote. Then if passes, it passes. It looks like you have two competing motions. The way he understands it is if he has a motion on the table and someone else makes a proposal to amend it, he doesn't agree to amend it, it has to be voted on up or down before a new motion can be voted on. Mayor Owens commented the substitute motion or the amendment, when that happens, if the amendment or substitute motion fails, then they go back to the original motion. Councilman Campbell stated the amendment they voted for, the \$140,000, the original that was presented with his motion approved it and the amendment all at the same time but the motion he made is accepted. Mayor Owens commented Councilman Pollard's amendment superseded his motion and they voted on that. Councilman Campbell stated all he did was to make a motion the City Manager will have sole discretion on those things and update the Council. Councilman Pollard stated it is the same thing and they just added the amendment to include the other things (the City Manager will have sole discretion on those things and will update the City Council) and it passed 4-2 so it supersedes his motion. They do not have to go back to the first motion because they have already voted and passed the second motion, the amended motion. Councilman Campbell stated he wanted it to be clear.

TOOMBS PARK PAVILION CONSTRUCTION CONTRACT AWARD

The Council discussed construction of a picnic pavilion at Toombs Park. City Manager Sykes stated bids were due on Wednesday and asked Council to approve adding the item to the agenda to award the bid for the pavilion contingent upon a successful bid opening. The City Manager will present a recommendation for Council consideration. City Manager Sykes stated in their packet a discussion paper is included that laid out the two bids that were opened. When the pavilion was first planned the assumption was it would be 1,000 sq.ft. and \$40.00/sq.ft. was used for the estimate. That is where the original \$40,000 estimate came from. After authorization to proceed with the design, a pavilion was designed and so designed to match the splash park concept. The final design was a pavilion that was 1,200 sq.ft. with manufactured stone, pre-engineered trusses, and architectural shingles to match the splash park concept. The estimate for the initial design was \$66,000 and based on a 1,200 sq.ft. pavilion at an estimated \$55.00/sq.ft. He attached information for review which discusses price increases. What they have seen in the past 3 to 4 months is an escalation in material costs of about 40% and most of that is due to supply and demand. Most profoundly is building lumber costs have gone up significantly and a large part of the project is lumber. Once the bids were opened and the contractors factored in the 40% material inflation cost, they ended up receiving two bids and both were in excess of \$100,000. He included the two bids: one from PDC Construction in Bainbridge in the amount of \$174,200 and 90 calendar days and the low bid from Tip Top Construction in Thomasville in the amount of \$139,375. The architect's estimate was \$80,000. In discussing with the City Attorney and reviewing the Georgia public works law he believes the Council would not be in a position to award this contract tonight because both bids exceed \$100,000 and we did not follow the Georgia public works procurement law because we did not anticipate this project to be over

TOOMBS PARK PAVILION CONSTRUCTION CONTRACT AWARD (cont.)

\$100,000. The requested action by staff, viewing both the architect's estimate and both bids exceeding by 75%, he recommends the Council reject both bids. The only way they could award the bid is to re-bid, advertise, go through a 30-day bid process, and put on the State procurement registry. His concern is it pushes the project to a 5-week delay. The second thing is in reviewing with the low bidder they can lower the price about \$39,000 but the things the City would have to sacrifice would be the design features that resemble the splash park. They would lose the built-in masonry seating that will be very functional and the ceiling panels which would be replaced with plywood and not last as long. He believes there is too much to sacrifice to trim the cost and they would have to go back and re-bid it. Those two items leave him to recommending both bids be rejected. Instead of rebidding he would like to see the Council approve staff to purchase materials directly, hire local subcontractors to complete the pavilion, and the pavilion will be done under the supervision of the Planning Administrator. We will basically be building the pavilion in-house using city forces and subcontractors with us acting as the general contractor. Councilman Twitty asked if he had an estimate of the cost in-house. City Manager Sykes stated the architect's estimate of \$80,000 is a fair value for the project. He believes they can meet that primarily because the general contractor's overhead and profit we will realize doing it ourselves. We will pick up about 8% sales tax on buying materials directly for ourselves and there is about \$10,000 built in the project up-front that we can do ourselves. He believes there is enough savings doing it ourselves to hit the \$80,000 estimate. Councilman Twitty commented that is basically what he was asking what he thought we could do it for. City Manager Sykes stated they can do it for \$80,000 and certainly would not put any more money in it than it costs. They will buy the materials and procure competitively so it will be what the materials are and also use local subcontractors and award the work to them. He believes they will realize the savings and retain the value. He believes it is \$80,000 and that will their project budget. Councilman Morgan commented it seems like we are in this place now of delays because they have assumed the entire process on this project. He does not feel comfortable moving forward with anything until they get true numbers on how much it will cost. He asked what it looks like now on their project time line for construction. City Manager Sykes commented with the Council rejecting the bids and authorizing staff to move forward as presented, they can start tomorrow. Councilman Morgan asked what it looked like starting tomorrow with the project. City Manager Sykes stated in 60 to 90 days they should be completed and he outlined a May 31st completion date and that would be his deadline for completion. Councilman Pollard commented he concurred with Councilman Morgan. He asked Steve if the original plan and concept used as a comparison to the splash park design we are saying we have the capability of making the same design and layout we originally started with doing this with our own employees in-house. City Manager Sykes responded that was correct and the plans were prepared to be consistent with the splash park so they will retain those architectural features. When you visit the picnic pavilion at the splash park or the pavilion at Toombs, it is the same design, same quality, same materials, and you can tell it was designed by the same designer. Councilman Pollard said his opinion is they should go forward. A motion was made by Councilman Pollard to approve in-house construction for the pavilion and reject both bids. The motion was seconded by Councilman Morgan. Mayor Owens commented delaying this project, from his perspective, is not a good thing and we have the capability of

