



Welcome Home

October Monthly Reports  
November 2016



**AGENDA**  
**WORK SESSION**

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**THURSDAY, NOVEMBER 10<sup>TH</sup>**  
**WORK SESSION**  
**@ 8:15 AM**

**PUBLIC HEARING:**

- 2017 Proposed Budget

**MEETING CALLED TO ORDER**

**AGENDA REVIEWED IN ITS ENTIRELY BEFORE DISCUSSION**

**PUBLIC COMMENT ON AGENDA ITEMS (FORM REQUIRED)**

**NEW BUSINESS**

- Discuss 2017 Proposed Budget
- Page Estes, President of LaGrange - Troup County Chamber of Commerce, Agreement Regarding Hotel/Motel Tax Expenditures
- Motion for Northwest Harris County Business Park – Phase III to be awarded to PF Moon & Company
- Police Chief Tony Bailey, Animal Control
- Meghan Duke, Silent Crossings
- Proclamation for World Pancreatic Cancer Day (CM)

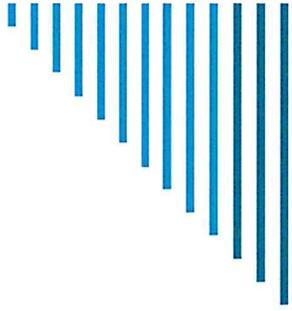
**CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)**

**MAYOR & COUNCIL COMMENTS**

**ADJOURNED**

**Next Meeting:**

**Council Meeting - Monday, November 14<sup>th</sup> @ 6:00 PM**



# MINUTES





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The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall October 10, 2016 at 6:00 P.M. with Mayor Pro Tem Steven M. Tramell presiding.

Members Present:

Councilmember Joseph R. Downs III  
Councilmember Gerald W. Ledbetter  
Councilmember Gloria R. Marshall  
Councilmember Sandra Thornton  
Councilmember Benjamin F. Wilcox

Members Absent:

Mayor Pro-Tem Tramell called Councilmember Gerald W. Ledbetter for opening Payer.

Mayor Pro-Tem Steven M. Tramell led the Pledge of allegiance.

Mayor Pro-Tem thanked Jim Wood Commissioner from Harris County for attending the meeting.

Ms. Narfunda Ross and Ms. Jatunn Gibson thanked the Mayor and Council for their support with W.H.I.P. Working to Help those In Pink. W.H.I.P. is a local nonprofit organization that provides education and support to breast cancer survivors, care givers, and family members. The 2<sup>nd</sup> Annual walk will be on October 30<sup>th</sup> 2016 starting in West Point at John Hoggs Field to Lanett and back to John Hoggs Field. Ms. Ross stated over 250 people participated in the Walk in 2015.

Mayor Pro Tem Tramell called the meeting of the Mayor and City Council to order and welcomed everyone.

MINUTES

Mayor Pro Tem Tramell asked for a motion to approve the minutes from the September 12, 2016 regular meeting. Councilmember Joseph R. Downs III made said motion and was seconded by Councilmember Sandra Thornton; the minutes were **approved unanimously without change.**

**FINANCIAL REPORT**

Councilmember Gerald W. Ledbetter presented the September financial report with the October cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Sandra Thornton and **passed unanimously**.

**AGENDA**

Mayor Pro Tem Tramell asked for a motion to approve the agenda. Councilmember Gloria R. Marshall made said motion and seconded by Councilmember Gerald W. Ledbetter and **passed unanimously**.

**REZONE 208 SUNSET DRIVE PARCEL #094-4C-006-013**

Mayor Pro-Tem Tramell asked for a motion to amend the City of West Point zoning map and ordinances as to classify as R-1A (Residential District) all that tract or parcel of land lying and being in the City of West Point, Georgia containing 0.66 acres, more or less, designated at 208 Sunset Drive according to the street numbering system of West Point, Georgia, and also known as Troup County Tax Map parcel 094-4C-006-013. The property is owned by West Point Investments LLC. Councilmember Sandra Thornton made said motion and the motion was seconded by Councilmember Joseph R. Downs III; **passed unanimously**.

**REZONE 1301 3<sup>RD</sup> AVENUE FROM R-1 TO R-2 RESIDENTIAL**

Mayor Pro-Tem Tramell asked for a motion to amend the City of West Point zoning map and ordinances as to classify as R-2 (multi-family dwelling district) all that tract or parcel of land lying and being in the City of West Point, Georgia containing 5.27 acres, more or less, designated at 1301 3<sup>rd</sup> Avenue according to the street numbering system of West Point, Georgia, and also known as Troup County Tax Map parcel 094-3B-010-007. Councilmember Joseph R. Downs III made said motion and the motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously**.

**BOARD AND COMMITTEE APPOINTMENTS**

Councilmember Gloria R. Marshall made a motion to appoint Larry Duncan to a three year term on the Historic Preservation Commission. The motion was seconded by Councilmember Joseph R. Downs III; **passed unanimously**.

Councilmember Benjamin F. Wilcox made a motion to appoint Joe H. Thompson to a three year term on the Historic Preservation Commission. The motion was seconded by Councilmember Gerald W. Ledbetter; **passed unanimously**

Councilmember Gerald W. Ledbetter made a motion to appoint Diane Davidson to the Troup County Board of Election to serve a three year term. The motion was seconded by Councilmember Joseph R. Downs III; **passed unanimously**.

**MUNICIPAL COURT TERM**

Councilmember Sandra Thornton made a motion to enter into an agreement between the City of West Point and the Municipal Court Judge and the City of West Point and the Municipal Court Solicitor to serve for a minimum one year term. The Charter of the City of West Point provides that the appointment of Municipal Court judge is an at-will appointment, which is in contravention to O.C.G.A. § 36-32-2. The appointments will be effective with the appointment of the court officials in January, 2017. The Judge and the Solicitor shall serve in said office a minimum term of one (1) year and until a successor is appointed, absent removal from office as provided in O.C.G.A. § 36-32-2.1. The motion was seconded by Councilmember Gloria R. Marshall; **passed unanimously**.

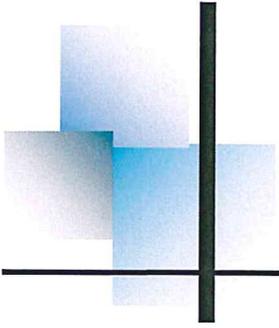
**OTHER**

**ADJOURN**

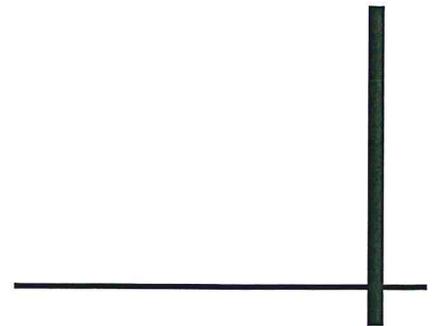
There being no further business, the meeting was adjourned.

