

MINUTES

City Council of the City of Jeffersonville
Monday, June 10, 2013, 6:00 p.m.
City Hall, Jeffersonville, GA

MEMBERS:

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

GUESTS:

Washington Sinclair
Christopher Nelson, City Clerk
Christopher Harris
Oscar Basley, Chief of Police
Pope Langstaff, City Attorney

CALL TO ORDER

Mayor Shannon Hart called the June 10th City Council meeting to order at 6:00 p.m.

INVOCATION AND PLEDGE

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

ROLL CALL

Mayor Hart then called the roll and noted that Councilpersons Virginia Hollings and Daniel Young were not present.

GUESTS

Sidewalks along Main Street and MLK

Mayor Hart noted that Mr. Washington Sinclair was not able to attend the meeting due to a medical problem, and that he would try to reschedule. Councilman Mack Bryant inquired if the City had enough right-of-way to place a sidewalk at these locations. Mayor Hart stated that the City would need to know what particular area Mr. Sinclair had in mind before examining the right-of-way issue.

Utility and Tax Software

Mr. Christopher Nelson advised Council that included in their packets were two sheets, one indicating the qualitative issues of the current software, TBS, and the other indicating the costing alternative for switching from TBS to CSI. Mr. Nelson noted that since he began working with the City the software program for utilities and taxes has been down about 16% of the time. Additionally, 80% of the time printing from TBS either would not work, or used excessive amounts of paper. He also noted that TBS was an old system, written decades ago, and that it has been updated so much that glitches are common. Customer support is slow and unreliable, and can take many days to solve problems, during which the system can be inaccessible. Also, the City is charged for routine service calls, at a minimum of \$75.00. He noted that Harris, the parent company, is investing more in the new CSI product, and that TBS will eventually be retired. Switching to CSI would be a long term investment. In speaking with CSI support staff, he advised that they were knowledgeable and can answer questions quickly. Regarding the Excel spreadsheet, he pointed out that there were different options to purchase CSI, buying the software outright and leasing to own. Mr. Nelson stated that he thought the best option for the City would be the three year lease, after which the City would own the software and only pay the maintenance and hosting fees. Councilman Mack Bryant asked if there were any other cities using CSI, and Mr. Nelson replied that Jessup and Thomasville were using the software. Councilman Jeff Lempke asked what the cost to the City would be after the lease term ran out, and Mr. Nelson responded that the yearly costs would be a little over \$4,000. Comparing that to the yearly costs for TBS, the City would save roughly \$2,000 per year. Mayor Hart mentioned that TBS's system had recently gone down during a time of the month where many citizens would come in to pay their water bill, which caused a lot of confusion and irritation.

Mr. Langstaff mentioned that the Georgia Municipal Association (GMA) offers a leasing program, and their rates might be better than CSI's. He was unsure if the Association would offer a lease for software, or whether the City participated in GMA's leasing program. Mayor Hart said that the City is not currently participating in the program and Mr. Langstaff said he would call to see if GMA would offer software leases. Mayor Hart suggested that the City would look into leasing from GMA and revisit the issue at the next Council meeting. During this discussion, Councilman Daniel Young arrived.

Wage Increase

Mr. Christopher Harris did not attend the June 10th 2013 City Council meeting.

APPROVAL OF May 13, 2013 CITY COUNCIL MINUTES

Councilperson Annie Williams motioned to accept the minutes from the May 13, 2013 City Council meeting into the record. Councilman Bryant seconded the motion. The motion passed unanimously.

APPROVAL OF JUNE 3, 2013 SPECIAL CALLED MEETING MINUTES

Councilman Mack Bryant moved to accept the minutes from the June 3, 2013 Special Called meeting into the record, seconded by Councilman Richard Stone. The motion passed unanimously.