TOOMBS PARK PAVILION CONSTRUCTION CONTRACT AWARD (cont.)

building in-house under our supervision. In terms of what we expressed to the public last year hopefully we can tighten up what needs to be done to make sure when we are budgeting for these types of projects we are doing it in a way where we are getting close to where we need to be. He thinks moving forward with this project and giving the people the pavilion we said we were going to give them last year, and working internally on fixing the processes to make sure numbers we are presenting to the public are spot on, is the way to go. He asked Steve on the local contracting side of it, which is a wonderful idea and in a lot of ways a blessing in disguise because we can get some of our local contractors involved, to touch briefly on what it would look like and his thoughts. City Manager Sykes replied their goal is to use local labor to build; for example, they will reach out to the concrete finishers in and around Mitchell County, the brick masons, block masons, roofers, and framers. All trades are available locally and we will purchase the materials ourselves. Half of the project will benefit local tradesmen as opposed to hiring a general contractor outside our community. Mayor Owens asked if there were requirements for those contractors in order to work with us. City Manager Sykes stated the only requirement would be for trades that are state licensed or that require certificates and the only one it applies to is roofing. Everyone else could do work with a local business administrative license. Nothing extraordinary and everyone should be able to participate in this process. Getting the word out there are opportunities to work on a local picnic pavilion would be helpful to spread the word. Mayor Owens stated we have a motion and a second to reject the two bids for the pavilion and accept the City Manager's recommendation to build the pavilion in-house. The motion passed by a unanimous vote.

2021 CITY PROJECT LIST

The Council reviewed the 2021 Project Schedule in detail at their February 1st Committee Meeting. The project schedule outlines each project, funding source, completion date, and funding level. Some of the projects scheduled for completion in 2021 include a splash park, Toombs Park renovations, installation of public Wi-Fi, paving projects, sidewalk projects, gateway signage, training for 21st Century Policing, waste water treatment renovations, lift station upgrades, and construction of two aircraft hangars. The Public Works Committee recommends approval of the 2021 Project Schedule list.

A motion was made by Councilman Morgan and seconded by Councilman Twitty to approve the 2021 City Project List. Mayor Owens commented to some of the projects on the list, with some projects budgeted and some not, are we currently working on mechanisms to make sure we are closer to the numbers we are budgeted for. We have at least one item that is unbudgeted that is a pretty good dollar amount and are we are looking at that now to make sure we are on track. City Manager Sykes responded they are and the architect he is working with on the Boys and Girls Club understands what our budget is. When they bring the concept back to the Council they will see they are working toward the \$300,000 budget. Councilman Twitty asked if we planned on advertising or publishing the list so the community can see what we hope to accomplish this year. Mayor Owens commented there is nothing that stops us from doing that. City Manager Sykes stated we would be publishing it so it is a checklist of projects and will be a communication piece for the public to keep track of what is happening. What the Council sees on a weekly basis is an update on the projects while they are in progress. What the community will

2021 CITY PROJECT LIST (cont.)

see is the status change as projects are completed. Councilman Twitty commented the newspaper needs stories and we can give this information to them and claim what we are doing. Councilman Campbell commented on the Wi-Fi we need to get that out pretty soon and let people know where the locations are and it will be widely used. City Manager Sykes commented the project has started and they are working on the Boys and Girls Club and Depot roll-out of public Wi-Fi now. Toombs Park will follow as soon as the building is complete. The completion date for the first two is March 31st and Toombs Park for May 31st and this is well ahead of schedule. Councilman Pollard commented a citizen asked how far the Wi-Fi will stretch as Toombs Park and will it go as far as the project homes on the north side. City Manager Sykes responded typically speaking the range is the length of a football field. The design is for the whole park to be covered, The Depot area covered, and the Boys and Girls Club whole field area covered. Councilman Pollard commented he received a phone call from the contractor doing their basketball court renovation and wanted to know who has a key to the gate with us now owning the park. City Manager Sykes stated he does not know who all has a key but knows we have one. Councilman Pollard said Sunday a citizen called him for the contractor and he couldn't tell them who had a key. The contractor got in and had his permission to get in there anyway he could. City Manager Sykes stated if it becomes a security or access issue they can change out the locks. He suspects the Housing Authority and our public works department have keys. If it gets out of hand we have a 50 year agreement on using the park and us changing those locks out would not void or violate that agreement. Councilman Pollard commented for councilmembers who have not seen the renovations it is looking real good. He thinks the citizens will definitely appreciate it and it is looking great. The motion passed by a unanimous vote.