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Richard McCoy  
City Clerk

\_\_\_\_\_  
Steven M. Tramell  
Mayor Pro Tem



# FINANCIAL REPORT



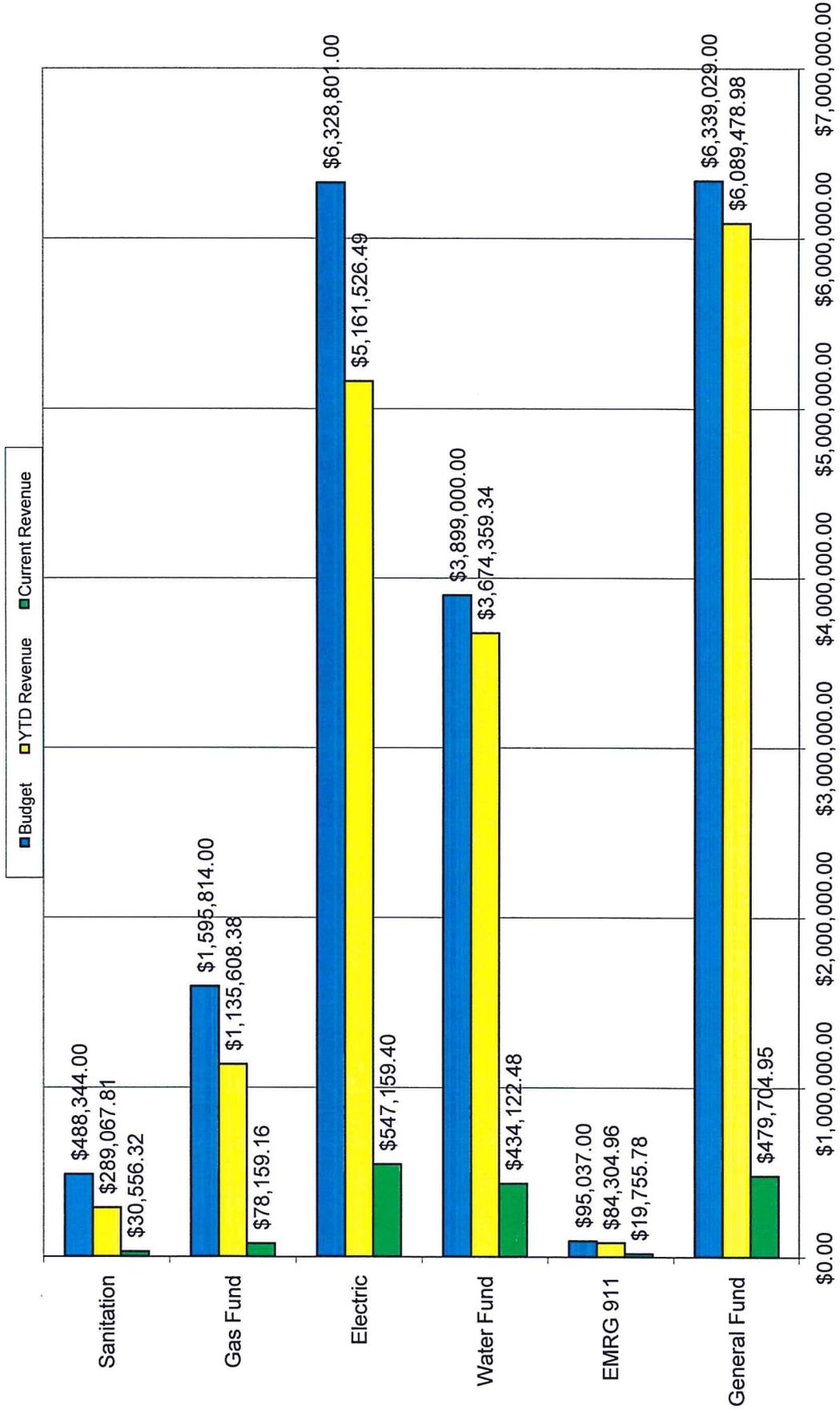


# City of West Point Financial Report October, 2016

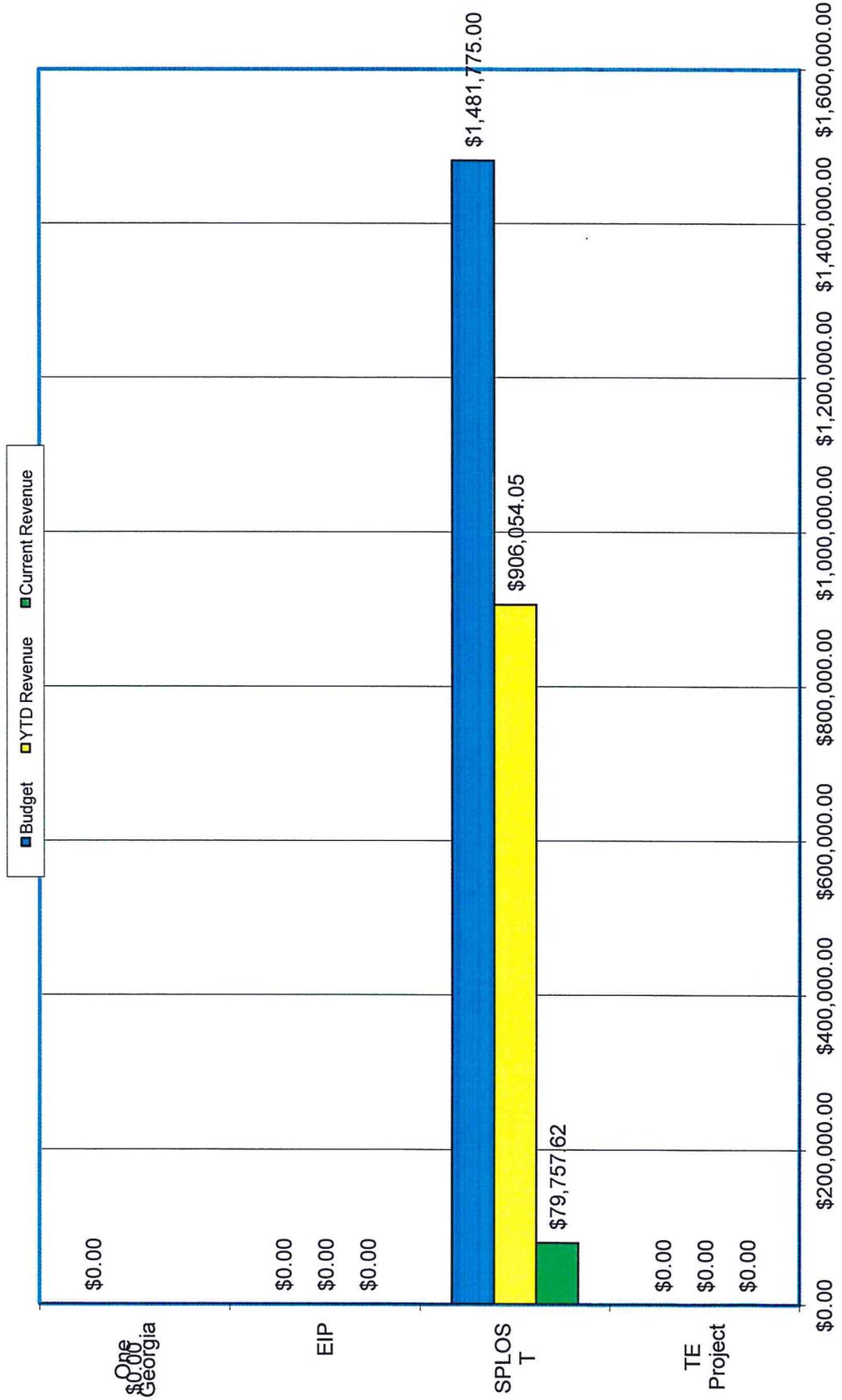
## REVENUES

Current Revenue	<b>General Fund</b>	<b>EMRG 911</b>	<b>Water Fund</b>
YTD Revenue	\$479,704.95	\$19,755.78	\$434,122.48
<b>Budget</b>	\$6,089,478.98	\$84,304.96	\$3,674,359.34
Percentage Budget	\$6,339,029.00	\$95,037.00	\$3,899,000.00
	96.06%	88.71%	94.24%
Current Revenue	<b>Electric Fund</b>	<b>Gas Fund</b>	<b>Sanitation</b>
YTD Revenue	\$547,159.40	\$78,159.16	\$30,556.32
<b>Budget</b>	\$5,161,526.49	\$1,135,608.38	\$289,067.81
Percentage Budget	\$6,328,801.00	\$1,595,814.00	\$488,344.00
	81.56%	71.16%	59.19%
Current Revenue	<b>One Georgia</b>	<b>EIP</b>	<b>SPLOST</b>
YTD Revenue	\$0.00	\$0.00	\$79,757.62
<b>Budget</b>	\$0.00	\$0.00	\$906,054.05
Percentage Budget	\$0.00	\$0.00	\$1,481,775.00
	#DIV/0!	#DIV/0!	61.15%
<b>Total All Departments</b>	<b>Total All Departments</b>	<b>Total YTD Revenue</b>	<b>Total All Departments</b>
Current Revenues	\$1,669,215.71	\$17,340,400.01	\$17,340,400.01
Current Expense	\$1,892,184.73	Total YTD Expenses	\$16,391,393.46
over/under	(\$222,969.02)	over/under	\$949,006.55
		<b>YTD Revenue</b>	
		<b>Budget</b>	
		<b>Percentage</b>	
			85.73%

