

MINUTES

City Council of the City of Jeffersonville
Monday, February 11, 2013, 6:00 p.m.
City Hall, Jeffersonville, GA

MEMBERS PRESENT:

Mayor Shannon Hart
Councilman Mack Bryant
Councilperson Virginia Hollings
Councilman Victor Jordan
Councilman Jeff Lempke
Councilman Richard Stone
Councilman Daniel Young

GUESTS:

Denise Brookins, Middle Georgia RC
Kristi Harpst, Middle Georgia RC
Donnie Powell, McNeal Agency

CALL TO ORDER

Mayor Shannon Hart called the February 11 City Council meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE

The opening prayer was given by Councilman Daniel Young, and Mayor Shannon Hart led the Pledge of Allegiance.

ROLL CALL

Mayor Hart then called the roll and indicated Councilperson Annie Williams was absent.

CITY OF ETHICS PROGRAM

Denise Brookins, Government Services Specialist of the Middle Georgia Regional Commission, noted that the City of Ethics Program is administered through the Georgia Municipal Association and recognizes cities which have gone the extra mile in terms of looking at ethical principles and incorporating those into the city's functions. There is a two-step process to participate in the program:

- (1) Adopt a resolution, which is based on five principles guiding elected officials.
- (2) Adopt an ordinance.

Ms. Brookins distributed copies of the sample resolution and ordinance with different alternatives since all cities are different in their makeup. Mayor Hart said the members would review the information and get back with her regarding passage of the resolution. The GMA Program Administrator suggested the City sit down with the attorney to make sure each aspect of the ordinance works for the City of Jeffersonville.

JEFFERSONVILLE/TWIGGS COUNTY JOINT COMPREHENSIVE PLAN UPDATE RESOLUTION FOR TRANSMITTAL TO THE STATE

Kristi Harpst told the members that the Joint Comprehensive Plan encompasses population, economic development, housing, community facilities and services, natural and cultural resources, transportation, land use, and intergovernmental coordination and sets the framework for the next ten years for all of the work that will be done with the City. The State of Georgia sets forth specific guidelines and procedures for the plan. The Community Agenda is the most important part of the document because it looks at how you get what you want in your community. This includes a specific implementation plan for the next five years. This document has been reviewed by the State which confirms that it meets all of the requirements. The State requires this document to be adopted for the City to maintain its Qualified Local Government status, which enables the City to qualify for grants and loans through the State.

Councilman Victor Jordan asked what committee was established to decide what the community needs. Kristi Harpst answered saying that various community leaders sat on the committee including Mayor Hart, Charlene Kipe of Jeffersonville, some members from the Development Authority, appointees from the Town of Danville, and some Twiggs County Commissioners. There were also public meetings and hearings held to get citizen input.

Mayor Hart asked for a motion to adopt the Resolution to transmit the Joint Comprehensive Plan Update to the State in order to maintain the City of Jeffersonville's Qualified Local Government status. Councilperson Virginia Hollings noted that she would like to review the document before voting on the resolution to transmit it to the State. Ms. Harpst said she would be glad to provide additional copies for review and return, if necessary, to discuss the document in further detail. However, she did stress that the absolute final date to transmit the document to the State is June 30, 2013 before the City will lose its Qualified Local Government Status.

INSURANCE POLICY RENEWAL PRESENTATION

Donnie Powell of the McNeal Agency said that this year the values of property and equipment have been updated with the help of Mr. Lattimore and Elmo Richardson. In an effort to get the same coverage at a reduced rate, Mr. Powell says he puts this out to three markets.

The policy, with renewal date of March 10, covers all properties, insurance, liability for public officials, police liability, general liability for premises and for operations of the water department, streets, grass cutting, etc. There was only one claim during the past year, which has been settled.

Selective is the company Mr. Powell has chosen to present to the Council for insurance. Its quote came in \$600.00 less than the expiring company's quote. With coverage being the same, he suggested going with the best price. He explained to the Council that Intermarine has nothing to do with water—it covers the City's equipment—lawnmowers, tractor, etc.