RATIFICATION OF CITY MANAGER'S APPROVAL FOR THE CAMILLA SPRAYFIELD PROFESSIONAL SERVICES AGREEMENT (GEOPHYSICAL INVESTIGATION AND SUBSURFACE EXPLORATION/HOLDING PONDS AND ELEVATED NITRATE WORK PLAN (LAND APPLICATION SYSTEM)

The Public Works Committee performed an on-site inspection of the City's land application operation which assists in providing sanitary sewer services for residential and commercial customers. Of the three holding ponds, one is currently empty due to a ruptured liner that requires repair. The City's consultant and engineer assessed the situation and recommended two courses of action: a geophysical investigation and groundwater testing at the land application site. City Manager Sykes executed a professional services agreement with TTL of Valdosta, Georgia in the amount of \$24,000 for the geophysical investigation and \$17,000 for the groundwater testing. The investigation and testing is in progress and he requests the Council's consideration to ratify his decision for execution of the agreement because time was of the essence. The Public Works Committee recommends ratification of the City Manager's execution of the professional services agreement with TTL of Valdosta in the total amount of \$41,000 for a geophysical investigation and groundwater testing at the land application operation.

A motion was made by Councilman Morgan and seconded by Councilman Campbell to ratify the City Manager's execution of the professional services agreement with TTL of Valdosta. The motion passed by a unanimous vote.

CITY MANAGER'S REPORT

City Manager Sykes reported on the following:

- a. Unfit Building Report – in the report are 10 properties that are current or have been completed. Demolition or renovation is complete on 3 of the properties and the others in progress. When there is a structure that needs to be renovated or demolished because of its' condition there is a procedure adopted by Council that staff goes through. It involves the property owner being contacted, meeting with the property owner to see what their plans are to address deficiencies on the building which could include demolition, and working with them on time lines mutually agreed upon. The hope is within the time period the building is brought up to code (minimum standards) or demolished. That is what is happening now. The Council set a goal of 10 structures for the calendar year and we have 10 underway and are ready to have add another 5 residential and 5 commercial properties to bring the list to a total of 20 properties we are working on. The intention is they get the updated reports on a regular basis to see the progress being made.
- b. Cemetery Spaces – a list of cemetery spaces sold from November 30, 2020 to January 11, 2021 at Oakview Cemetery was provided.
- c. COVID-19 Update – on the last page of the report the most recent spike got up to about 10 new cases a day. In the last 5 days those numbers have normalized back down to about 4 per day and the hope is the 4 per day comes back down to 0.

Councilman Twitty asked for an update on the sprayfields. City Manager Sykes stated he did not have any updates and as soon as he has initial estimates and reports he will share via email. They will talk about it in more detail at the next committee meeting. Councilman Pollard asked about COVID hazard pay and which months. City Manager Sykes replied they just issued for December and January was also at hazard level so they will be issuing hazard pay for the month of January. Councilman Pollard requested an email of the departments that were issued hazard pay. City Manager Sykes responded all departments received it.

MAYOR'S COMMENTS

Mayor Owens made the following comments: As I will point out shortly, I believe we're on a steady track toward tomorrow. As I speak to you tonight families are still dealing with the impact of COVID-19 and I hope you will join me in continuing to pray for them. As we do I believe we should remain committed to defeating this virus by doing everything we can, from wearing masks, practicing social distancing, and following all CDC and DPH guidelines. Challenges and obstacles remain but I'm confident we will prevail. In Camilla we are resilient. Our city council, staff, and citizens have worked together to keep our economy flowing throughout this health crisis. We've made additional investments in our youth. We're currently working on plans to safely re-engage our seniors, ensuring they have the resources they need to move forward. We've created an economic environment that has attracted new housing developers – something we've needed for years and we have seen an increase in new businesses. In other words the state of our city is sound but we've got much more work to do. As you know here in southwest Georgia, agriculture is our largest industry. We must continue to develop and encourage innovative ways to support our agricultural producers – they are indeed the backbone of our economy. And lastly, Council, in the spirit of Black History Month - the journey to prosperity, equity, and justice is


MAYOR'S COMMENTS

ongoing. The terrain is inherently tough but we're tougher. I sincerely believe that if we continue to work together and expand the humanity that is in all of us, we will make today and tomorrow a better place for our children. May God bless you and may God continue to bless our beautiful city. Thank you.

ADJOURNMENT

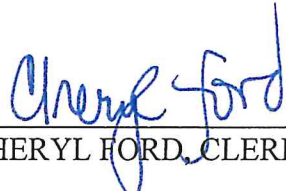
On motion by Councilman Pollard, seconded by Councilman Twitty, the meeting was adjourned at 7:55 p.m.

BY:



KELVIN M. OWENS, MAYOR

ATTEST:



CHERYL FORD, CLERK

Resolution

WHEREAS, During Black History Month we celebrate the many diverse achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, Black History Month grew out of the establishment of Negro History Week by Carter G. Woodson in 1926; and

WHEREAS, The 2021 national theme for Black History Month observance is "*Black Family: Representation, Identity and Diversity*"; and

WHEREAS, The observance of Black History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS, The City of Camilla continues to develop a community in which all citizens – past, present, and future – are respected and recognized for their contributions and potential contributions to our community, region, state, country, and the world; and

WHEREAS, All citizens are encouraged to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful, and prosperous for all; and

WHEREAS, The City of Camilla is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

NOW, THEREFORE, The Mayor and City Council, in recognition of African Americans – past and present in our community – do hereby proclaim the month of February 2021 as ***Black History Month*** in Camilla, Georgia and urge all citizens to recognize, honor, and celebrate the significant role and influence African Americans have made and continue to make in shaping our Country's diverse history and remarkable culture.

