

Minutes of Hahira Council Meetings for June, 2010

HAHIRA CITY COUNCIL WORK SESSION JUNE 01, 2010 6:30 P.M. COURTHOUSE

Mayor and Council met for a Work Session June 01, 2010 at the Courthouse with Mayor Wayne Bullard presiding.

PRESENT:

Mayor Wayne Bullard, Councils: Mayor Pro Tem Adams, Ralph Clendenin, Bruce Cain, Terry Benjamin, City Manager Jonathan Sumner, Police Chief Terry Davis, Fire Chief Dwight Bennett, Director Donnie Warren, City Clerk Belinda Chappell.

REVIEW/CORRECTION OF MINUTES:

A.) May 03, 2010 Work Session

B.) May 06, 2010 Council Meeting

Mayor Bullard asked if there were any questions concerning the minutes. Councilman Cain stated he needed to add one correction to the Council meeting minutes. Cain stated he would like added to his report that he would like Council to revisit the pricing issue of the roll-off containers when the contract for Griffin Waste comes up again at the beginning of next year. City Manager Sumner stated that correction would be made.

REVIEW OF BILLS/ BUDGET OVERRAGES:

Mayor Bullard asked if there were any questions concerning the bills. Mayor Pro Tem Adams stated she had a question regarding the bill paid to Tomlinson's Body Shop in the amount of \$991.62. City Manager Sumner stated the bill was for the repair of a citizen's vehicle that was damaged by the Public Works Department. Sumner stated there were three quotes provided by the citizen and that Tomlinson's was the lowest of the three. Mayor Pro Tem Adams was concerned if there was a Police report made at the time of the accident. Police Chief Davis stated he would provide Council with a copy of the Police report. Mayor Pro Tem Adams stated she was concerned with the increase in the Windstream phone bills for each department of the City and also the cell phone bills from Alltel Wireless seemed more expensive. City Manager Sumner stated that was the lowest price the City could get the telephone company to provide.

PUBLIC HEARINGS:

A.) Charter Modification (First Reading - City Manager)

City Manager Sumner stated to Mayor and Council he had advertised in the legal section of the newspaper regarding the changes to the charter the three consecutive times required by law. Sumner stated one of the suggestions he had received from legal council was not to give the General Assembly any more information, than the City was required to, in terms of amendment material. Sumner stated he

had crafted the charter which included the changes discussed at the Retreat. excluding the three substantive changes that Council had discussed at the May Council Meeting. Sumner stated he had modified the language for the three changes and reverted it back to what the original charter read. Sumner stated he put the three substantive changes in the form of a Resolution for Council which was included in their packet. Sumner stated a reading could be held on Thursday night at the Council Meeting and a second reading at the July Work Session, and if at the end of the second reading Council adopted the existing charter without the three modifications, that would then become the new City Charter. Sumner stated then a separate issue would be the passage of the Resolution, which then it would be submitted to the Legislative Delegation to drop as a bill in the General Assembly. Sumner stated he had reviewed the process with the City Attorney, and he could not find any problems with processing the Charter in that manner. Sumner stated to Council that nothing had changed from the previous way that Council understood it; it was just being handled in a different procedure. Mayor Pro Tem Adams stated she wanted to understand that Council would just be sending the resolution to the General Assembly instead of the entire Charter. Sumner stated that was correct. Mayor Pro Tem Adams stated she was concerned if the City Manager could get Council a revised copy of the changes that were made to the Charter during the discussion at the Retreat. City Manager Sumner stated he would get Council a revised copy of the Charter with the changes made. Sumner stated after Council had a chance to look over the revised Charter, there was time to make changes if needed before the July Council meeting.