### Budget Revenue Comparison October, 2016



### Budget Revenue Comparison October, 2016



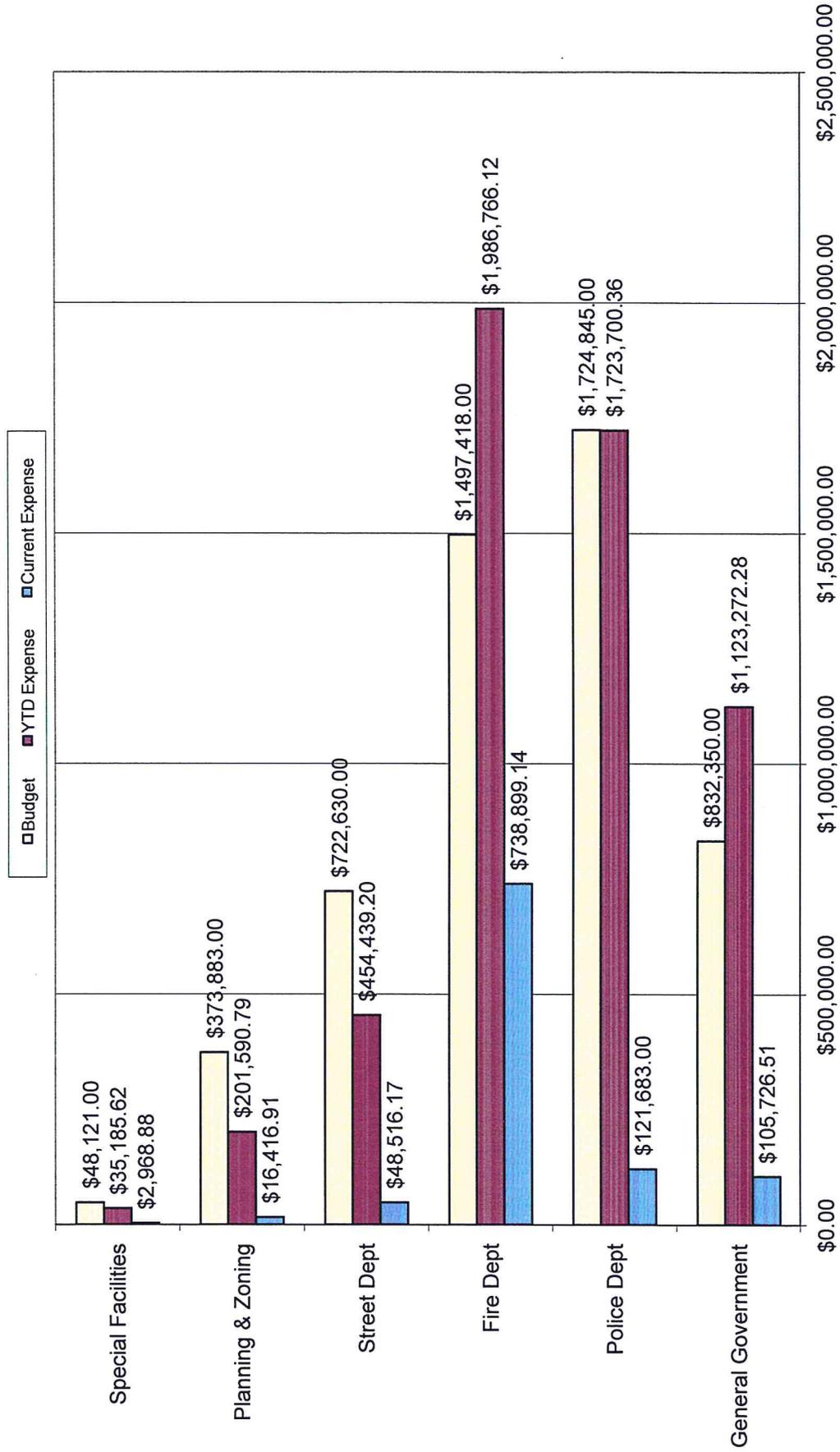


# City of West Point Financial Report October, 2016

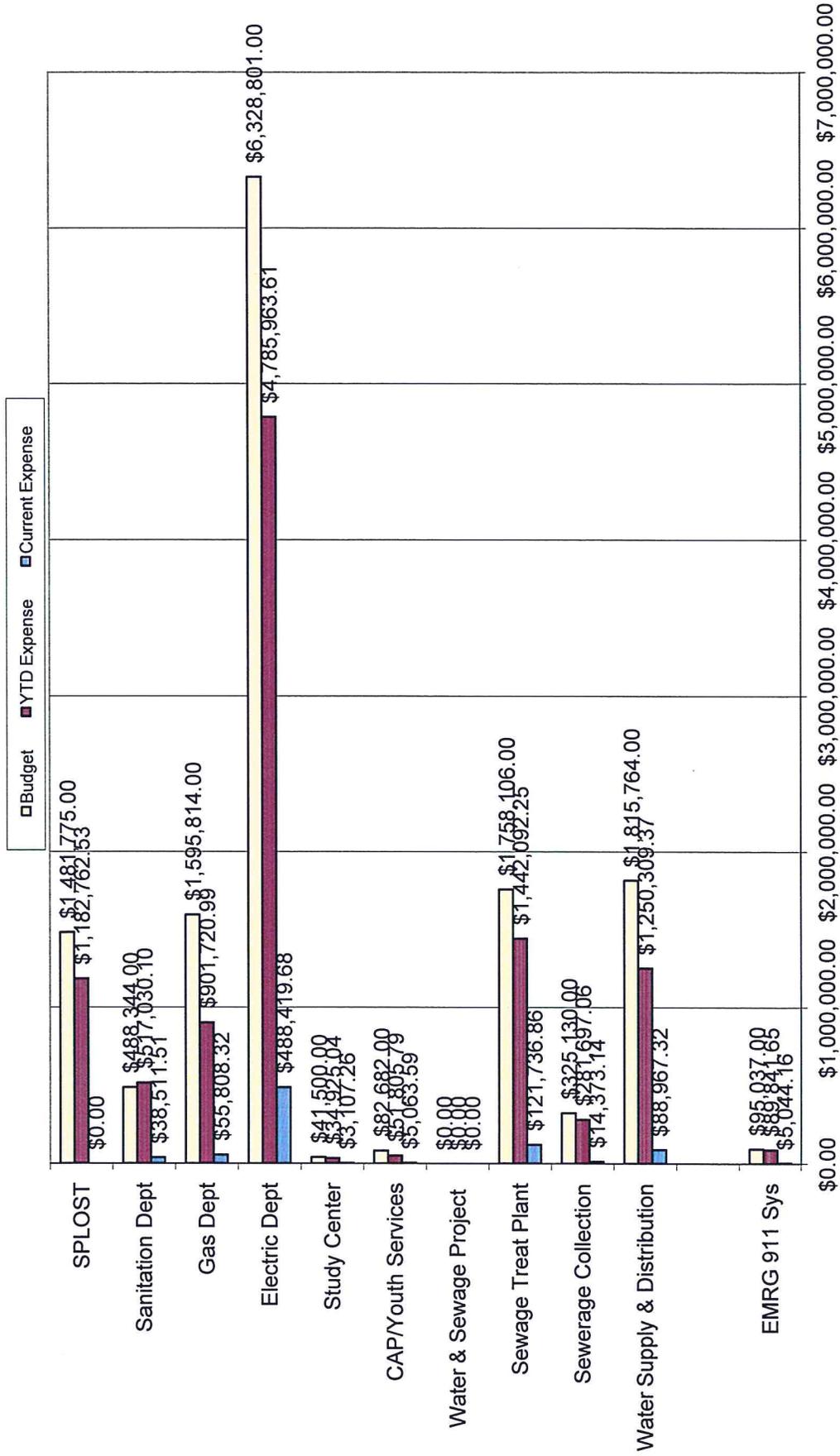
## EXPENSES

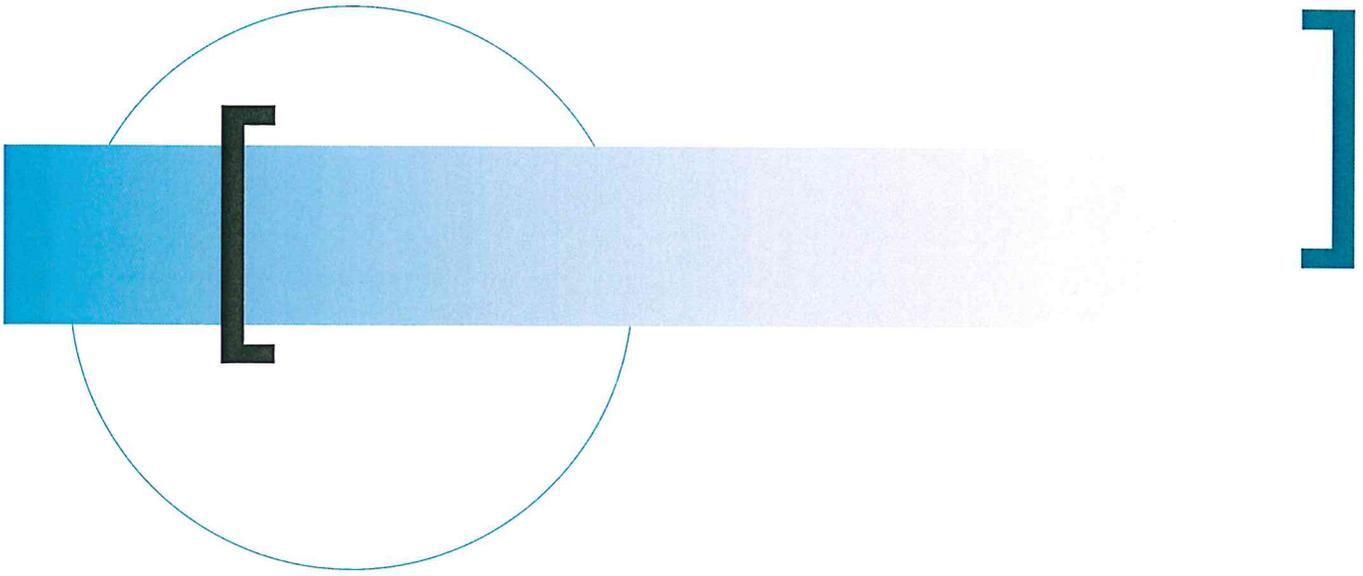
Current Expense	<b>General Government</b>	<b>Police Dept</b>	<b>Fire Dept</b>	<b>Street Dept</b>
YTD Expense	\$105,726.51	\$121,683.00	\$738,899.14	\$48,516.17
<b>Budget</b>	\$1,123,272.28	\$1,723,700.36	\$1,986,766.12	\$454,439.20
Percentage Budget	<b>\$832,350.00</b>	<b>\$1,724,845.00</b>	<b>\$1,497,418.00</b>	<b>\$722,630.00</b>
	134.95%	99.93%	132.68%	62.89%
Current Expense	<b>Planning &amp; Zoning</b>	<b>Special Facilities</b>	<b>EMRG 911 SYS</b>	<b>Water Dept</b>
YTD Expense	\$16,416.91	\$2,968.88	\$5,044.16	\$88,967.32
<b>Budget</b>	\$201,590.79	\$35,185.62	\$89,841.65	\$1,250,309.37
Percentage Budget	<b>\$373,883.00</b>	<b>\$48,121.00</b>	<b>\$95,037.00</b>	<b>\$1,815,764.00</b>
	53.92%	73.12%	94.53%	68.86%
Current Expense	<b>Sewer/ Water</b>	<b>Electric Dept</b>	<b>Gas Dept</b>	<b>Sanitation Dep</b>
YTD Expense	\$136,110.00	\$488,419.68	\$55,808.32	\$38,511.51
<b>Budget</b>	\$1,723,789.31	\$4,785,963.61	\$901,720.99	\$517,030.10
Percentage Budget	<b>\$2,083,236.00</b>	<b>\$6,328,801.00</b>	<b>\$1,595,814.00</b>	<b>\$488,344.00</b>
	82.75%	75.62%	56.51%	105.87%
Current Expense	<b>SPLOST</b>	<b>Study Center</b>	<b>CAP/Youth Services</b>	<b>Economic Dev</b>
YTD Expense	\$0.00	\$3,107.26	\$5,063.59	\$36,942.28
<b>Budget</b>	\$1,182,762.53	\$34,925.04	\$51,805.79	\$328,290.70
Percentage Budget	<b>\$1,481,775.00</b>	<b>\$41,500.00</b>	<b>\$82,682.00</b>	<b>\$1,015,600.00</b>
	79.82%	84.16%	62.66%	32.32%
<b>Current Revenues</b>	<b>All Funds</b>	<b>Total All Departments</b>	<b>Total YTD Expenses</b>	<b>\$16,391,393.46</b>
<b>Current Expense</b>	\$1,669,215.71	\$17,340,400.01	<b>Budget</b>	<b>\$20,227,800.00</b>
<b>over/under</b>	\$1,892,184.73	\$16,391,393.46	<b>Percentage</b>	<b>81.03%</b>
	<b>(\$222,969.02)</b>	<b>over/under</b>		

### Budget Expense Comparison October, 2016



### Budget Expense Comparison October, 2016





# DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

October 2016