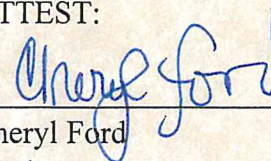
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Camilla, Georgia to be affixed this 8th day of February, in the year of Our Lord Two Thousand Twenty One.



Kelvin M. Owens
Mayor



ATTEST:



Cheryl Ford
Clerk

OFF-PREMISES BEER AND WINE LICENSE APPLICATIONS

Krishna Krupa 122, LLC *dba* Bob's Food Mart has submitted alcohol license applications to the City of Camilla for the sale of Beer and Wine OFF-PREMISES. The manager of the store will be Kuntalbhai Kiritbhai Patel and the business will be located at 122 N. Harney Street as of February 9, 2021.

The business is being purchased from Sycamore 2007, LLC *dba* Bob's Grocery and the sale will be final on February 9, 2021.

COUNCIL ACTION:

☒ APPROVED ☐ DENIED

COUNCIL MEETING DATE: FEBRUARY 8 2021

BY: Cheryl Ford CITY CLERK

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: CITY OF CAMILLA

Loan Number: CW2020003


At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the 8th day of FEBRUARY, 2021, the following resolution was introduced and adopted.

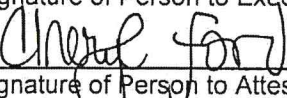
WHEREAS, the governing body of the Borrower has determined to borrow but not to exceed \$1,900,000 from the **CLEAN WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") to finance a portion of the costs of acquiring, constructing, and installing the environmental facilities described in Exhibit A to the hereinafter defined Loan Agreement (the "Project"), pursuant to the terms of a Loan Agreement (the "Loan Agreement") between the Borrower and the Lender, the form of which has been presented to this meeting; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement will be evidenced by a Promissory Note (the "Note") of the Borrower, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the forms, terms, and conditions and the execution, delivery, and performance of the Loan Agreement and the Note are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Loan Agreement and the Note (including the interest rate provisions, which shall be as provided in the Note) are in the best interests of the Borrower for the financing of the Project, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Loan Agreement, the Note, and any related documents necessary to the consummation of the transactions contemplated by the Loan Agreement.


(Signature of Person to Execute Documents)



(Signature of Person to Attest Documents)

MAYOR
(Print Title)

CITY CLERK
(Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Dated: FEB. 8, 2021


Secretary/Clerk



**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: CITY OF CAMILLA

Loan Number: CWDRA20007


At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the 8th day of FEBRUARY, 2021, the following resolution was introduced and adopted.

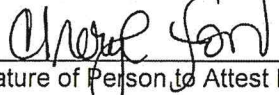
WHEREAS, the governing body of the Borrower has determined to borrow but not to exceed **\$200,000** from the **CLEAN WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") to finance a portion of the costs of acquiring, constructing, and installing the environmental facilities described in Exhibit A to the hereinafter defined Loan Agreement (the "Project"), pursuant to the terms of a Loan Agreement (the "Loan Agreement") between the Borrower and the Lender, the form of which has been presented to this meeting; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement will be evidenced by a Promissory Note (the "Note") of the Borrower, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the forms, terms, and conditions and the execution, delivery, and performance of the Loan Agreement and the Note are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Loan Agreement and the Note (including the interest rate provisions, which shall be as provided in the Note) are in the best interests of the Borrower for the financing of the Project, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Loan Agreement, the Note, and any related documents necessary to the consummation of the transactions contemplated by the Loan Agreement.

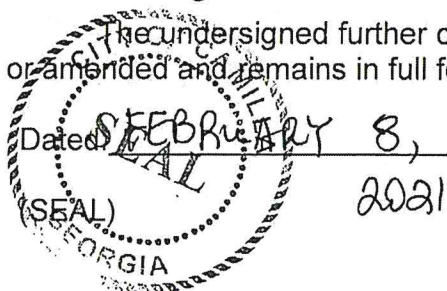

(Signature of Person to Execute Documents)



(Signature of Person to Attest Documents)

MAYOR
(Print Title)

CITY CLERK
(Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.




Secretary/Clerk

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient: CITY OF CAMILLA

Loan Number: DWDRA20010

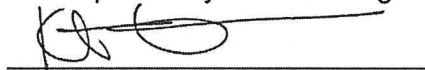
At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the 8th day of FEBRUARY, 2021, the following resolution was introduced and adopted.

WHEREAS, the governing body of the Borrower has determined to borrow but not to exceed **\$1,400,000** from the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender") to finance a portion of the costs of acquiring, constructing, and installing the environmental facilities described in Exhibit A to the hereinafter defined Loan Agreement (the "Project"), pursuant to the terms of a Loan Agreement (the "Loan Agreement") between the Borrower and the Lender, the form of which has been presented to this meeting; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement will be evidenced by a Promissory Note (the "Note") of the Borrower, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the forms, terms, and conditions and the execution, delivery, and performance of the Loan Agreement and the Note are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Loan Agreement and the Note (including the interest rate provisions, which shall be as provided in the Note) are in the best interests of the Borrower for the financing of the Project, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Loan Agreement, the Note, and any related documents necessary to the consummation of the transactions contemplated by the Loan Agreement.



