

AGENDA
WORK SESSION

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TUESDAY, MAY 24TH
WORK SESSION
@ 6:00 PM

MEETING CALLED TO ORDER

AGENDA REVIEWED IN ITS ENTIRETY BEFORE DISCUSSION

PUBLIC COMMENT ON ANY ISSUE (5 MINUTE LIMIT)

PRESENTERS (IF ANY)

NEW BUSINESS

- Virginia Cook Building Project Update
- Naming of City Owned Property and or Facilities
- SPLOST Project
- Proposal for Delinquent Tax Collection Services
- Keep Troup Beautiful Board Appointment
- Downtown River Park Use Guidelines
- West Point Splash Park Use Guidelines
- West Point Splash Park Grand Opening

CONSIDER AGENDA ITEMS FOR WORK SESSION # 2

MAYOR & COUNCIL COMMENTS

ADJOURNED

[Next Meeting: Work Session Thursday, June 9th @ 8:15 AM](#)

Policy of the Mayor and City Council of the City of West Point Georgia

Naming of City Owned Property and or Facilities

Purpose

The Mayor and Council of the City of West Point desire to establish a formal policy and process for the naming and designation of City streets, parks, buildings and other facilities.

Procedure

When at the discretion of the Mayor and Council it is determined that a city owned property shall bear a name for the purpose of identification or memorialization the council may choose a name based on the following criteria:

- Pertinent natural or geographic feature for designation of the property
- Where required by a deed restriction upon acceptance of the property by the city
- Neighborhood, street name or historic significance to the site or location
- Named for deceased individuals who have distinguished themselves locally, regionally or nationally by civic, business or monetary contribution and have no outstanding indebtedness to the city of West Point

Individuals may be nominated by the mayor or city council member or general public. Upon a nomination the council may appoint a committee to evaluate the nominee and make appropriate recommendations to the mayor and council.

The naming of a city owned property, facility or street will remain at the sole discretion of the Mayor and Council.

Removal

Mayor and Council may remove or change the name or designation of any city property, facility or street.

In the event any city facility named or designated for an individual or for some geographical feature is sold or no longer used as a city facility the name or designation of the facility shall not automatically transfer upon the sale or disposal of the property.

Volunteers Needed to Serve on
City Boards, Authorities or Commissions

Overview

Boards Authorities and Commissions are an established feature of municipal government which offers citizens an extraordinary opportunity to participate in a city's government affairs. Their activities have helped to shape or influence public policy in many areas. The City of West Point has boards, authorities and commissions that endeavor to reflect the varied interests of West Point citizenry. Several of the City's boards and commissions are required and established by state law, while others result from provisions of the City Charter or form local ordinances. They address such subjects as planning, zoning, development and parks and recreation. Although many boards, authorities and commissions are advisory, their influence and value can be significant. They make recommendations on a wide range of topics that come before the City Council. Several boards and commissions are quasi-judicial, which means the Council has delegated some portion of its legislative authority to a citizen board.

How to apply

Applications are available on the city website and at City Hall. The application contains a list of the various boards and details the application process.

2016 Board Appointments

February Agenda:

- (1) Troup County Election Board
 - Vacant 12/31/2015

March Agenda:

- (3) Board of Adjustments
 - Phillip McClellan (Incumbent) 3/5/2016
 - Vacant Seat
 - Vacant Seat
- (1) Hawkes Library
 - Elizabeth Lester (Incumbent) 3/1/2016
- (1) Municipal Planning Board
 - Joel Finlay (Incumbent) 3/15/2016

June Agenda:

- (2) Keep Troup Beautiful
 - Thomas Scott (Incumbent) 6/30/2016
 - Vacant

October Agenda:

- (1) West Point Historic Commission
 - Larry Duncan (Incumbent) 10/1/2016
 - Joe Thompson (Incumbent) 10/1/2016

December Agenda:

- (1) Troup County Parks & Recreation
 - Kris Cagle (Incumbent) 12/31/2016
- (2) West Point Development Authority
 - Wiki Gladden (Incumbent) 12/31/2016

All applicants received, including those from incumbents, will be reviewed and considered for an interview.

Proposal for Delinquent Tax Collection Services City of West Point, Georgia

Experience in Government Tax Collections

1994

Land Title Services, Inc. was founded as a means to assist the Carroll County Attorney with the collection of delinquent property taxes. Acting as tax collection administrator and title examiner for the County Attorney, LTS performed all abstracts and provided a summary of his findings for the levy procedure.