Councilperson Virginia Hollings asked what items fall up under the umbrella. Mr. Powell responded that if there is a liability claim (one-million-dollar limit) exceeding one million dollars, the umbrella covering an extra one million dollars lays on top of that. It is an umbrella over all of the other underlying coverage of the other lines. However, the umbrella does not cover property, which is a specified amount.

Mr. Powell noted that "Failure to Supply" is covered under the policy meaning that if there is a fire and water cannot be provided to put the fire out, that would be covered; with the aging of the water lines in the event something happens, that would protect the property owner. He briefly discussed Public Officials, Police, and Premises liability. He noted that last year the premium was cut back approximately \$8,000 to approximately \$18,000; next year the premium will be \$17,698.

Councilperson Virginia Hollings pointed out the she was not aware that the City owned all of the vehicles listed in the policy. Mr. Powell said he had met with the Police Chief and the Mayor and that was the list then. If some vehicles have been disposed of, they could be taken off. After a short discussion, it was determined that the City did own the vehicles listed.

Councilperson Virginia Hollings made a motion to accept the Insurance Policy that will go into effect March 11, 2013 to March 10, 2014. Councilman Mack Bryant seconded the motion. Councilman Victor Jordan mentioned the claim the City had with a house damaged by sewage. Mr. Powell noted that the Claims Adjuster was given the wrong number for the homeowner. After the correct number was found, the problem was resolved quickly. After no further discussion, the motion to accept the City's Insurance Policy for renewal was passed unanimously.

APPROVAL OF JANUARY 14, 2013 CITY COUNCIL MINUTES

Councilman Mack Bryant noted that under the Beautification and Recreation report, "John Basley" should be "**Eddie** Basley." With that amendment, Councilman Richard Stone moved that the minutes of the January 14, 2013 City Council meeting should be accepted into the City's record. With Mack Bryant seconding the motion, the motion passed by unanimous vote.

FINANCIAL REPORT

Joined by phone, City Clerk Monkeea Stateson went over the Income Statements for the month of January. In the General Fund, total revenue for the month of January was \$98,654.66. After operating expenses were deducted, the City has a net income of \$49,599.15.

At January 1 the Water Department had \$30,789.69. Utility Service Fees collected for the month of January were \$37,097.97, bringing the total revenues for the month to \$67,887.66. After operating expenses were deducted, the net total is \$33,124.06.

Probate Fees for Municipal Court were \$821.00 for the month of January. At the beginning of the month, there was \$4,469.72. Citations totaled \$322.00. Total Revenue amounted to \$5,612.72. After all professional fees and dues were paid, there was a total of \$5,043.33.

Councilman Mack Bryant made a motion to accept the Financial Report as presented for the month of January 2013, and Jeff Lempke seconded the motion. Councilman Victor Jordan questioned why the deposits made to Sun Rise Bank were not on the Financial Statement. Mayor Hart explained that this is loan money and is not included in the accounts on the Financial Statement. After a short discussion, it was decided that at every Council meeting, the Council members would be given a copy of the GEFA loan account information. The January 2013 Financial Statement was approved with Councilman Victor Jordan opposing.

PROPOSED 2013 BUDGET

Monkeea Stateson said that the estimated Revenues for the 2013 budget will be \$497,050. A Fund Balance was left over from 2011 amounting to \$160,867. Part of this Fund Balance is being used to balance the 2013 budget. Expenditures are estimated to be \$529,884 which leaves a Fund Balance of \$128,033. Once the Fund Balance is spent, it is gone. The purpose of a Fund Balance is to have a safety net for unforeseen emergencies. Ms. Stateson briefly discussed the revenue line items and the expenditure line items.