Fires-NFIRS Series 100	4
NFIRS Series 200-Overpressure, rupture, explosion, overheat (no fire)	0
NFIRS Series 300-Rescue and EMS Incidents	6
NFIRS Series 400-Haradous Condition (no fire)	1
NFIRS Series 500-Service Call	3
NFIRS Series 600-Good Intent Call	1
NFIRS Series 700-False Alarm and False Calls	1
NFIRS Series 800	0
Severe Weather and Natural Disaster	
NFIRS Series 900 -Special Incident Type	0
Mutual aid fire responses TC	0
Mutual aid fire responses HC	0
Mutual aid fire responded Lanett	0
Automatic aid fire responses TC	0
Automatic aid fire responses HC	1
Automatic aid fire responses Lanett	0
<b>TOTAL FIRE BY WPDF AND PARTNERS</b>	<b>16</b>
EMS Patient Disposition	
EAMC-Lanier	14
EAMC-Opelika	4
WGMC	21
No Transport	11
Landing Zone	0
Midtown Medical Center	0
<b>TOTAL EMS INCIDENTS BY WPDF</b>	<b>50</b>
Mutual aid EMS provided to TC	0
Mutual aid EMS provided to HC	0
Mutual aid EMS provided to LFD	1
Mutual aid EMS from TC	0
Mutual aid EMS from HC	0
Mutaul aid EMS from Lanett	3
<b>TOTAL EMS by WPDF and PARTNERS</b>	<b>53</b>

## October 2016 Utility Department Reports

### Gas Department/Utility Protection

For the month of October, 2016

Task Desc	Gas Crew & Utility Protection	Field Customer Service 1	Department Total
LOCATE UNDERGROUND UTILITIES	44	0	44
INVESTIGATE A REPORTED GAS LEAK	2	0	2
RETAKE UG LOCATES	5	0	5
SERVICE TRUCK - MISCELLANEOUS	0	2	2
<b>GRAND TOTAL</b>	<b>51</b>	<b>2</b>	<b>53</b>

### Power & Lights

For the month of October, 2016

Task Desc	Electric Crew	Department Total
REPAIR STREET LIGHT	10	10
REPAIR SECURITY LIGHT	1	1
REPAIR TRAFFIC LIGHT	3	3
POWER OUTAGE	4	4
REPAIR SERVICE LINE	3	3
MISCELLANEOUS-POWER	8	8
<b>GRAND TOTAL</b>	<b>29</b>	<b>29</b>

### SERVICE TRUCK

For the month of October, 2016

Task Desc	Electric Crew	Field Customer Service 2	Department Total
CITY HALL WORK ORDER	1	0	1
TURN ON UTILITIES	0	10	10
TURN OFF UTILITIES	0	16	16
READ-IN / READ-OUT UTILITIES	0	21	21
<b>GRAND TOTAL</b>	<b>1</b>	<b>47</b>	<b>48</b>

### Sewer Department

For the month of October, 2016

Task Desc	Sewer Crew	Department Total
SEWER BACK UP	1	1
<b>GRAND TOTAL</b>	<b>1</b>	<b>1</b>