1995

Land Title Services, Inc. began to take on a much larger role in the collection of delinquent taxes in Carroll County; LTS's services included the preparation of certified levy notices and legal advertisement preparation.

1996

Land Title Services, Inc., now doing business as **Government Tax Solutions** takes over sole responsibility for the assistance of delinquent property tax collections for **Carroll County** and **Heard County**. These services include, but are not limited to:

- ★ List preparation
- ★ File preparation
- ★ Title examinations
- ★ Levy notification
- ★ Legal advertisement preparation and submittal

1998

Government Tax Solutions, L.P. incorporates. Within four months, expands its clients to include six (6) counties.

Present

- ★ Government Tax Solutions is currently under contract with over 75 Counties and Municipalities throughout the state of Georgia. We are enjoying great success due to our committed staff and our excellent research teams.

Collection Ratio

Collection ratios vary from client to client. Typically you may expect between a 35% to 40% return from our Stage 1 process.

Our Stage 2 process typically generates an average collection ratio of 95%.

The ultimate goal of GTS is to collect any and all “collectable” delinquent parcels. Any parcels deemed non-collectable will be submitted to the appropriate party for evaluation. If necessary, GTS will provide an insolvent package disclosing our findings on “non-collectable” parcels for submittal to the Board of Commissioners.

Methodology

Under a contract with the City of West Point for the collection of delinquent taxes, GTS will perform the following services in accordance with Georgia Law and in accordance with the methods and practices set forth by the Georgia Department of Revenue and the Fair Debt Collection Practices Act:

Set Up **The GTS account manager will schedule an initial meeting with the person in charge of property tax collections. During the course of this meeting both parties will:**

- Determine the number of delinquent accounts/parcels to be processed.
- Discuss the City’s current systems and methods.
- Determine if there are any unusual circumstances.
- Review any software issues and data conversion methods.
- A review of our services.
- Determine an action plan, time schedule, and payment deadlines.

Stage 1 **Upon receiving the list of delinquent parcels:**

- GTS will mail out our standard delinquent collection letter or the Client’s version of our letter. The letter will state the payment deadline that must be met in order to prevent additional charges and the levy from taking place.
- Upon receiving any returned mail, GTS will “Skip Trace” these returns to find an alternate address and resend the collection letters.*

**GTS will resubmit letters. However, by law we cannot change addresses as they are shown in your tax system.*

Stage 2 Upon expiration of the Stage 1 deadline, the Levy:

- GTS will verify all paid parcels with the City's staff.
- GTS, if needed, will divide the remaining parcels left for levy collection into multiple monthly batches in accordance with terms agreed upon in the initial meeting.
- GTS will verify each parcel ownership record for any bankruptcy filings in the local bankruptcy court and pull the parcel from the levy if an active bankruptcy is reported.
- GTS will perform a **limited title abstract** in the Clerk of Superior Court's office to determine the following:
 - Current owner of record.
 - Defendant in FiFa for all tax years due.
 - Any and all interested parties.
 - Any outstanding Liens or Lis Pendens.
 - Verification that land matches what is assessed and can be properly levied.
- GTS will review all title examinations to insure proper notification.
- GTS will enter data into GTSBase™ for distribution of notices.
- GTS will send proper levy notice to all of the following parties by certified mail:
 - Current owner of record.
 - Defendant in FiFa for all tax years due.
 - Any and all interested parties including the mortgage company.
 - Tenant in possession
- GTS will again verify all paid parcels with the City's staff.
- GTS will prepare Legal Advertisements and submit them to the legal organ.
- GTS, if necessary, will assist in issuing and recording the FiFa in the Clerk of Superior Court's office.
- GTS will send a final 10-day notification to the current owner of record and tenant in possession.

- GTS will perform a Title Examination update to check for “last minute” conveyances 10 days prior to sale.
- GTS will deliver to the client copies of all completed unpaid files.
- GTS will perform a phone campaign 2 weeks prior to the sale.
- If necessary, GTS will assist in conducting the tax sale.
- GTS will have our attorney prepare the tax deeds within 30 days of the tax sale.
- GTS will notify the appropriate parties of the availability of any excess funds.