FINANCIAL REPORTS FOR MAY 2013

For the month of May, city clerk Chris Nelson reported that the General Fund Account (Account 257) began with a balance of \$96,817.11. There were a total of five deposits during the month totaling \$35,025.15. There were 55 withdrawals totaling \$27,777.53 leaving the account with an ending balance of \$104,064.73. There were fifteen outstanding checks, totaling \$10,352.52 leaving a computed balance of \$93,712.21

The Water Fund Account (Account 281) began with a balance of \$46,210.05. There were 24 deposits totaling \$32,000.48, and 56 withdrawals totaling \$55,932.61. There was also interest paid on the account in the amount of \$1.97. The ending balance was \$22,279.89. There were three outstanding checks, totaling \$1,934.22 leaving a computed balance of \$20,345.67.

The Recorder's Court Account (Account 1131) began the month with a balance of \$6,568.49. There were three deposits totaling \$676.64, and six withdrawals totaling \$676.64. This left the account with an ending balance of \$7,653.85. There was one outstanding check in the amount of \$31.68 leaving a computed balance of \$7,622.18.

Mr. Nelson noted the supplementary financial documents in the Councilmembers' packets. The General Fund wrote checks totaling \$32,713.71, Water Account wrote checks totaling

\$32,851.89, and Recorder's Court wrote checks totaling \$188.16 in the month of May. May checks totaled \$65,754.18. The revenue for the General Account came to \$22,412.01. The revenue for Recorder's Court came to \$1,592.08. Mr. Nelson noted that the Utility Clerk was still working on providing a monthly revenue statement. The plumbing expenses had been revised for April, after additional bills were received in May. April currently totals \$4,247.62, and May totals \$3,172.

Councilman Victor Jordan inquired about the amount backed property taxes for the building being leased by Mr. Earl Waller and owned by the Development Authority of Jeffersonville and Twiggs County. Mr. Nelson replied that he did not have that information at hand, but that he could look it up the next day. Councilperson Annie Williams asked about a part-time office employee, wondering if the City could save some money by eliminating the position. Mayor Hart replied that this employee only came in when someone was sick or on vacation. Councilperson Williams requested information on this employee's hours and checks. Mr. Nelson responded that provided in the packets was payment information for all the City's employees.

In regards to the GEFA loan, Mayor Hart noted that the City began the month with a balance of \$30,920.10. Deposits into the account totaled \$116,185.96. Expenditures from the account totaled \$98,529.04. The City ended the month with \$48,577.02.

Councilman Bryant motioned to accept the financial reports, seconded by Councilman Lempke. The motion passed unanimously.

COMMITTEE REPORTS

Beautification and Recreation: Councilman Bryant remarked that the fence chains had been installed at the park, and covers had been added to the open storm drains. Councilman Bryant also noted that the City had hired a new part-time employee to cut grass around the City, remarking that his hourly rate was \$9.50 (reduced to \$8.00/hr. to match previous employees). Councilman Lempke asked how many hours this employee worked each week, and the Mayor replied that it averaged just over twenty. The first Market Day had been held the previous Saturday, and Mayor Hart indicated that there were five to six vendors, and anticipated it growing in the future.

Budget and Finance: Councilman Stone said that he had nothing to report at this time. Mayor Hart reminded Council about the 2012 Payroll Audit conducted in May. Mr. Nelson relayed to Council that since the City has fewer employees than was anticipated, a refund will be coming to the City.

Building and Grounds: Councilman Jordan noted that the City has a lot of surplus equipment that is not being used, and with a good inventory record the equipment could be auctioned off. He also said that the City had purchased a new hedge trimmer. Councilman Bryant asked what

was going to be done with the old meters, and Mayor Hart replied that the City already had a buyer lined up.

Fire Protection: Councilman Daniel Young reported that representatives from Bug House Pest Control and Arrow Pest Control had come to inspect the Fire Station. He noted that there was a quote from Bug House included in the Council packet. He assured Council that there were now bats in the Fire Station, and noted that while the proposal from Bug House was steep, the expected rental revenue might compensate for that. Councilman Stone asked if there was a warranty on the previous removal, and Councilman Young replied that it had lapsed. Mayor Hart asked if Council would like to see more proposals before moving forward and there was general consensus.