(Signature of Person to Execute Documents)

MAYOR

(Print Title)

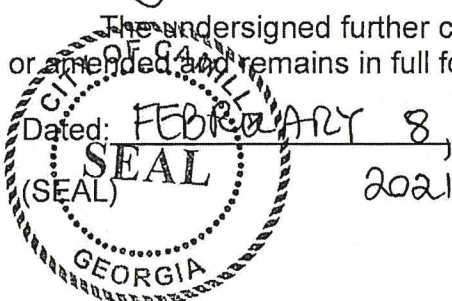


(Signature of Person to Attest Documents)

CITY CLERK

(Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.





Secretary/Clerk



CITY MANAGER PERFORMANCE EVALUATION

ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

A. Providing Information & Communication	<u>Weak</u>			<u>Strong</u>	
1. Does the City Manager keep the City Council informed in a timely manner?	1	2	3	4	5
2. Do you feel that you receive information on an equal basis with other Councilmembers?	1	2	3	4	5
3. Do reports provide adequate information and analysis to help the City Council make sound decisions?	1	2	3	4	5
4. Are agenda items and supporting documents appropriate and brought to Council in sufficient time for deliberations?	1	2	3	4	5
5. Does the City Manager regularly consult with the Mayor before setting the agenda to determine appropriate topics and timing?	1	2	3	4	5
6. Does the City Manager follow up promptly on Council requests for information or action without having to be reminded?	1	2	3	4	5

Average Score: _____

COMMENTS: _____

B. Providing Advice	<u>Weak</u>			<u>Strong</u>	
	1	2	3	4	5
1. Does the City Manager have adequate knowledge of municipal affairs?					
2. Does the City Manager exercise good judgment?	1	2	3	4	5
3. Do you feel the City Manager considers alternatives before making recommendations?	1	2	3	4	5
4. How do you feel about the quality of analysis that accompanies recommendations?	1	2	3	4	5
5. Does the City Manager have a good sense of timing in bringing issues to the Council for action?	1	2	3	4	5

Average Score: _____

COMMENTS: _____

INTERNAL ADMINISTRATION

A. Financial Management	<u>Weak</u>			<u>Strong</u>	
	1	2	3	4	5
1. Are you comfortable with the City Manager's approach to budget preparation and review?					
2. Is the City Manager effective in controlling costs through economical utilization of manpower, materials and equipment?	1	2	3	4	5
3. Does the City Manager have sufficient knowledge of financial matters?	1	2	3	4	5
4. Does the City Manager provide City Council with sufficient information on the financial status of the City government?	1	2	3	4	5
5. Is the budget submitted on time?	1	2	3	4	5

Average Score: _____

COMMENTS: _____

B.	Personnel Management	<u>Weak</u>			<u>Strong</u>	
		1	2	3	4	5
1.	Does the City Manager respond to Council suggestions on employee training, work priorities and productivity?					
2.	Does the City Manager ensure every City employee receives a written annual performance review?					

Average Score: _____

COMMENTS: _____

C. Getting the Job Done

	<u>Weak</u>			<u>Strong</u>
1. Are City Council directives completed?	1	2	3	4 5

COMMENTS: _____

EXTERNAL RELATIONS

A. Citizen Relations

	<u>Weak</u>			<u>Strong</u>
1. Is the City Manager effective in handling disputes or complaints involving citizens?	1	2	3	4 5

2. Does the City Manager have appropriate visibility or identity in the community?	1	2	3	4	5
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	<u>Weak</u>			<u>Strong</u>
3. Does the City Manager represent Council positions and policies accurately and effectively?	1	2	3	4 5

Average Score: _____

COMMENTS: _____

B. Intergovernmental Relations

	<u>Weak</u>			<u>Strong</u>
1. Is the City Manager effective representing The City's interest in dealing with other agencies?	1	2	3	4 5

2. Does the City Manager participate in enough intergovernmental activity to have an impact on behalf of the City?	1	2	3	4	5
--	---	---	---	---	---

Average Score: _____

COMMENTS: _____

PERSONAL CHARACTERISTICS

A. Personality	<u>Weak</u>			<u>Strong</u>	
1. Is the City Manager's personality suited to effective performance of his duties?	1	2	3	4	5

B. Communications					
1. Is the City Manager easy to talk to?	1	2	3	4	5
2. Do you feel he is a good listener?	1	2	3	4	5
3. Are communications thoughtful, clear and to the point?	1	2	3	4	5
4. Does the City Manager show sensitivity to the concerns of others?	1	2	3	4	5

Average Score: _____

COMMENTS: _____

C. Management Style	<u>Weak</u>			<u>Strong</u>	
1. Does the City Manager demonstrate interest and enthusiasm in performing his job duties?	1	2	3	4	5
2. Does he have sufficient leadership characteristics to command respect and good performance from employees?	1	2	3	4	5
3. Does the City Manager show initiative and creativity in dealing with issues, problems and unusual situations?	1	2	3	4	5
4. Is the City Manager open to new ideas and suggestions for change?	1	2	3	4	5
5. Does the City Manager work well under pressure?	1	2	3	4	5
6. Is the City Manager able to change his approach to fit new situations?	1	2	3	4	5
7. Can the City Manager consistently put aside personal views and implement Council policy?	1	2	3	4	5

Current Year Action Plan

Attach the current year Action Plan approved by the City Council.