DISCUSSIONS:

A.) 2009 Audit (City Auditor)

Nick Valenti and Denise Rackley with Valenti, Rackley and Associates, LLC. presented Mayor and Council with the 2009 Audit. Valenti thanked the City Manager and Staff for their cooperation and hard work on gathering the information together for the Auditors. Valenti stated some of the findings from the 2008 audit to this year's 2009 audit had been corrected. Valenti stated there were only two findings in the 2009 audit and these included: Inadequate segregation of accounting duties among personnel, and inadequate design of internal control over the preparation of the financial statements being audited. Valenti stated the cause for these findings were due to limited staff size and resources. Valenti stated the findings were not really notable but they had to be reported. Valenti stated one recommendation his firm had was for the City to have a policy and procedure for the customer deposits. Sumner stated that would be added to the policy and procedures manual. Sumner stated the deposits had to be returned to the State per State law, if not claimed within a certain period of time. Valenti stated the Audit looked much better than it did in the past year due to the Staff's hard work and willingness to learn. Valenti stated he would answer any questions Council may have. Mayor Pro Tem Adams had questions concerning why the General fund was increased from the 2008 Audit to the 2009 Audit, and why other funds were down in Revenue. Valenti stated this was mainly due to interest income. Mayor Pro Tem Adams stated she was concerned if the section in the Audit for Public Safety, included the Fire Department, Police Department, and the EMS Services. Valenti responded that it included all three departments. Mayor Pro Tem Adams was concerned if an amount in the Audit was enclosed with parenthesis, did it mean it was a deficit. Valenti stated the parenthesis meant a difference in budgeted amount. City Manager Sumner thanked Valenti/Rackley, and Associates for doing a great job on the 2009 Audit.

B.) Financial Policies and Procedures (City Manager)

City Manager Sumner stated to Mayor and Council a document had been prepared to explain the policies and procedures of the Utility Department, the Finance Department, and the Public Works Department. Sumner stated the manual was a consolidation of procedures that staff undergoes in order to provide the service to Council and the public. Sumner stated there would be modifications made to the manual on a regular basis as time passed due to the changes made to software and if any new employees were hired. Sumner stated there were no new policies included in the document, the policies were existing policies combined into one document. Mayor Pro Tem Adams stated after reviewing the document, it explained

the day to day operation of the City. City Manager Sumner agreed. Sumner stated this was important to have, in the instance someone was out sick for a long period of time; other staff could step right into place and continue business. City Manager Sumner thanked office staff Belinda Chappell, Paula Stone and Kimberly Williams for the hard work they put into the Policy and Procedures manual.

C.) Raising Beer and Wine License Fees (Chief Davis)

Chief Davis stated to Mayor and Council he had researched surrounding cities on their fees for beer and wine license and found that the City of Hahira was on the lower level of the price of beer and wine license. Davis stated he and the City Manager came up with the recommendation of charging \$400 dollars for beer, \$400 for wine, \$2000 for liquor, an extra \$1500 by the drink, and a fee of \$250 for an application fee to be paid at the time the application is turned into City plus the cost of advertising for the beer and wine license. Chief Davis stated if Council chose to adopt the new fees, it would come into effect May 31, 2011. City Manager Sumner stated a letter could be sent to the business owners who sell beer and wine to make them aware of the new fees. Mayor Pro Tem Adams stated she would like a copy of the recommended fees for beer and wine licenses. City Manager Sumner stated he would get Council a copy before the next meeting.

D.) Modification to Alcohol Portion of Code (City Manager)

City Manager Sumner stated to Mayor and Council that State Law required that underage drinking be regulated, and that offences carry their own penalties. Sumner stated that Council could have the power to determine what penalties should be imposed, should the State Law be violated. Sumner stated the City of Hahira Police Department would be the department to discover those violations and reporting them to the State agencies. Sumner stated the City would have our Municipal Court Judge to hear the case and to determine the fine. Sumner stated there were penalties for the first, second, and third occurrence and also a provision for license suspension within those three occurrences. Sumner stated this was very similar to what the City of Valdosta had. Sumner stated it was there for Council to review and if any changes or modifications were needed, it could be revised, if not, a Public Hearing could be held at the next meeting to have a first reading.