Firm Capability and Capacity

GTS has the capacity to facilitate as many parcels as needed by the City of West Point.

GTS is the first company of our kind and a pioneer in delinquent tax collection.

GTS has never made a claim on our errors and omissions or liability insurance.

Insurance

GTS carries over 2 million dollars in liability insurance, 1 million dollars in errors and omissions coverage and \$500,000 in workers compensation on site and travel coverage.

Special Considerations

GTS has conducted this type of work in Cities and Counties throughout Georgia since 1994. Due to our experience with local governments across the state, GTS already has a team of highly skilled title examiners who are familiar with your local real estate deed office and tax assessor’s office.

In today’s world, deed record searches can be somewhat unusual due to all of the banking transfers, foreclosures, FDIC loan assumptions, mortgage assignments and title conveyances. At GTS we feel very confident in our abstractors’ abilities to provide the comprehensive, accurate and timely title searches needed for a proper tax levy.

Fee Schedule

GTS proposes a flat fee schedule for successful collection efforts with all tax payments paid directly to the City. GTS's fees are added to the delinquent taxpayer's account.

IF YOU DO NOT COLLECT ON A PARCEL, GTS DOES NOT GET PAID.

The following is an outline of the fee schedule allowed to GTS:

1. For all accounts turned over to GTS and collected during the **Stage 1** process, GTS will be paid the following fee for any and all collected parcels:

For parcel accounts:

- ❑ **Under \$10.00** **FREE (Stage 1 only)**
- ❑ **\$10.01-\$99.99** **\$35.00**
- ❑ **\$100 & up** **\$55.00**

2. For all accounts turned over to GTS and collected during the **Stage 2** levy process, GTS will be paid a total of **\$175.00** for any and all collected parcels.
3. Parcels **sold at a tax sale** will be charged an additional **\$25.00** Post Sale Administration Fee to cover the expense of post-sale title updates and other administrative duties related to the sale.
4. At the request of the Office of Tax Collector for all parcels that are scheduled for a tax sale, GTS will assist the City with posting the properties with a levy notice for a fee of **\$25.00** per parcel posted.
5. It is intended that all payments by the taxpayers or other interested parties on these collected accounts be made directly to the Tax Collector. **Under no circumstances will GTS accept any tax payments. GTS is not a "collection agency".**

Other collection costs:

The City is responsible for any costs incurred for legal advertisement, sheriff services and recording fees. These fees are allowed to be recovered by the City under Georgia law during the collection process and are to be added to the delinquent tax bill.

Additional Tax Sale Services

★ **Tax Sale Assistance:**

If you so wish, GTS will attend your Tax Sale to assist or even conduct the tax sale proceedings at no additional cost.

★ **On Staff Attorney:**

GTS has an attorney on staff with over 30 years of real estate law experience and over 7 years of service as a County Attorney.

★ **Tax Deed Preparation:**

GTS will have our attorney prepare all tax deeds at no additional cost.

★ **Notice of Funds:**

GTS will mail the notices of excess funds as required by law at no additional cost.

★ **File Issuance:**

GTS will provide you with the original parcel files for those properties sold at the tax sale at no additional cost. These files include all phone contacts, mail correspondence, title examinations and title summaries.

Government Tax Solutions is your “one stop shop” service provider. We stand to provide your city with the most professional service in assisting you with collecting those hard to collect delinquent taxes. Our fee structure is designed as a “no cost fee” to the City so that the good taxpayers who pay on time do not have to pay GTS’s collection costs created by the delinquent taxpayer.

We look forward to helping the City of West Point with its tax collections.

The following rules and regulations are for the West Point Downtown River Park (DRP)