COUNCILMEMBER: _____

DATE: _____

Revised February 1, 2021

General Fund

Splash Park – SPLOST – 06/30/2021 - \$750,000

Toombs Park – SPLOST – 05/31/2021 - Picnic Pavilion - \$40,000

Toombs Park – SPLOST – 01/31/2021 - Basketball Court Renovation - \$10,000

Boys & Girls Club Building Renovation – 09/30/2021 – Unbudgeted - \$300,000

Public Wifi - CNS FUND - \$22,500

- Boys & Girls Club – 03/31/2021
- Depot Patio – 03/31/2021
- Toombs Park – 05/31/2021

Paving – LMIG/SPLOST – 10/31/2021 - \$100,000

Paving – SPLOST – 05/31/2021 - \$150,000

Paving & Sidewalks – 08/31/2021 – TSPLOST - \$250,000

Sidewalk Infrastructure – West Circle CDBG Project - 09/30/2021 - \$100,500

Citywide Sidewalk project – COMPLETED - \$53,500

Gateway Signs (US 19 North & South) – Public Works – 09/30/2021

Demolition & Renovation of Dilapidated Property – 10 Residential Properties – 12/31/2021

21st Century Policing Staff Training - 02/28/2021

21st Century Policing Community Meeting – TBD

Position Classification and Pay Plan Approval by Council no later than June 1, 2021

Assess Implementation of Main Street Program no later than August 1, 2021

Develop Downtown Signage Plan no later than July 1, 2021

Submit application to DCA for “PlanFirst” Community no later than May 15, 2021

Water & Sewer

West Circle Water/Sewer project – CDBG - 09/30/2021 - \$750,000

WWTP Renovation & LS Upgrades – GEFA CWSRF - 01/31/2022 - \$1,900,000

LS Bypass Pumps & SCADA – GEFA ASADRA - 01/31/2022 - \$200,000

Wells, Pumps, Valves & Mains – GEFA DWSRF ASADRA - 01/31/2022 - \$1,400,000

Airport

Large Aircraft Hangar – 06/30/2021 – ECON DEV - \$150,000

Large Aircraft Hangar – 09/30/2021– FAA GRANT - \$158,500



4589 Val North Drive
Valdosta, GA 31602
229.244.8619
www.ttlusa.com

January 4, 2021

City of Camilla
Attn.: Mr. Mike Atkinson
P.O. Box 328
Camilla, GA 31730

Re: *Proposal for Geophysical Investigation and Subsurface Exploration*
Camilla Land Treatment System
LAS Permit No.: GAJ020088
Camilla, Georgia
TTL Proposal No: P00200703512.00

Dear Mike:

TTL, Inc. is pleased to provide this proposal to provide a geophysical investigation and subsurface exploration at the existing Camilla Land Application System (LAS) site in Camilla, Georgia. This proposal outlines our understanding of the project, our proposed scope of work and our fees for providing those services.

Project Information

The proposed site is located off of Penelope Lane in Camilla, Georgia and is currently utilized as the City of Camilla's LAS site. Based on the information provided, we understand a possible sink hole has developed within the northwest holding pond, compromising the integrity of the lined pond. In order to evaluate the adjacent ponds for potential sink hole activity, we have proposed to perform geophysical and subsurface evaluations around the existing ponds.

Proposed Scope of Services

Based on the information above, TTL proposes to perform the following services:

- **Electrical Resistivity Imaging Survey (ERI)**
TTL will subcontract GeoHazards to perform electrical resistivity imaging (ERI) services at the site. Electrical resistivity measurements involve the passing of an electric current through the subsurface material and measuring its resistance to flow. Different earth materials (e.g. clay, sand, limestone) resist the flow of electrical current differently. Contrasts in the degree of resistance are used to identify and locate boundaries among different materials.

Measurements of electrical resistivity will be made utilizing an Advanced Geosciences, Inc. SuperSting R8 8-channel Resistivity Meter with a switchbox system and a passive

electrode cable array. The resulting data will be processed utilizing EarthImager 2D, a computer program that produces two-dimensional vertical cross section models of the subsurface. The depth limits of the modeled ER data are primarily dependent on the type of array (Schlumberger, Wenner, Dipole-Dipole, etc.), the materials penetrated and the total length of the electrode array.

We propose conducting 6 ERI transects ranging from 750 to 2,000 feet in length, within the project area with maximum estimated depths of penetration of approximately 100 feet are expected. Location and orientation of transects will be determined by the on-site specialist to maximize data acquisition and synthesis.

- **Subsurface Exploration and Standard Penetration Testing (SPT)**

After the ERI is conducted, we propose to perform a total of three (3) soil test borings adjacent to the existing ponds to depths of 50 to 75 feet. It should be noted that the number of soil test borings will be dependent upon the results of the ERI. Soil test borings will be performed by hollow-stem auger drilling; split-barrel testing; and sampling of soil in general accordance with ASTM D1586 (SPT sampling) with samples taken at 5-foot intervals until boring termination.