E.) Union Road Collection Site (Councilman Clendenin)

Councilman Clendenin stated to Mayor and Council the costs for having the site available to the residents was twice the amount of what Council projected in the budget. Clendenin stated if the increase in the cost continued, he felt the City was going to have to start charging the residents for the use of the site. Clendenin suggested maybe charging \$5 dollars per bag or other ways to charge the residents. Clendenin stated he was open for ideas. Sumner stated the cleanest way would be to require the residents to purchase a permit to use the site, but that was up to Council to come up with a method of how to charge the residents to help decrease the cost the City had to pay for the dump fees. Mayor Pro Tem Adams stated if the City was going to charge residents \$5 per bag, that would cost more than what the County charges for an annual permit, and then our residents would just use the County site. Adams stated the \$5 dollars a bag was not feasible. Mayor Pro Tem Adams also stated she was concerned with why the residents were using the site to take their household garbage, when the City offers that pickup service. City Manager Sumner stated this was due to residents producing more trash than one polycart would hold. Mayor Pro Tem Adams stated that the City Ordinance stated if a resident had more trash than one polycart would hold, they were to call City Hall to request an additional can and would be charged the additional fee per month. Mayor Bullard stated he understood that there was not supposed to be any household garbage dropped off at the site. City Manager Sumner stated that change could be made. City Manager Sumner gave his recommendation to Council, Sumner stated he recommended the residents purchase a permit that would be good for one year and charge them \$50 dollars for the permit to use the site. Mayor Pro Tem Adams was concerned if the residents would be dumping household garbage at the site. City Manager Sumner stated the County took household garbage. Sumner stated he felt if the residents were going to be charged for the permit, they should be able to take anything to the site, including household garbage. Mayor Pro Tem Adams suggested the City charge the same as the

County for the permit. City Manager Sumner stated he would research the options and report back to Council.

DEPARTMENT REQUESTS:

A.) Meter Purchase (PWD Warren)

Public Works Director Warren stated to Mayor and Council the City needed to purchase a new meter for the Hahira Elementary School to try and get the right amount of pressure flowing through the meter. Warren stated the meter was more expensive than most of the meters that had been purchased because it was a compound meter. Warren stated changing out the meter should correct the amount of water that needs to be going through the meter.

B.) Transfer Switch Repair (PWD Warren)

Public Works Director Warren stated to Mayor and Council a transfer switch had went out on a generator and it needed to be replaced.

There being no further business to discuss, the meeting adjourned at 7:45 P.M.

Mayor, Wayne Bullard

City Clerk, Belinda Chappell

**HAHIRA CITY COUNCIL
COUNCIL MEETING
JUNE 03, 2010
7:30 P.M.
COURTHOUSE**

Mayor and Council met for a Council Meeting June 03, 2010 at the Courthouse with Mayor Wayne Bullard presiding.

PRESENT:

Mayor Wayne Bullard, Councils: Mayor Pro Tem Adams, Terry Benjamin, Ralph Clendenin, Bruce Cain, City Manager Jonathan Sumner, Police Chief Terry Davis, Fire Chief Dwight Bennett, Director Donnie Warren, City Attorney Rob Plumb, City Clerk Belinda Chappell.

CALL TO ORDER: Mayor Wayne Bullard

ESTABLISH QUORUM: Mayor Wayne Bullard

PLEDGE OF ALLEGIANCE: Mayor Wayne Bullard

INVOCATION: City Manager Sumner

REVIEW/CORRECTION OF MINUTES:

A.) May 03, 2010 Work Session

B.) May 06, 2010 Council Meeting

Mayor Bullard asked if there were any questions concerning the minutes. City Manager Sumner stated the corrections were made to the May 06, 2010 Council Meeting minutes. There were no other questions concerning the minutes. Mayor Bullard asked for a motion. Councilman Benjamin made a motion, seconded by Councilman Cain, vote was unanimous.

REVIEW OF BILLS/ BUDGET OVERAGES:

Mayor Bullard asked if there were any questions concerning the bills. There were no questions concerning the bills. Mayor Bullard asked for a motion. Councilman Cain made a motion, seconded by Councilman Benjamin, vote was unanimous.

PUBLIC HEARINGS:

A.) Charter Modification (First Reading- City Manager)

City Manager Sumner stated to Mayor and Council this item was discussed Monday night about putting the modification into a two step process. Sumner stated the three substantive changes to the charter would be considered as a resolution at next month's Council Meeting. Sumner stated Mayor and Council had the power to update the charter and the charter had been updated per the suggestions Mayor and Council made at the Retreat. Sumner stated there was time for Council to look over the updated charter before the July meeting to see if there were any minor changes that needed to be made. Sumner stated the Public Hearing had been advertised in the Valdosta Daily Times for 3 consecutive weeks per State Law and a copy was posted at City Hall and at the Clerk of the Superior Court. Sumner stated he would entertain any questions Council may have. There were no questions at that time. Mayor Bullard asked if there was anyone wishing to speak in favor. There was no one wishing to speak in favor. Mayor Bullard asked if there was anyone wishing to speak against. There was no one wishing to speak against. Mayor Bullard stated that concluded the first reading of the modification to the Charter.