Industrial Development: Councilperson Williams remarked that there was nothing new at this time.

Planning and Zoning: Councilman Stone reported that he had nothing to bring before Council at this time.

Public Safety: Chief of Police Oscar Basley asked Council where they would like the No Parking signs to be placed. Mr. Nelson remarked that Larry Wilmore had left that morning to place a sign at the workshop. Councilman Young suggested placing a pole in the parking lot and affixing the sign to the pole. Chief Basley noted that signs should also be in place on the street beside Piggly Wiggly. Councilman Jordan remarked that he had seen Larry installing signs that day.

Mayor Hart asked about the inventory update for the Police Department and Chief Basley replied that it would be ready with his other reports on Friday. Mayor Hart inquired as to whether Council would like to interview the applicant for Police Officer position on Thursday June 13th at 5:30 PM. There was general consensus.

Councilman Jordan asked about the sign placed on the tree beside the BP gas station, wondering if Chief Basley had placed the sign there. Chief Basley replied that the property owner had placed the sign there after receiving a letter from the Mayor. Councilman Jordan vouched for the character of most of those who loiter under the tree saying “We let two or three people, drinking, running up and down the road. It just knocks it out for everyone else.” Councilperson Williams requested a copy of the letter if it was from Mayor and Council. Mayor Hart replied that the letter was sent from her office, and did not reference Council. Discussion followed about the impact the notice had to the community.

Councilman Bryant mentioned that he had seen large trucks parked where they were not supposed to be, and remarked that if the City was going to go after one, it should go after all of them. There followed discussion about the ordinances for parking on residential and commercial locations, as well as right-of-way.

Rural Development: Councilperson Williams reported that she had nothing to bring before Council at this time.

Streets and Bridges: Councilman Bryant remarked that he had nothing new at this time. Mayor Hart inquired as to whether there were any probationers who would be performing street cleanup. Councilman Bryant replied that he would look into it. Mayor Hart asked about the covers for the storm drains and Councilman Bryant responded that the work had been finished. Councilperson Williams noted a bill where Warren Plumbing called a city employee for assistance, and asked whether the City or the plumber should pay him. Mayor Hart replied that the employee was paid by the City, and could be called by the plumber when City Hall was closed.

Councilman Jordan briefed Council about a tree that had fallen during a storm near the Board of Education's building. He mentioned that he called Mr. Fitzpatrick to get the tree out of the road, and that it was cut up and removed the next morning.

Water and Sewer: Councilman Lempke asked Mr. Richardson to brief Council on the water controls. Mr. Richardson noted that the cause for many of the recent water outages had been traced to malfunctioning controls for the service pumps and the wells. He also remarked that updating the controls could be placed under the GEFA loan and that there were adequate resources for this. GEFA would require that only two bids be solicited. He recommended scrapping the old controls and installing a state of the art system which he anticipated would prevent many future outages. Councilman Lempke motioned to use the remaining GEFA funds to upgrade the controls for the wells and pumps. Councilman Young seconded the motion. Councilman Bryant expressed dissatisfaction with the work done previously on the pumps at the lift station. Mr. Richardson advised that there had been a problem with one of the pumps, but that the contractor had repaired it at no additional charge, and there have been no other problems with the pump. Mr. Richardson then briefed Council about the pump issues at the Solomon Drive lift station, noting that it should be running by the next week. Councilman Jordan, referencing the control upgrade, clarified that the new controls would not pump more water, but would allow the pumps to operate more efficiently. Mr. Richardson noted that the well pumps were operating acceptably, and that the City could get by with only one pump for a limited time. Council voted unanimously to accept Councilman Lempke's motion to upgrade the water controls.