Our budget and schedule are based on the following:

- field services can be performed during normal working hours (Monday through Friday, 7 am to 5 pm), although we may want to work other times at our discretion, if possible;
- track-mounted drilling equipment will be used;
- we will contact the Georgia 811 service to have participating utility companies notified of the pending subsurface penetrations;
- any private underground utilities that may be present (those not marked by the 811 service) must be located and marked on the ground surface by a private utility locating company contracted by others prior to our exploration;
- we are not responsible for utilities that are not marked or are incorrectly marked;
- we will backfill boreholes with auger cuttings; and
- site restoration other than backfilling and patching boreholes is not included in our scope.

- **Report of Geophysical/Subsurface Findings**

Once fieldwork has been completed and data reviewed, we will submit a geotechnical report as a PDF file by email. The report will include:

- General information regarding the site and subsurface conditions, including soil stratigraphy, changes in soil lithology and bedrock occurrences, as well as groundwater measurements shown on individual test records;
- Characterization of the subsurface beneath the perimeter of the ponds;

- Identification of possible anomalous areas; and
- General recommendations provided for future analysis.

Compensation

We propose to provide the scope of services for the geophysical investigation and subsurface evaluation as described above for a lump sum fee of **\$24,000.00**. If conditions indicate that additional work is necessary, we will contact you and develop a mutually agreeable scope of work and fee prior to proceeding. It should be noted that depending on the findings of our work described above, a detailed remediation plan can be provided for an additional fee that would range from \$1,100 to \$2,500.

Acceptance

If this proposal meets with your approval please sign and return a copy of the attached **Client Project Services Agreement**. We appreciate the opportunity to provide this proposal. Please call if you have any questions.

Sincerely,
TTL, Inc.


Matthew L. Gaston, P.E.
Principal Engineer


Keith H. Reaves, P.E.
Principal Engineer/
Regional Manager

Enclosure: Client Project Services Agreement



4589 Val North Drive
Valdosta, GA 31602
229.244.8619
www.ttlusa.com

December 17, 2020

City of Camilla
Attn: Mr. Mike Atkinson
P.O. Box 328
Camilla, GA 31730

RE: Proposal for Elevated Nitrate - Work Plan Implementation
Camilla Land Treatment System
LAS Permit NO: GAJ020088
TTL Proposal No: P00200703198.02

Mike:

TTL, Inc. (TTL) appreciates the opportunity to provide this proposal for assisting the City of Camilla in investigating the cause of elevated nitrates within the Camilla Land Application System (LAS). The following paragraphs describes our understanding of the background of the project and our proposed scope of work for this project.

PROJECT BACKGROUND

The City of Camilla LAS groundwater samples have recently demonstrated nitrate concentrations that exceed the maximum contaminant level. The laboratory analytical reports indicated that nitrate concentrations were elevated in the following groundwater monitoring wells:

U2	M1
U7	M4
U8	M5

TTL and Nutter & Associates, Inc. (NAI) of Athens, Georgia developed a Work Plan to investigate the possible causes of the elevated nitrates within the above-listed wells. The Work Plan was presented to the City of Camilla on December 17, 2020.

TTL will subcontract NAI to assist with the evaluation of the agronomic performance of the land application system (LAS) site as described in the above-referenced work plan. The following paragraphs describe the proposed scope of work.

SCOPE OF WORK

Site Visit, Interview with Site Personnel and Site Evaluation

TTL and NAI will conduct a wet survey of the LAS system to observe the site during an irrigation cycle and problem areas will be evaluated. The team will inspect the spray field areas to assess the soil physical conditions, topography, drainage, and vegetation growth and vigor. The current extent and

composition of weed pressure will be inspected and documented. NAI will use an agricultural soil penetrometer to help characterize the current physical conditions and relative tilth of the site soils. Soil moisture and soil electrical conductivity measurements will be collected concurrently with the penetrometer readings using a handheld Time Domain Reflectometry (TDR) soil meter. The TDR results will allow field measurement of soil salinity and help provide more meaningful comparisons should future penetrometer testing be performed to assess relative changes in soil compaction and tilth.

A number of hand auger borings will be advanced to confirm the NRCS soil series mapped on the site. The condition of the surface soils will be assessed with respect to tilth, soil structure, infiltration, rooting depth, and depth to saturated soils. Conditions of the soils and cover crop will be photo documented. The condition of the cover crops will be evaluated and harvesting methods will be discussed with the LAS personnel. Up to three composite soil samples will be collected from selected areas of the site. The soils will be analyzed for standard agriculture parameters, micronutrients, sodic properties, and soluble salts. Up to three (3) samples of the above-ground cover crop plant material will be collected for tissue analysis of nutrients. Up to three (3) samples of harvested hay (ensiled or baled) will be collected for standard forage analysis to help estimate the quantity of nitrogen assimilated by the cover crop.

Historical Site Data Review

Groundwater Analysis Results and Hydrogeologic Review

TTL will conduct a data review of the hydrogeologic system at the site. In doing so, TTL will:

- Generate time series graphs for constituents of concern monitored in groundwater wells;
- Develop potentiometric surface maps of the aquifer system for the past one to two years, and;
- Establish a timeline of the pond failure based on interviews with the sprayfield operator.

The data discussed above will be utilized to attempt to determine how the failure of the pond may have affected the groundwater nitrate concentrations observed at the site.

Design Loadings Versus Actual Loadings

NAI will compare the original design loadings to the actual loadings applied to the site. The LAS operator will be interviewed to discuss the performance of the LAS, operation and maintenance procedures, and problem areas.