**Statistical Counts Report**

For records with dates between 10/1/2016 and 10/31/2016

**WEST POINT PD**

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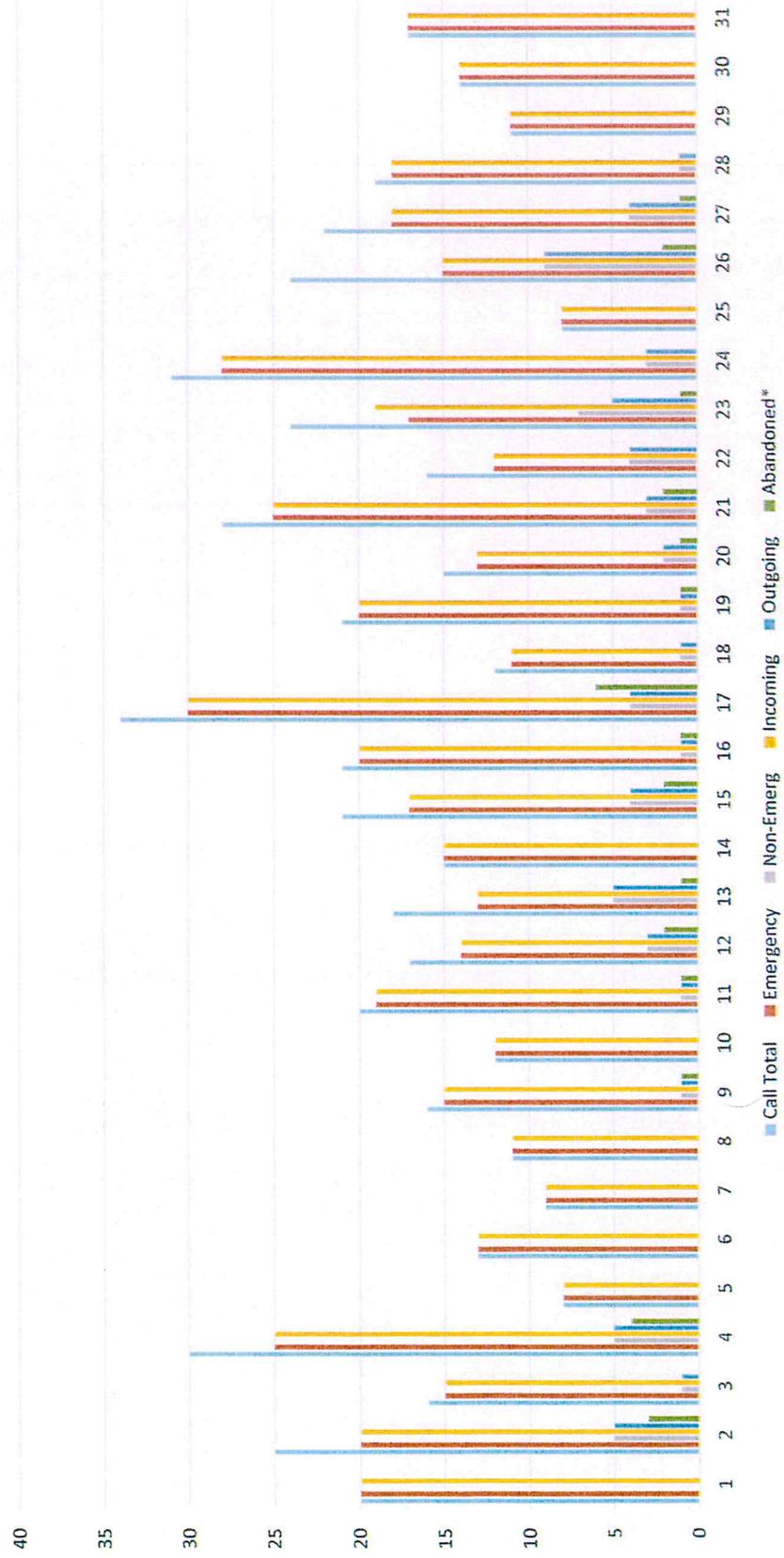
Incident Reports Created	<u>ALL</u> 126	<u>INCIDENTS</u> 106	<u>MISC.</u> 11	<u>FAMILY VIOL.</u> 9
Incident Reports Cleared	<u>ALL</u> 98	<u>BY ARREST</u> 27	<u>UNFOUNDED</u> 67	<u>EXCEPTIONALLY</u> 4
Property Involved			<u>STOLEN</u> \$43,739	<u>RECOVERED</u> \$21,400
Incident Type Level			<u>FELONY</u> 32	<u>MISDEMEANOR</u> 82
Investigative Files Opened				10
Investigative Files Assigned				10
Investigative Files Cleared				7
Drug Related Investigative Files Opened				0
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				32
Citations Issued				93
Warnings Issued				31
Ordinance Violations				0
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			44	29
Accident Reports		<u>ALL</u> 32	<u>CRASH</u> 25	<u>PRIV PROP</u> 7

**City of West Point, Georgia**  
**9-1-1 Call Volume by Day - October 2016**

	Daily 8888 Call Total	Call Category		Call Origin		Abandoned*
		Emergency	Non-Emerg	Incoming	Outgoing	
1	20	20	0	20	0	0
2	25	20	5	20	5	3
3	16	15	1	15	1	0
4	30	25	5	25	5	4
5	8	8	0	8	0	0
6	13	13	0	13	0	0
7	9	9	0	9	0	0
8	11	11	0	11	0	0
9	16	15	1	15	1	1
10	12	12	0	12	0	0
11	20	19	1	19	1	1
12	17	14	3	14	3	2
13	18	13	5	13	5	1
14	15	15	0	15	0	0
15	21	17	4	17	4	2
16	21	20	1	20	1	1
17	34	30	4	30	4	6
18	12	11	1	11	1	0
19	21	20	1	20	1	1
20	15	13	2	13	2	1
21	28	25	3	25	3	2
22	16	12	4	12	4	0
23	24	17	7	19	5	1
24	31	28	3	28	3	0
25	8	8	0	8	0	0
26	24	15	9	15	9	2
27	22	18	4	18	4	1
28	19	18	1	18	1	0
29	11	11	0	11	0	0
30	14	14	0	14	0	0
31	17	17	0	17	0	0
		<b>503</b>	<b>65</b>	<b>505</b>	<b>63</b>	<b>29</b>
<b>Total</b>	<b>568</b>	<b>568</b>		<b>568</b>		<b>29</b>

\*The Abandoned Call Count total is also included in the Incoming Call Origin Count.

City of West Point, GA  
 Call Count by Day - October 2016



# Public Works Department Activity Report

## October 2016

Preventive maintenance on storm water collection system

Patch with 3 Tons

Trim limbs on the R-O-W and fill holes and clean edge of street

Cut and trim to clear sidewalks

Service and repair Equip.

Repair and replace street signs

Spray weeds and grass in cracks

Cut and pick up trash on R-O-W

Haul trash

Cut grass on KIA Parkway & BLVD

Haul dirt for street scape Project

Mill for street paving project

Help with flagging on paving project

Clean up after paving project

Put down new lines after paving

## October 2016 Utility Department Reports

### Water Distribution

For the month of October, 2016

<b>Task Desc</b>	<b>Water Distribution Crew</b>	<b>Department Total</b>
INVESTIGATE CUSTOMER COMPLAINT	1	1
MISCELLANEOUS-WATER	6	6
CHANGE SERVICE	1	1
REPAIR LEAK IN SERVICE LINE	2	2
REPAIR LEAK IN MAIN LINE	1	1
CHANGE WATER METER LID	2	2
CHECK WATER PRESSURE	1	1
NEW WATER SERVICE	2	2
INVESTIGATE WATER LEAK	2	2
<b>GRAND TOTAL</b>	<b>18</b>	<b>18</b>

### Water Treatment Plant

October 2016

43,501,000 Gallons Withdrawn From River (Average 1,403,000 GPD)

Highest Day Withdrawal was on October 14th. The amount was 1,821,000 Gallons.

50,576,000 Gallons Pumped to System (Average 1,631,000 GPD)

### Wastewater Treatment Plant

October 2016

Not Available at Time of Report

**Community Development Department**  
**October 1 – 31, 2016**

<b>Permits Issued –</b>	<b>7</b>
Elec. Water, Gas	4
Building	3

<b>Inspections -</b>	<b>20</b>
Industrial	2
New Commercial	0
Remodel Comm.	6
New Residential	8
Remodel Res.	4

<b>Certificate of Occupancy-</b>	<b>3</b>
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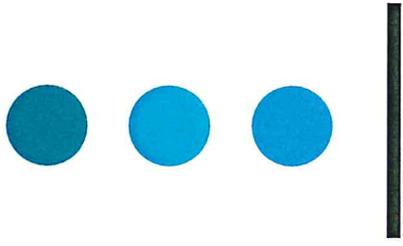
<b>Soil and Erosion -</b>	<b>4</b>
NOI / NOT	1
Plan Submittal	2
BMP Infractions	1
Citations	0

<b>Plan Reviews-</b>	<b>5</b>
Commercial	2
Residential	1
Other	2

<b>Hearings -</b>	<b>0</b>
No Shows	0

<b>Public Notices-</b>	<b>0</b>
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<b>Structures Demolished-</b>	<b>0</b>
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# NEW BUSINESS

**AGREEMENT REGARDING HOTEL/MOTEL  
TAX EXPENDITURES**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of November, 2016, by and between the **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup County, Georgia (hereafter "City"), and **LAGRANGE-TROUP COUNTY CHAMBER OF COMMERCE, INC.** (hereafter "Chamber").