- A. DRP shall be open to the public from dawn until dusk unless otherwise designated
- B. No person in DRP shall drive in any area except parking lots, and shall not drive at a rate of speed in excess of ten (10) miles per hour.
- C. Bicycles will be allowed in DRP only on paved areas or paths designated for that purpose. Bicycles are not allowed in the splash pad area
- D. A personal flotation device must be worn when boating
- E. Use of pull behind barbecue grills, portable grills or deep fryers is not permitted except with written approval
- F. Building of fires is prohibited
- G. Glass bottles of any kind are not allowed in DRP. Waste paper, aluminum cans, tin cans, rubbish, and debris of all kinds shall be deposited in the containers provided for that purpose in DRP. All areas shall be left in a clean and orderly condition.
- H. Camping is not allowed in DRP.
- I. Pets shall be permitted in city parks only when on a secured leash. Animal waste should be collected by the owner.
- J. Horses, petting zoos, inflatable's and pony rides are strictly prohibited in DRP.
- K. Amplified music is not permitted unless authorized
- L. No person shall enter an area building, or roadway in a DRP posted "No Admittance" or "Closed to the Public."
- M. Solicitation of any business or service in city parks is prohibited. No person, firm or corporation is permitted to offer or advertise merchandise or other goods for sale or hire in DRP unless part of a permitted activity.
- N. Firearms, slingshots, bows and arrows, and guns of any kind are strictly prohibited in the DRP.
- O. It is unlawful to hurt, molest, harm, trap, kill, shoot or release any animal, reptile or bird in DRP.
- P. All special events or uses of the park will require the issuance of a permit.
- Q. Fishing is allowed on the east bank. Fishing is not allowed on the west bank (city hall side of river). A valid fishing license will be required per the Georgia Department of Conservation requirements.
- R. Indecent language, excessively loud noise, disorderly conduct, immoral actions or nudity is not permitted.
- S. Damaging, defacing or removing any plant, animal, natural feature, object, sign structure, equipment or other material is strictly prohibited.
- T. Alcohol is prohibited unless distributed as part of a permitted event. No persons shall bring alcohol into the DRP. Only permitted event vendors may distribute alcohol during a permitted event.
- U. Swimming in the river is not allowed.

No Smoking

Code of Conduct:

The City of West Point is proud of its park facilities. The use of park amenities is a privilege extended to the public, with the understanding that:

- (1) No person may make a physical or verbal attack against other park users.
- (2) All users shall respect and adhere to the permitted use of each park amenity.

- (3) All persons will be held responsible for the conduct of their behavior or supervision of minors within their care.
- (4) No person shall be discriminated against for any reason.

Violation of the code of conduct will result in expulsion from any city park. The police department will be contacted to escort the person or persons from the park. Any person re-entering the park or subsequently using any city owned park or recreation facility shall be subject to prosecution for the crime of trespassing.

When signs are posted giving notice thereof, it shall be unlawful to park a motor vehicle, truck, motorcycle, motor home, trailer or other licensed vehicle in any parking lot located within a public park unless the owner or driver thereof is at that time utilizing the park or other public facility in which the lot is located. Commuter or overnight parking is expressly prohibited at all times.

Pavilion Rental Fees (4 Hours)

Family Group	\$75.00
Business / Organization	\$100.00

The pavilion 4-hour rental only reserves the pavilion area. The remainder of the park is open to the public to include the public restrooms.

- Submit a reservation request on the appropriate form.
- Pavilion Reservations are processed on a first come first served basis, as a result availability is not guaranteed until rental is approved and payment is received.

Park Special Events

- Permit
- Fee
- Insurance
- Deposit
- Cleanup
- Staffing
- Portable Restrooms
- Trash Cans
- Police/Security
- Total Number of People
- Hours (dusk or 9:00pm)
- Alcohol (only with event 3:00pm to 9:00pm)
- Food (only with event)
- Other

No smoking

Food Sales

Trash cans

Kiosk

WEST POINT



DRAFT

SPLASH PARK

1007 Avenue D

Monday - Saturday 11:00am to 5:00pm

Rules & Regulations

- For your safety, the splash park will be monitored during the hours of operation by Parks and Recreation staff.
- All children must have adult supervision at all times.
- Children who are not toilet trained must wear swim diapers.
- At the first sound of thunder or sight of lightning, vacate the splash park and seek shelter.
- \$1.00 fee per person

The following activities and items are not permitted in the splash pad area:

- Climbing, sitting, or playing on any splash park apparatus
- Drinking splash park water, spitting or spouting of water from the mouth
- Running, rough play or profanity
- Inflatable pool toys, athletic or other recreation equipment
- Food, candy, gum, beverages or glass containers
- Soaps, detergents, or shampoos
- Pets
- Changing diapers
- Radios or other noise making devices
- Skateboards, skates, razor, rollerblades, scooters, bicycles or similar recreation equipment
- Smoking
- Please report any concerns to (706) 645-3529 (West Point Parks & Recreation) or (706) 645-3525 (Police Department)

In the event of an emergency call 911