City of Camilla Supplied Information Needed

TTL and NAI will need for the City of Camilla to supply the following information:

- Original design parameters utilized to design each sprayfield. If these documents are not readily available within city files, they may be found in the Georgia EPD files in Atlanta;

- Hay harvest data;
 - Number of bales per year per field;
 - Representative bale weights from hay from each field. Actual weights should be supplied;
- Additional wastewater analysis of water sprayed on each field to include:
 - Calcium, Magnesium,
 - BOD₅,
 - Nitrite,
 - Nitrogen,
 - Ammonia,

Note: The above-listed analyses should be collected concurrently with the bi-monthly samples required in the permit. TTL requests that a minimum of two samples be collected from water applied to each sprayfield (at least one month's worth of samples). Based on the results, additional samples may be required. We assume that the City of Camilla will contract directly with their laboratory for these analyses.

Reporting

Upon receipt of the design, hay harvest, and laboratory data, TTL and NAI will analyze the results and summarize our findings and recommendations in a technical memorandum with complimentary figures, tables, and data.

The technical memorandum will include the following:

- Approach utilized in our evaluation,
- Overview of the assimilative capacity of the LAS with respect to the wastewater hydraulic loading and nutrient loading by the LAS soil-plant complex,
- Review of the effective nitrogen balance,
- Assessment of soil chemistry and physical conditions of the LAS soils,
- Prescriptive guidance for improving soil management and crop performance. (The prescriptive guidance will include recommendations for implementing comprehensive weed control program. Recommendations for hayfield renovation, where applicable, will be included.)
- Interpretation of trends in hydrogeologic conditions at the site, and
- Interpretation of trends in nitrate concentration in groundwater at the site.
- A timeline for pond failure and how the pond failure may have affected groundwater nitrate concentrations.

SCHEDULE

TTL is prepared to mobilize to the site the week of January 11, 2021 if a notice to proceed is provided by the City of Camilla by December 31, 2020. We anticipate the following schedule based on receiving the notice to proceed by December 31, 2020:

- January 15, 2021 - Complete field work and provide grass, forage and soil samples to laboratory;
- February 12, 2021 – Receive grass, forage and soil sample results from laboratory and receive wastewater analytical results (with additional analysis for month of January) from the City of Camilla, and;
- February 26, 2021 – Provide report with analysis and recommendations.

PROJECT BUDGET

TTL proposes to provide the services outlined herein for a lump sum of \$17,000.00. (Note: This budget does not include any geotechnical investigation suggested by the referenced work plan). Should field or other conditions beyond TTL control result in actual costs exceeding this sum, such exceedances will not be incurred by TTL without prior approval by you or your authorized representative. Any meetings with City of Camilla, Georgia EPD or third parties concerning the Camilla LAS system will be invoiced in addition to the proposed budget on a unit rate basis.

If this proposal meets with your approval, please provide your notice to proceed by signing below:

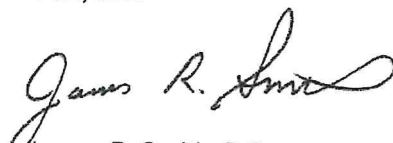
Accepted by the City of Camilla: _____

Date: _____

The terms and conditions outlined in the Professional Services Agreement signed by the City of Camilla and by TTL, Inc. on November 17, 2020 (attached) will govern this work.

If you have any questions or comments regarding this proposal, please do not hesitate to contact us in our Valdosta office at (229) 244-8619.

Sincerely,
TTL, Inc.


James R. Smith, P.G.
Senior Project Professional IV


Keith H. Reaves, P.E.
Vice President/Regional Manager

Attachments: CPSC Signed November 17, 2020

CEMETERY SPACES SOLD - REPORT - OAKVIEW CEMETERY

11/30/2020 - 01/11/2021

<i>OWNER</i>	<i>BURIAL</i>	<i>SECTION</i>	<i>SIZE</i>	<i>COST</i>
Mary Williams and Alice Brown	Purchased in Advance	Post Oak	5' x 10'	\$175.00
Karletha Moore	Susie Moore	Post Oak	5' x 10'	\$175.00
Sarah Moore Burns	Lorence C Moore	Live Oak	5' x 10'	\$175.00
Randy and Becky Gay and Family	Purchased in Advance	Third Addition	10' x 20'	\$700.00
Mary Buggs	Evans Hayes	Georgia Oak	5' x 10'	\$175.00
Cynthia Harrison	Bobbie Harrison	Laurel Oak	5' x 10'	\$175.00
Royal, Catherine	Darryl Cannon	Water Oak	5' x 10'	\$175.00
Jaumekia Marion-Caver	John Lee Marion	Georgia Oak	5' x 10'	\$175.00
Kimberly Cochran	Tykeria Mykel Crimley	Laurel Oak	5' x 10'	\$175.00
Bridgitte Davis	Linda Davis	Red Oak	5' x 10'	\$175.00
Lenon Sessions	Willie C. Sessions	Red Oak	5' x 10'	\$175.00
Stephone Franklin	Purchased in Advance	Laurel Oak	10' x 10'	\$350.00
Nicole Jackson	Joe Cecil Reese	Laurel Oak	5' x 10'	\$175.00
TOTAL SPACES SOLD (17)				\$2,975.00