**WITNESSETH:**

WHEREAS, O.C.G.A. § 48-13-51 authorizes a municipality to levy and collect an excise tax upon the furnishing for value to the public of rooms, lodgings or accommodations (hereafter sometimes hotel/motel tax);

WHEREAS, a portion of the hotel/motel tax is to be expended for the promotion of tourism, conventions and trade shows within the City, and Georgia law allows City to contract with Chamber for the expenditure of said funds;

WHEREAS, while the City currently assesses such excise tax at 8%;

WHEREAS, Chamber and City desire to enter a contract as contemplated by O.C.G.A. § 48-13-51(3) for the expenditure of a portion of the excise tax collected;

NOW, THEREFORE, in consideration of the following mutual promises, covenants and conditions, Chamber and City agree as follows:

1. **Term.** The initial term of this contract shall be for an eight (8) month period beginning November 1, 2016, and ending June 30, 2017. Thereafter, this contract shall be automatically renewed for subsequent one (1) year terms upon the mutual agreement of each of the parties hereto. Payment of funds by City to Chamber and acceptance of such funds by Chamber from City during any subsequent fiscal year of City shall signify the agreement of both parties to renew this contract for that particular fiscal year.

2. **Budget Plan Required.** Pursuant to O.C.G.A. § 48-13-51(e)(2), Chamber shall provide to City a plan for expenditures to be made for the upcoming fiscal year for the promotion of tourism, conventions and trade shows within the City of West Point. Upon approval of said expenditure plan by City, such budget plan shall be made a part of the City of West Point budget

plan. Chamber shall provide such plan for expenditures upon a schedule reasonably required by City to meet its budget schedule.

**3. Funding; Reporting.**

(a) City shall pay to Chamber, from time to time, on a monthly basis, those portions of the hotel/motel tax which are, pursuant to O.C.G.A. § 48-13-51, to be expended for the promotion of tourism, conventions and trade shows by Chamber on behalf of City. The portion of the hotel/motel tax to be paid to Chamber is dependent upon whether City has determined to fund tourism product development as defined in O.C.G.A. § 48-13-50.2. Unless and until City has identified and selected such project(s), the amount remitted to Chamber by City will constitute 62.50% of the total hotel/motel taxes collected. In the event City determines to fund tourism product development as referenced herein, City shall notify Chamber in January of the then-current term of its intent to so modify payments hereunder at the beginning of the following term. Notwithstanding any other provision contained herein, City shall remit to Chamber 100% of the total hotel/motel taxes collected, until such time as payments from City to Chamber shall total \$10,000.00. Thereafter, City shall make such payments as are required in the remainder of this Section 3(a).

(b) Chamber agrees to provide to City, on a monthly basis throughout the term of this Agreement, a detailed report showing how the monies remitted to the Chamber by City have been utilized.

(c) On an annual basis, Chamber shall provide to the City a written report on the status of the promotion activities and projects undertaken by the Chamber during the preceding twelve (12) month period.

(d) Chamber shall maintain records sufficient to demonstrate expenditures of hotel/motel tax receipts meet the requirements of O.C.G.A. § 48-13-51.

(e) Chamber shall not comingle funds received from City pursuant to this agreement with any other funds of Chamber except those hotel/motel tax funds received from Troup County and the City of LaGrange.

**4. Oversight.** Chamber agrees to establish a nine-member Tourism Advisory Committee, to consist of the following persons: one (1) person appointed by City, who shall be

appointed for a three (3) year term and removable by City, with or without cause; two (2) persons appointed by the City of LaGrange; one (1) person appointed by Troup County Board of Commissioners; one (1) person appointed by the City of Hogansville; the Chairperson of Chamber, or his/her designee; the Vice-Chair of Tourism of Chamber; one (1) representative of a lodging facility; and one (1) representative of a tourist attraction. The President of Chamber and Chamber Tourism Director may serve as ex-officio, non-voting members of the committee. While the Board of Directors of Chamber approves all plans and expenditures for those funds paid to the Chamber pursuant to this agreement, the Tourism Advisory Committee will review all such plans and expenditures and have the primary responsibility for making recommendations to the Chamber Board and for planning such expenditures. Nothing contained herein shall prevent Chamber from establishing other committees, including tourism committees, but during the term of this agreement, the Tourism Advisory Committee will have those members and responsibilities set forth herein.

5. **Future Effect.** Nothing contained herein shall be construed to require City to continue levying the excise tax referred to herein at a rate of eight percent (8%). In the event that the rate of taxation should change or in the event that other purposes for which the expenditures of these funds could be lawfully made should exist within the City of West Point, then, and in such event, this contract may be amended by the City as may be reasonably required to comply with the provisions of O.C.G.A. § 48-13-51, et seq., or any other laws at the time in effect with respect to the subject matter of this agreement.

6. **Assignment.** Neither City nor Chamber shall assign any of its rights, duties, and/or responsibilities under this Contract without prior approval of the other party.

7. **Entire Agreement.** This Contract represents the sole and complete understanding of the terms of the agreement between the parties hereto and may be amended, changed, or modified only by a written document signed by the parties hereto.

Executed the day and year first above-written.

[SIGNATURES ON FOLLOWING PAGE]

**CITY OF WEST POINT, GEORGIA (SEAL)**

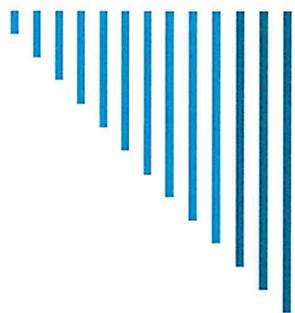
BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

**LAGRANGE-TROUP COUNTY CHAMBER  
OF COMMERCE (SEAL)**

BY: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary



# INFORMATION



Downtown West Point Development Authority Minutes  
September 13, 2016

Present: Coleman Reeves, Wayne Scroggs, Karen Meadows, Gus Darden, Bill Nixon, Lance Francis, Steve Tramell, Ed Moon, Meghan Duke and Cheryl Magby. Guest, Corinne Thornton.

Coleman Reeves called the meeting to order and asked for an approval of the August 9th minutes. Bill Nixon made a motion and Gus Darden seconded to approve the August minutes after correcting the façade grant issued address from 814 3<sup>rd</sup> Avenue to 303 8<sup>th</sup> Street.

Wayne Scroggs presented the treasurer's report stating the Authority had an ending balance of \$82,537.37 as of August 31, 2016. Wayne passed out copies of the bank statement, as well as an updated balance sheet and income statement. He stated the Authority issued \$5,000 for the silent crossing study and a \$1,500 grant during the month. Bill Nixon made a motion to approve the treasurer's report as presented and Gus Darden seconded the motion.

Committee Reports:

Façade Committee

Meghan Duke distributed a list of façade grants paid by DWPDA to date, grants approved to be paid and grants proposed to be approved for payment. The report reflected DWPDA is over budget by \$8,642.50 to date. Meghan proposed the authority consider amending the façade grant budget from \$6,000 to \$18,000. Karen Meadows made a motion to increase the façade budget to \$18M and Bill Nixon seconded the motion.

Four façade grants were proposed at \$1,500 each.

CDR Ventures	724 3 <sup>rd</sup> Avenue	Project cost \$12,000
CDR Ventures	722 3 <sup>rd</sup> Avenue	Project cost \$10,000
SESP Holdings	303 8 <sup>th</sup> Street	Project cost \$12,000
Jim Duncan	720 3 <sup>rd</sup> Avenue	Project cost \$3,762

Gus Darden made a motion to approve the four façade grants totaling \$6,000 and Bill Nixon seconded the motion.

Meghan Duke reported on the revisions she has made to the façade grant applications to provide clarity.

Old Business:

New Business:

Corinne Thornton of the State Department of Community Affairs spoke to the Board. She explained her agency provides design services, manages economic development and job creation and financing tools for acquisition and development of downtown areas/authorities. Mrs. Thornton offered her help should the DWPDA wish to seek any of these services.

Ed Moon reported that an arborist out of Pine Mountain had agreed to prune 22 trees located in the downtown area, including heavy thinning and raising the canopies, for a cost of \$4,737.50. The project will take approximately three weeks. Ed proposed this cost and the cost to seal coat and stripe three parking lots be split 50/50 among the WDPDA and the City of West Point. Bill Nixon made a motion to pay one half of the \$9,475 charges and Wayne Scroggs seconded the motion.

Meghan Duke reported that Point U's homecoming will be on October 15<sup>th</sup>. She encouraged all to take part in the banner contest the college has each year with downtown businesses and to support the college by attending the parade. She also suggested DWPDA purchase blue and yellow ribbons to use as decorations for the homecoming weekend.

Meghan Duke proposed sending out a survey to determine what people want to see in downtown, plans to expand or move ect. She suggested giving out \$10 gift cards to those that complete the survey. All those present agreed to the purchase of the blue and yellow bows and \$10 gift cards.

Wayne Scroggs reported the tax digest for 2017 is expected to be \$43,432.24,

Coleman adjourned the meeting. The next meeting will be held on October 11, 2016 at 8:15 a.m.