Councilman Lempke noted that PCF was nearly finished installing the electronic meters, after which it would be a matter of office work. Mr. Richardson noted that the software for the radio read meters was being integrated with the current system and that if Council was serious about purchasing new software, it should be done in a timely manner. Mr. Nelson remarked that Meuller may have to come back to re-integrate their software with the new system if the purchase date is far away. Discussion followed about integrating Meuller's software with the

new system. General consensus was reached to find out whether GMA's interest rate was lower than CSI, and to proceed with the software purchase at the lowest rate.

Councilman Lempke noted that after finishing with the meter replacement, John Edge of PCF construction would begin work on the Railroad Street pipe replacement. Councilman Jordan asked if PCF was planning to relocate some of the meters which are currently in the middle of the road. Mayor Hart replied that the City would call and ask. Councilman Lempke noted that there were two water leaks, one at the Board of Education, payable by PCF, and another at Jim Maddox's house, payable by the City. Councilman Lempke also reported that the three broken manholes had been repaired by Sam Hall and Son. Mayor Hart advised Council that the City has been found negligent by the insurance company since it knew about the broken manholes for some time before it took action to repair them. Also, a man had reported falling into one of the manholes and has a claim against the insurance company. Councilman Lempke also noted that there were two pumps on the back of the City truck that were going to be installed by Pete Regula within the next week, and that no trespassing signs had been placed at the hay field.

Noting a letter from the USDA, Councilman Lempke said he had a quote from PMC for \$1,700.00 to perform the initial repairs on the aerators at the wastewater treatment plant. The lowest bid for the security lights was from Bridges Electric for \$2,600.00. Discussion followed about the importance of the aerators and the bids for repairing them. Councilman Lempke made a motion to accept the bids from Bridges Electric to repair the security lights and PMC to replace the cables for the aerators and test run them. Councilman Young seconded the motion. Councilman Jordan mentioned that he would like a guarantee on the work to be performed. The motion passed unanimously. Councilman Jordan expressed concerns about leaving two pumps on the back of the City truck. "If one pump goes down, we've got the other one on the back of the truck. What good is it?" Councilman Lempke mentioned that good maintenance was important, and insisted an administrative schedule be developed to ensure that. Discussion followed about maintenance and employee follow-through. Councilman Jordan mentioned that the City used to use a product called "Red Hot" that reduced clogs and smells from the wastewater lines.

Denise Brookins of the Middle Georgia Regional Commission briefed Council on the Watson Road repair. She noted that the funds from the Department of Transportation have arrived, and that the funding from the Department of Community Affairs is going through the final stages of approval. The preconstruction meeting for the project is scheduled for Wednesday June 12th at 9:30 AM. Mr. Richardson noted that the shop drawings have been received and are in good order.

Welfare and Sanitation: Councilman Richard Stone asked what work Mr. Sidney Lattimore provided for the City. Mr. Richardson noted that the City was required to have a certified operator, and that Mr. Lattimore should be compiling, reviewing, and sending off the water

reports to the appropriate agencies. Discussion followed about Mr. Lattimore's role with the City. Councilman Young asked whether Council would like for him to purchase the Red Hot product Councilman Jordan mentioned. Discussion followed about the merits and requirements of using the product in the City's lines.

Councilperson Williams inquired about her hotel stay for the GMA conference, mentioning that she had requested two nights, but the check showed only one. Mr. Nelson assured her that the hotel stay had been booked for two nights.

OLD BUSINESS

A. Conditional zoning request: Earl Waller

Mayor Hart asked if Council would review the conditional zoning request of Mr. Earl Waller. Councilperson Williams noted that the property he would be leasing has unpaid City taxes. Mayor Hart replied that the City could pursue the backed taxes at any time from the owner, but that Mr. Waller was not the owner. Mr. Langstaff's mentioned that he would have to investigate whether the City could deny the conditional zoning request contingent upon the property owner's payment. Commissioner Tommy Lee Bryant briefed Council on the history of the property's backed taxes and ownership. No consensus was reached.