Councilman Jeff Lempke noted that the estimated Expenditures will exceed the Revenues by approximately \$33,000. Ms. Stateson explained that part of the fund balance is being used to balance the budget. She also said that when Council decides to adopt the budget, it has to be done so by resolution or ordinance. Mayor Hart clarified that the 2012 Budget will have to be adopted again by resolution or ordinance. Ms. Stateson said that was correct. Mayor Hart said Council could set a date for the Public Hearing for the 2012 and 2013 Budgets. Notice should be placed in legal organ one week before hearing, and budgets should be made available.

Councilman Victor Jordan asked about a budget for the Water and Sewer Department. Monkeea Stateson said legally you are not required to have a budget for the Water Fund because it is an Enterprise Fund. She did note that the General Fund subsidizes the Water Fund with the trash and garbage collection. Council agreed that it would be a good idea to have a budget for the Water Fund. Mayor Hart thanked Ms. Stateson for her work on the Budget.

APPOINTMENT OF CITY ATTORNEY

Mayor Hart said candidates were interviewed the past week, and the field was narrowed to two candidates, J. Pope Langstaff and Joseph Prine. Pope Langstaff has over 13 years of experience as City Attorney for Macon and has experience in all aspects of municipal government. His fees are comparable to Mr. Prine's. Mr. Prine works in Twiggs County at the Courthouse from time

to time. He does not have the experience, but he is willing. Mayor Hart said that some research expense could be saved with Mr. Langstaff since his experience is extensive.

Councilman Richard Stone made a motion to accept Pope Langstaff as Jeffersonville's new City Attorney. Councilperson Virginia Hollings seconded the motion. The motion passed by unanimous vote.

Councilman Victor Jordan made a motion that if Pope Langstaff is unable to serve as City Attorney, the position will be offered to Joseph Prine. Councilman Mack Bryant seconded the motion, and it was unanimously approved.

POTENTIAL ROTATION OF PLUMBING CONTRACTORS

Councilman Victor Jordan said someone has questioned why the City uses the same plumbers all of the time and suggested creating a rotation list of qualified plumbing contractors to use rather than using the same contractors all of the time. Mayor Hart suggested having a list of qualifications and whoever is on the list would have to meet the qualifications, for example being a licensed plumber, insured and bonded, have own tools, have business license to be a plumber with the City of Jeffersonville, able to read a plumbing map, and qualified through E-Verify. Potential plumbers for the City would need to come by City Hall to put their name on the list.

CITY TELEPHONES

Councilman Victor Jordan said he feels obligated to help the City out, but has noticed the County Commissioners have Ipads and phones paid for by the County and does not feel it is fair for him to pay for his phone and use it for City business. Councilman Jordan noted that it is in the minutes that the Mayor and Council get phones. Mayor Hart said she would like to check with the City Attorney because there is a stipulation Councils and Commissioners cannot give themselves perks. After a short discussion, Councilman Victor Jordan made a motion that the City of Jeffersonville furnish the Mayor and Council phones. Councilman Richard Stone seconded the motion. The motion passed with Councilman Jeff Lempke casting a dissenting vote, and Councilperson Virginia Hollings abstaining.

GMA ANNUAL CONFERENCE TRAINING FOR WATER UTILITY CLERK

Mayor Hart noted that GMA and the other Georgia agencies are very good about getting information about trainings out in a timely manner. Mayor Hart encouraged members to let her know if there is a course they would like to attend.

Shakila Durham-Height, Water and Utility Clerk, is requesting permission to attend a class on Utilities in Savannah on Tuesday, June 25. Councilman Victor Jordan wanted to know the differences in the City Clerk and Water Clerk. Mayor Hart explained that the City Clerk handles administrative matters for the city, deals in contracts for the city, takes taxes, manages the City's business. The Water Clerk deals solely and exclusively with water utility issues. The City's

water enterprise is her purview. Councilman Victor Jordan said he would like the departments separate, including separate funding accounts.

Councilman Daniel Young made a motion to send Shakila Durham-Height to the Utilities Training in Savannah on Tuesday, June 25. Councilperson Virginia Hollings seconded the motion, and it passed unanimously.