Submitted by Karen Meadows, Secretary

Downtown West Point Development Authority Minutes  
October 11, 2016

Present: Coleman Reeves, Wayne Scroggs, Karen Meadows, Gus Darden, April Ross, Steve Tramell, Ed Moon and Meghan Duke.

Coleman Reeves called the meeting to order. No minutes were mailed out for the September meeting. Karen Meadows stated the minutes for both the September and October would be mailed for approval at the November meeting.

Wayne Scroggs presented the treasurer's report stating the Authority had an ending balance of \$81,037.37 as of September 30, 2016. Wayne passed out copies of the bank statement, as well as an income statement. He also distributed copies of the 2016 operating budget and discussed revisions to be made after increased façade requests this year. Gus Darden made a motion to approve the treasurer's report as presented and Karen Meadows seconded the motion.

Committee Reports:

Façade Committee

Meghan Duke reported on the revisions she has made to the façade grant applications and stated it can be found on the website.

Old Business:

Meghan Duke stated the feasibility study had been completed on the silent crossing. She would email the report to the board members.

New Business:

Ed Moon updated the group on several items. The street scape project is ongoing and the 9<sup>th</sup> Street will be opening soon at 2<sup>nd</sup> Avenue and work will begin soon at 3<sup>rd</sup> and 4<sup>th</sup> Avenues. Construction of the Point U dorms should resume again in the next month. GTT is considering putting a new store here in West Point (the old fire station) to complement the LaGrange location. The store sells BBQ equipment, sporting goods, name brand coolers/drinkware and clothing items.

Steve Tramell informed the group that the Bank of America building had been purchased and would be converted to a convenience store selling lottery tickets.

Meghan Duke told the group there would be a breast cancer walk on Sunday, October 30<sup>th</sup> in downtown.

Coleman Reeves asked the group if they wanted to change the meeting time from 8:15 to 9:15. Wayne Scroggs made a motion to move the meeting time going forward to 9:15 and April Ross seconded the motion.

Coleman adjourned the meeting. The next meeting will be held on November 8, 2016 at 9:15 a.m.

Submitted by Karen Meadows, Secretary

**West Point Development Authority**

**Agenda**

**November 7, 2016**

1. **Invocation & Lunch**
2. **Minutes**
3. **Financial Report**
4. **Old Business**
  - Report on office space with Troup-LaGrange Chamber of Commerce**
5. **New Business**
  - Contribution request for Georgia Forward-Young Gamechangers**
  - Budget 2017**
  - Proposed Meeting dates for 2017**
  - 10<sup>th</sup> Street Revitalization**
  - 707 3<sup>rd</sup> Avenue office**
6. **Economic Development Director Report – Meghan Duke**
7. **Adjournment**

**Next meeting to be held on Monday, December 5, 2016 at 12:00 noon.**

WEST POINT DEVELOPMENT AUTHORITY

Meeting Minutes

October 3, 2016

Members Present: Lionel Johnson, Griggs Zachry, Wiky Gladden, and Kevin Patrick. Also present were West Point Mayor, Steve Tramell, City Manager, Ed Moon, WPDA Attorney, Larry Nix, and Economic Development Director, Meghan Duke. Josh Moon was absent.

Meeting was called to order and invocation given by Lionel Johnson.

Motion was made by Wiky Gladden and seconded by Griggs Zachry to approve the minutes of the September 6, 2016 meeting. Vote to approve was unanimous by all members present.

Motion was made by Wiky Gladden and seconded by Kevin Patrick to approve the financial report for September, 2016. Vote to approve was unanimous by all members present.

Economic Development Director, Meghan Duke, reported activity for September.

Meghan also discussed that attorneys were working on the agreement for the WPDA and the LaGrange-Troup Chamber of Commerce to share office space in West Point. It should be completed and discussed at the next WPDA meeting.

There being no further business, the meeting was adjourned.

---

J. Griggs Zachry, III  
Secretary

WEST POINT DEVELOPMENT AUTHORITY

Meeting Minutes

Special Called Meeting  
October 6, 2016

Members Present: Josh Moon, Lionel Johnson and Kevin Patrick. Also present were Mayor Steve Tramell, and WPDA Economic Development Director, Meghan Duke. Wiky Gladden and Griggs Zachry were absent.

Meeting was called to order by Josh Moon.

Chairman Josh Moon discussed purchasing property at 906 E. 10<sup>th</sup> Street, West Point.

Lionel Johnson made a motion to authorize Chairman, Josh Moon, to negotiate the sale, and sign all documents related, to purchase property located at 906 E. 10<sup>th</sup> Street for an amount up to \$12,500.00 to cover costs including legal fees. Kevin Patrick seconded the motion. Vote was unanimous from all members present.

There being no further business, the meeting was adjourned.

---

J. Griggs Zachry, III  
Secretary

2:31 PM

11/03/16

Accrual Basis .

**West Point Development Authority**  
**Balance Sheet**  
As of October 31, 2016

	<u>Oct 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,392.21
Charter Bank - Money Market Acc	200,384.79
Operating Account	<u>351,376.17</u>
Total Checking/Savings	803,153.17
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>99,450.15</u>
Total Accounts Receivable	<u>99,450.15</u>
Total Current Assets	<u>902,603.32</u>
<b>TOTAL ASSETS</b>	<u><u>902,603.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	227,324.36
Net Income	<u>159,112.07</u>
Total Equity	<u>902,603.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>902,603.32</u></u>

2:30 PM  
11/03/16  
Accrual Basis

**West Point Development Authority**  
**Profit & Loss**  
October 2016

	<u>Oct 16</u>
<b>Income</b>	
Interest Income	31.85
Intergovernmental Income	30,000.00
Miscellaneous	11.72
<b>Total Income</b>	<u>30,043.57</u>
<b>Expense</b>	
Community Development	100.58
Computer & Website Maintenance	30.00
Contract Labor	46,539.00
Education	285.18
Legal and Closing	250.00
Marketing	1,203.46
Office Expense	50.00
Professional Dues & Subscript.	11.95
Project Development	10,694.91
<b>Total Expense</b>	<u>59,165.08</u>
<b>Net Income</b>	<u><u>-29,121.51</u></u>

**West Point Development Authority**  
**Profit & Loss Detail**  
 October 2016

2:30 PM  
 11/03/16  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
Interest Income								
Deposit	10/2/2016	dep	Deposit	September 2...		Operating Acc...	16.39	16.39
Deposit	10/31/2016	DEP	Deposit	Deposit		Operating Acc...	15.46	31.85
Total Interest Income							31.85	31.85
Intergovernmental Income								
Deposit	10/13/2016	dep	Deposit	4th Quarter I...		Operating Acc...	30,000.00	30,000.00
Total Intergovernmental Income							30,000.00	30,000.00
Miscellaneous								
Deposit	10/25/2016	dep	Deposit	Refund from ...		Operating Acc...	11.72	11.72
Total Miscellaneous							11.72	11.72
Total Income							30,043.57	30,043.57
<b>Expense</b>								
Community Development								
Check	10/3/2016	2146	Yvonne Reed	Lunch Reimb...		Operating Acc...	100.58	100.58
Total Community Development							100.58	100.58
Computer & Website Maintenance								
Check	10/3/2016	2142	West Point Industries			Operating Acc...	30.00	30.00
Total Computer & Website Maintenance							30.00	30.00
Contract Labor								
Check	10/3/2016	2145	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Check	10/25/2016	2147	City of West Point	Economic De...		Operating Acc...	45,539.00	46,539.00
Total Contract Labor							46,539.00	46,539.00
Education								
Check	10/4/2016	2139	Kevin Patrick	Training - Ma...		Operating Acc...	285.18	285.18
Total Education							285.18	285.18
Legal and Closing								
Check	10/3/2016	2143	Morrow & Nix	Retainer Fee		Operating Acc...	250.00	250.00
Total Legal and Closing							250.00	250.00
Marketing								
Check	10/25/2016	2148	LaGrange-Troup Ch...	Ga Dept of E...		Operating Acc...	1,203.46	1,203.46
Total Marketing							1,203.46	1,203.46
Office Expense								
Check	10/3/2016	2141	Capital City Bank	Safe Deposit ...		Operating Acc...	50.00	50.00
Total Office Expense							50.00	50.00

**West Point Development Authority**  
**Profit & Loss Detail**  
 October 2016

2:30 PM  
 11/03/16  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Professional Dues & Subscript. Check	10/3/2016	2144	GSCCCA	Monthly Subs...		Operating Acc...	11.95	11.95
Total Professional Dues & Subscript.								11.95
Project Development Check	10/13/2016		Morrow & Nix	Purchase pro...		Operating Acc...	11,000.00	11,000.00
Deposit	10/31/2016	DEP	Deposit	Overpaid clo...		Operating Acc...	-305.09	10,694.91
Total Project Development								10,694.91
Total Expense								59,165.08
Net Income								-29,121.51