B. Bank closure, moving City accounts

Mayor Hart reminded Council that the bank branch in Jeffersonville was closing. She mentioned that some of the less used accounts could automatically switch to the branch in Warner Robins, but that the three main accounts would require daily interaction, and should be moved to a closer branch. Discussion followed about the merits and locations of the Bank of Dudley and the Four Corners Bank. Mayor Hart mentioned that the Bank of Dudley was considering opening a branch in Jeffersonville, but that may depend on where the City, County, and School Board move their accounts. Commissioner Tommy Lee Bryant mentioned that if the Bank of Dudley would offer the same rates as Wells-Fargo, the Board of Commissioners would consider moving their primary account to the Bank of Dudley. Councilperson Williams motioned that the City begin switching its primary accounts to the Bank of Dudley, seconded by Councilman Stone. The motion passed unanimously.

C. Municipal Court Clerk duties

Mayor Hart informed Council that the duties of the municipal court clerk required only a few hours a week, and that current office staff could handle the responsibilities. Councilperson Williams inquired about the current clerks attending municipal court.

Mayor Hart assured Council that the two office clerks have worked out the details of court attendance. Councilman Bryant suggested that the water utility clerk be designated the main municipal court clerk, but that both of the office clerks receive training. Councilman Jordan expressed concerns about whether there may be conflicts of interest between the duties of the court clerk and the duties of the city or utility clerks. Mr. Langstaff replied that he could not think of a situation that would cause such a conflict.

NEW BUSINESS

There being no New Business, Councilman Bryant moved to go into Closed Session with Councilman Lempke seconding. The motion carried unanimously, and Council went into Closed Executive Session.

RECONVENE JUNE 10 CITY COUNCIL MEETING

After Closed Executive Session, Councilman Jordan moved and Councilman Stone seconded that the Council reconvene: All in favor.

Councilman Bryant inquired about the City's cost for employee health insurance. Mr. Nelson replied that the City paid about \$530 per employee per month, and that the family plan added almost \$1,000 to that bill. Discussion followed about insurance costs and what type of insurance the City should provide to its employees. Council reached a consensus that the City will provide insurance to the individual, but family plans must be paid for by the employee.

Mayor Hart mentioned that Council had not appointed Judge Bobbitt for the current year, and requested that Council authorize her to speak with the Judge about quality standards for the City. After which, Council could arrange a meeting with the Judge. Councilman Jordan suggested that Council did not need to meet with Judge Bobbitt, and that the Mayor's meeting would be sufficient.

After speaking with Chief Basley, Council reviewed the raise and promotion of Officer Yates. Councilman Bryant insisted that the minutes show the promotion was made pending approval from the Chief. Councilman Young clarified that Council has only now received Chief Basley's approval to promote Officer Yates to Sargent. Councilman Young then motioned that Officer Yate's rank be changed to Sargent, seconded by Councilperson Williams. The motion passed with four votes, one against, and one abstention.

Mayor Hart requested that Council change the sick and vacation time accrual for the City's full time employees from 3.08 hour per pay period to 5.00, so that the City's accrual will match the State of Georgia. Councilperson Williams suggested that the sick and vacation rate be changed to 4.00 hours per pay period. There was general consensus with this rate change.

Councilman Jordan reminded Council that performance interviews were scheduled for Chris and Larry after the interview for the Police Officer position. Councilman Lempke requested a performance interview with Chief Basley and suggested the July Council meeting. Consensus was reached.

Councilman Jordan suggested that Council look for a replacement for Mr. Lattimore, opining that Mr. Lattimore would probably not renew his contract next time. Mayor Hart reminded Council that all employees should be held to a high standard, regardless of their position.

ADJOURNMENT

Councilman Stone moved to adjourn the June 10, 2013 Council Meeting, seconded by Councilman Bryant: All in favor.

After no further business, the June 10 meeting of the Jeffersonville City Council adjourned at 9:14 p.m.