COMMITTEE REPORTS

Beautification and Recreation: Councilman Mack Bryant said he would get a price on a part and bring it back to the Council for approval.

Budget and Finance: Councilman Richard Stone had nothing to report.

Building and Grounds: Councilman Victor Jordan asked if any funds were being generated from the vegetable stand next to Tagoes. Mayor Hart said that Mr. Houston is no longer an active vendor in the City, but he does pay property taxes.

Fire Protection: Councilman Daniel Young had nothing to report.

Industrial Development: Councilperson Annie Williams was unable to attend the meeting. Therefore, no report was made.

Planning and Zoning: Councilman Richard Stone had nothing to report.

Public Safety: Chief Oscar Basley handed out a summary of events taking place in January. He had questions about hiring other officers, if possible and the situation with Officer Yates. Mayor Hart responded that in conversations with Ms. Stateson, there is no money for anything unless it is taking from another source. It would be up to the Council to try to stretch the budget to accommodate the positions. Chief Basley said there were two qualified applicants for the police officer position, and suggested hiring one full-time officer and one part-time officer.

Councilman Victor Jordan wanted to know how the Department was getting by with just two officers. Chief Basley replied that the Sheriff's Department is assisting. Councilman Mack Bryant wanted to know how much control the Council has over the Police Department's budget. Mayor Hart replied that there are Purchase Orders and Requisitions that come out of the General Fund. Councilperson Virginia Hollings wanted to know if another officer can be hired in Alex Bell's place. Mayor Hart said, according to the City Clerk, the City does not have the money. Councilman Victor Jordan asked why the City would budget money the City does not have. Mayor Hart said it was not what was approved, it is what was spent.

Mayor Hart asked if the Council would like to give Officer Yates a raise. He is currently earning \$10.00/hour. Councilperson Virginia Hollings suggested postponing this for closed session. It was also decided to discuss the hiring of new officers in closed session.

Councilman Victor Jordan clarified that since the Radar Certification expired 12/31/12, tickets given after that date are not valid. Chief Basley agreed. Councilman Richard Stone wanted to know how the radar was being used on 1/8/13. Chief Basley replied that they were not aware that the Certification had expired. The Department of Public Safety sent a letter in September notifying the Department of the expiration, which Chief Basley said he did not remember receiving. There were also two reminders. Councilperson Virginia Hollings asked if there is one person designated to get the mail making sure it gets to where it needs to go. Mayor Hart is the one that gets the mail and distributes it to the appropriate staff. Shakila Durham-Height and Monkeea Stateson are the ones who receive the Police Department's mail to distribute. Councilperson Virginia Hollings suggested giving the Police Department's mail to Ms. Butler. Mayor Hart agreed to that.

Councilman Richard Stone asked Chief Basley if he could make sure the police cars are fueled up every afternoon because the City's gas is cheaper than the gas station's. Mayor Hart stressed that receipts from the gas station need to be signed. Councilman Jeff Lempke said he thought if the cars have at least a half tank of gas, they would be o.k. for the next day. Just make sure they have enough to be used the next day without getting gas from the station. Councilman Jeff Lempke also noted that it is easier to keep up with if the fuel came from the same place.

Rural Development: Councilperson Annie Williams was unable to attend the meeting. Therefore, no report was made.

Streets and Bridges: Councilman Mack Bryant said he did not have anything to report.

Councilperson Hollings said that the light on the corner of Solomon and Dennis Drive has not been replaced yet. Mayor Hart said she had reported this.

Councilman Daniel Young said where the work is being done at Ash Street at the Library, the road is cracked in several places and wanted to know if the construction crew would be responsible. He noted that road is not built for heavy construction equipment. Mayor Hart said she would inquire as to whether the construction company's insurance will pay.

Councilman Victor Jordan said on North Railroad Street at Matthew Street beside Tennillfield Apartments, there is a drain large enough for balls to fall into and this is certainly a safety hazard for children. Mayor Hart will look into having some sort of grate installed over this drain.