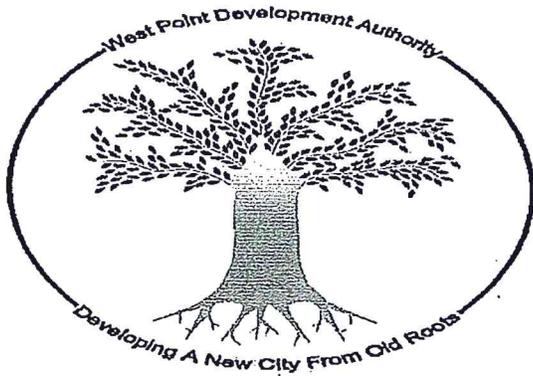
West Point Development Authority  
 Profit & Loss Budget vs. Actual  
 January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Bond Income	210,000.00	100,000.00	110,000.00	210.0%
Interest Income	567.33			
Intergovernmental Income	120,000.00	120,000.00	0.00	100.0%
Miscellaneous	11.72			
<b>Total Income</b>	<b>330,579.05</b>	<b>220,000.00</b>	<b>110,579.05</b>	<b>150.3%</b>
<b>Expense</b>				
Community Development	6,467.86	2,000.00	4,467.86	323.4%
Computer & Website Maintenance	400.00	2,500.00	-2,100.00	16.0%
Contract Labor	55,539.00	57,000.00	-1,461.00	97.4%
Contributions	52,500.00	30,000.00	22,500.00	175.0%
Education	530.18	1,000.00	-469.82	53.0%
Insurance	4,614.00	4,500.00	114.00	102.5%
Lease Payment Expense	5,250.00	9,000.00	-3,750.00	58.3%
Legal & Closing-Projects	960.00	4,000.00	-3,040.00	24.0%
Legal and Closing	2,500.00	3,000.00	-500.00	83.3%
Marketing	1,403.46	20,000.00	-18,596.54	7.0%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	2,591.67	5,000.00	-2,408.33	51.8%
Postage	47.00	100.00	-53.00	47.0%
Professional Dues & Subscript.	3,807.00	4,000.00	-193.00	95.2%
Project Development	34,856.81			
Travel	0.00	1,000.00	-1,000.00	0.0%
<b>Total Expense</b>	<b>171,466.98</b>	<b>144,100.00</b>	<b>27,366.98</b>	<b>119.0%</b>
<b>Net Income</b>	<b>159,112.07</b>	<b>75,900.00</b>	<b>83,212.07</b>	<b>209.6%</b>

**West Point Development Authority**  
**Profit & Loss Budget vs. Actual**  
**October 2016**

2:32 PM  
 11/03/16  
 Accrual Basis

	Oct 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Income	31.85			
Intergovernmental Income	30,000.00	30,000.00	0.00	100.0%
Miscellaneous	11.72			
<b>Total Income</b>	<b>30,043.57</b>	<b>30,000.00</b>	<b>43.57</b>	<b>100.1%</b>
<b>Expense</b>				
Community Development	100.58	166.67	-66.09	60.3%
Computer & Website Maintenance	30.00	208.34	-178.34	14.4%
Contract Labor	46,539.00	4,750.00	41,789.00	979.8%
Education	285.18	83.34	201.84	342.2%
Lease Payment Expense	0.00	750.00	-750.00	0.0%
Legal & Closing-Projects	0.00	333.34	-333.34	0.0%
Legal and Closing	250.00	250.00	0.00	100.0%
Marketing	1,203.46	1,666.67	-463.21	72.2%
Miscellaneous Expense	0.00	83.34	-83.34	0.0%
Office Expense	50.00	416.66	-366.66	12.0%
Postage	0.00	8.34	-8.34	0.0%
Professional Dues & Subscript.	11.95	333.34	-321.39	3.6%
Project Development	10,694.91			
Travel	0.00	83.34	-83.34	0.0%
<b>Total Expense</b>	<b>59,165.08</b>	<b>9,133.38</b>	<b>50,031.70</b>	<b>647.8%</b>
<b>Net Income</b>	<b>-29,121.51</b>	<b>20,866.62</b>	<b>-49,988.13</b>	<b>-139.6%</b>



WEST POINT DEVELOPMENT AUTHORITY

**Application for Contribution**

Date: October 25, 2014

Organization Name: Georgia Forward - Young Gamechangers

Address: 84 Walton Street NW, Suite 500

City: Atlanta, Georgia 30303

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Amount Requested: \$5000

Contact Name (person submitting application): Kris Vaughn

Telephone: 478-550-2185

Email address: kris@georgiaforward.org

Please describe the use of the funds being requested: letter attached

All contributions approved are solely at the discretion of Board approval.

**WEST POINT DEVELOPMENT AUTHORITY**

**Proposed - 2017 OPERATING BUDGET**

	<b>2017 Budget</b>	2016 Actual thru 10/31
Community Development	\$2,000.00	\$6,467.86
Computer and Website Maintenance	\$1,000.00	\$400.00
Contract Labor	\$57,000.00	\$55,539.00
Contributions	\$8,000.00	\$52,500.00
Education	\$2,500.00	\$530.18
Insurance	\$5,000.00	\$4,614.00
Lease Payment Expense	\$9,000.00	\$5,250.00
Legal and Closing	\$3,000.00	\$2,500.00
Legal and Closing - Projects	\$4,000.00	\$960.00
Marketing	\$12,000.00	\$1,403.46
<b>Workforce Development (NEW)</b>	<b>\$25,000.00</b>	
Office Expenses	\$3,000.00	\$2,591.67
Postage	\$100.00	\$47.00
Professional Dues/Subscription	\$9,000.00	\$3,807.00
Project Development	\$0.00	\$35,161.90
Travel	\$1,000.00	\$0.00
Miscellaneous	\$1,000.00	\$0.00
<b>Total</b>	<b>\$142,600.00</b>	<b>\$171,772.07</b>
 <b>Anticipated Income 2017</b>		
City of West Point	\$120,000.00	
Bond Revenue (KIA)	\$100,000.00	
Interest Income on checking accounts	\$600.00	
ITC - Loan Receivable	\$28,439.88	
<b>Total</b>	<b>\$249,039.88</b>	

# WEST POINT DEVELOPMENT AUTHORITY

## Proposed Meeting Dates 2017

January 23, 2017

February 27, 2017

March 27, 2017

April 24, 2017

May 22, 2017

June 26, 2017

July 24, 2017

August 28, 2017

September 25, 2017

October 23, 2017

November 27, 2017

(Third Monday) December 18, 2017

## Economic Development Director Report

Submitted: Wednesday, November 2, 2016

- Attended Harris County Community Economic Development Orientation Program in Atlanta at Georgia EMC Community & Economic Development offices. (10/5)
- Met with Peter Hand on Chattahoochee Valley Blueway Project. (10/6)
- Held West Point Development Authority Special Called Meeting. (10/6)
- Attended West Point Main Street Quarterly meeting. (10/12)
- Attended Troup County Strategic Planning Meeting. (10/13)
- Attended Georgia Economic Developers Association Site-Selection Consultant Luncheon. (10/17)
- Met with Mill Graves at ECG to update on West Point Activity and potential development opportunities. (11/17)
- Attended LaGrange-Troup County Chamber of Commerce Early Bird Breakfast. (10/18)
- Attended LaGrange-Troup County Chamber Board of Directors Meeting. (10/19)
- Attended ThINC. College and Career Academy THINC Fast event. (10/21)
- Attended Innovation Station Early Learning Ribbon Cutting. (10/21)
- Attended West Point Family Day. (10/22)
- Attended Troup County Safety Council at Jindal Films. (10/27)
- Met with Forest Glen Apartment representative Don Grove. (10/30)
- Attended Workforce Development Partnership Meeting at LaGrange-Troup Co. Chamber. (11/1)
- Attended the International Council of Shopping Centers Southeast Conference & Deal Making in Atlanta with utility partner Electric Cities of Georgia. (11/2-11/3)
- Attended Historic Preservation Commission Training in Columbus, GA. (11/3)

### Projects

- City Website
- 707 3<sup>rd</sup> Street Office Space/Lease Agreement
- 10<sup>th</sup> Street Concept/Commercial Rendering
- 906 E 10<sup>th</sup> Street Closing
- 2017 WPDA Operating Budget