Councilman Daniel Young noted that there is a bad water accumulation problem at Bullard Road because there is so much grass growing and dirt causing the water to accumulate and not drain. He suggested having the 12-15 inches shoveled so the water will flow straight down. After a short discussion regarding the County's responsibility, Councilman Young said he would contact Danny Sanders to see what can be done about this problem.

Water and Sewer: Councilman Jeff Lempke said there is still a flow meter problem at the water tower. The engineers are still working with Sydney to solve the problem.

There are currently about 150 electronic meters installed throughout the City. There was a problem at the Cedar Apartments between the contractors doing the work and the contractor who originally put the piping in the Apartments, creating busted pipes in the apartment walls. These problems have been resolved.

The crew did a great job with the storm drains in the area around the new Library. However, there is a problem with the storm drains behind City Hall. Councilman Jeff Lempke suggested advertising for bids for clearing out the storm ditch extension from Church Street to where it crosses under the road at Highway 80. Once that area is cleared, there more than likely will not be a problem with stormwater runoff in the downtown area.

Councilman Lempke recommended three of the manholes to be repaired—one on Bullard Road, one on Highway 80 across from School Street, and one across the street from the old Light Bulb Liquor Store. The latter can probably be done in-house, but the other two would need to be bid out and the sooner, the better. He also recommended that the sewer lines running through the wooded area along Turkey Creek should be located, as funding becomes available, just in case if there is a problem, they can be located. In this age of technology, the manholes should be identified by their coordinates. Water valves should be identified in this way, as well.

With a lot of rain coming in within the next few days, the Public Works employees will be on extra vigil making sure the one pump working in the transfer station does not overheat, and if it does they can get it started within 30 minutes after it cools down.

Councilman Jeff Lempke asked if he should make a motion to bid out the work on the storm ditch. Councilman Daniel Young also questioned whether the City would be responsible for the damage if property flooded because of the water flow in the ditches. Councilman Lempke said the Council could table the motion because Mays Garage is closed and clearing out the storm ditches would not be as much of an emergency. Mayor Hart asked if she should ask the City Attorney about the City's liability and what the City should do if there is a liability. Councilman Daniel Young also mentioned that with the new library will come additional water being transferred through that City ditch, and it would be a good idea to see if the City is responsible for the flooding if it occurs. Councilperson Virginia Hollings asked if the County has the equipment to do the work and, if so, could they be asked to do the work. Councilman Victor Jordan noted that if the work is bid upon, to make sure his district is included.

Councilman Young asked if just the meter is being replaced or if the whole box is included. Mayor Hart responded that the whole box is being replaced.

Councilman Jeff Lempke asked if the City should go ahead and advertise for work to be done on the two manholes. Sam Hall did submit a bid since they were in the area and saw that it needed doing. Councilperson Virginia Hollings said she thought it should be advertised to solicit other bids. Councilman Jeff Lempke made a motion to solicit bids to have the two most unsafe open manhole covers repaired and covers put back on. Councilperson Virginia Hollings seconded the motion. Councilman Victor Jordan noted that if the work is under \$500.00, the

City does not have to bid on it. After a short discussion, Councilman Jeff Lempke's motion was amended to also include the drain cover on North Railroad and if there is anything a professional needed to know about purchasing it and installing, it would be done and included in the bid. The motion carried with one abstention by Councilman Victor Jordan.

Councilman Victor Jordan said he had checked on the garbage containers, and people were paying over \$175.00/month for garbage pickup. He said Advanced needs a business license. Mayor Hart said she would check to see if Advanced has a business license, and if not, will approach them about it.

Welfare and Sanitation: Councilman Richard Stone said in the next few weeks, he would take Chris and Larry with him to get a Burn Permit to burn off the dead grass at the Water Plant. That way when it starts turning green, it can be maintained.

SIGNING OF APPROVED AMENDED ORDINANCES (5/3 AND 5/4) PASSED JANUARY 14, 2013

Mayor Hart passed around the amended ordinances with Enforcement to be signed that had been passed January 14.

NEW BUSINESS

Mayor Hart noted that the date for the Public Hearing on the 2013 Budget needs to be set and advertised. Also, the approval of the new City Clerk can be done at that time. Council decided on Thursday, February 28, at 6:00 p.m. as being the date for the Public Hearing for the 2013 Budget.

Councilman Victor Jordan asked when the City Clerk's position would be advertised. Mayor Hart replied that when the previous City Clerk was hired there was a motion in the minutes of June 11 made by Councilman Jordan and passed by Council that the City would go with the second choice as Clerk, and the Middle Georgia Regional Commission says this is legal, and as Mayor Hart reported, she called the City Clerk runner-up on their word to go-ahead. However, it has been more than six months since the position was filled. Councilperson Virginia Hollings made a motion to advertise in the legal organ for the City Clerk's position. Councilman Richard Stone seconded the motion, and it passed unanimously.

Councilman Victor Jordan said he had a problem with plumbers or other contractors being able to do the work, but having to borrow the City's equipment to do it with and the City employees having to be called in. Mayor Hart noted that it was discussed at the January meeting that on-call employees would be paid additional wages, and if they were called in they would be paid a minimum of two hours, and more if they worked more than two hours. Councilman Victor Jordan stressed that if the City hires a contractor, he needs his own tools. Mayor Hart asked Council if it would like to consider a resolution that would put part-time employees on alternating weekend call who would get paid four hours extra for being available and two hours extra if they are called in. After a short discussion on time-and-a-half-pay, it was decided to run this by the City Attorney.

Councilman Victor Jordan made a motion to go into Closed Session for Personnel matters with Councilperson Virginia Hollings seconding. The motion carried unanimously, and Council went into Closed Executive Session.

RECONVENE FEBRUARY 11 CITY COUNCIL MEETING

After Closed Executive Session, Councilperson Virginia Hollings moved and Councilman Mack Bryant seconded that the Council reconvene: All in favor.

Councilperson Virginia Hollings made a motion to hold all discussion of personnel salaries until after the Council meets on February 28 regarding the 2013 Budget. Councilman Mack Bryant seconded the motion. This will be a business meeting for voting. After the budget is voted upon, the meeting will be adjourned, and a work session will be held for personnel matters. The motion carried unanimously.

Mayor Hart noted that everyone has received a copy of Monkeea Stateson's resignation. Ms. Stateson was City Clerk with the City of Jeffersonville for seven months. Councilperson Virginia Hollings made a motion to accept Monkeea Stateson's resignation dated February 6 and effective February 20, 2013. Councilman Mack Bryant seconded the motion, and it passed unanimously. A short discussion ensued over whether the next City Clerk hired should agree to stay with the City a certain period of time, and if they do not, the expenses for training incurred by the City would be reimbursed to the City. Mayor Hart said a resolution was passed that if someone was trained, he must stay with the City a period of two years or reimburse the City for its expenses. Councilman Richard Stone said he thought the City could hire the City's second choice so they could be familiarizing themselves with what Ms. Stateson has done before she leaves. Councilman Victor Jordan said that person could hire someone part-time. Councilman Jeff Lempke asked if Ms. Stateson would have to reimburse the City for the classes that she has taken. Mayor Hart said she would check into that.

Councilman Victor Jordan suggested putting a one percent sales tax for the City on the next ballot. Mayor Hart said she would check with the City Attorney on this.

Councilman Daniel Young asked if there is any way to expand the City limits. Mayor Hart said there is, but it would have to go through the State Legislature. More tax money could be generated, and the State would mow the State roads. Councilman Lempke noted the County would also have to agree to this.

ADJOURNMENT

Councilman Mack Bryant moved to adjourn the February 11 Council Meeting, seconded by Councilman Richard Stone: All in favor.

After no further business, the February 11 meeting of the Jeffersonville City Council adjourned at 8:45 p.m.