B.) Text Amendment to the Alcohol Portion of Code (First Reading- City Manager)

City Manager Sumner stated to Mayor and Council there were penalties added to the Code indicating if there were violations to State Law or of the Local Code by the approved vendors who had been given license to sell alcohol, the three step penalties would be imposed. Sumner stated this was a provision that mirrored the City of Valdosta. Sumner stated he would entertain any questions Council may have. There were no questions at that time. Mayor Bullard asked if there was anyone wishing to speak in favor. There was no one wishing to speak in favor. Mayor Bullard asked if there was anyone wishing to speak against. There was no one wishing to speak against. Mayor Bullard asked for a motion to accept the Text Amendment to the Alcohol Portion of the Code. Councilman Benjamin made a motion, seconded by Councilman Cain, vote was unanimous.

CITIZENS TO BE HEARD:

Mr. Wilmon Stanley residing at 308 Washington Street, Hahira addressed Mayor and Council with praise for all of the Department Heads for doing a great job for the City of Hahira.

CONSENT AGENDA:

- A.) FY 2009 Audit**
- B.) Financial Policies and Procedures**
- C.) Raising Beer and Wine License Fees**
- D.) Meter Purchase**
- E.) Transfer Switch Repair**

Mayor Bullard asked if there were any questions concerning the consent agenda. Councilman Clendenin stated he had spoken with several people about the beer and wine license fees, and they felt the fee was higher than it should be. Mayor Bullard asked for a motion to approve the consent agenda. Councilman Benjamin made a motion, seconded by Councilman Cain. Councilman Benjamin, Councilman Cain, and Mayor Pro Tem Adams were in favor; Councilman Clendenin was opposed, motion carried.

DEPARTMENT REQUESTS:

- A.) Moved to 8D**
- B.) Moved to 8E**

REPORTS:

Councilman Clendenin stated it had been a quiet month, no complaints. Clendenin stated the Departments were doing a good job. Clendenin stated he had donated rocking chairs to Public Works and he hoped they could be used.

Councilman Cain thanked the Department Heads for doing a good job and keeping everything running smoothly. Cain stated he was glad to see the renovations moving forward on the Fire Department. Cain thanked the City Clerk, the City Manager, Mayor and Council for the fine work they do. Cain thanked the citizens for attending the meeting.

Councilman Benjamin thanked the citizens for attending the meeting. Benjamin thanked Chief Davis for cracking down on people running the stop signs. Benjamin thanked all Departments for doing a great job with the budget they had to work with. Benjamin thanked the Mayor, Council, City Manager and the City Clerk for continuing to do a great job.

Mayor Pro Tem Adams appreciated and praised the American Legion for the Memorial Service, as well as the City Manager for singing the National Anthem and doing a great job singing it. Adams thanked Seab Miller for being the speaker and Jake Oglesby for playing the taps, both have done a wonderful job. Adams thanked Fred Wetherington and his Staff for the great lunch, which was provided by Citizens Community Bank, Commercial Bank and the City of Hahira. Adams thanked John Adams for designing the programs and Hahira Methodist Church for their help with the programs for the Memorial Service. Mayor Pro Tem Adams thanked the citizens of Hahira for being the best citizens and showing all their support for the City. Mayor Pro Tem Adams thanked

the Mayor and her fellow Councilmember's for their hard work they do to keep the City what it is today.

City Manager Sumner thanked the intern for the Police Department Brian Hogan, who have done a lot of the research on the text amendment to the alcohol portion of the code. Sumner thanked all the Department Heads for their hard work on keeping the budget in the black and staying under budget.

Mayor Bullard thanked the Department Heads, the City Clerk, Finance Clerk and the City Manager for staying within the budget and all their hard work. Mayor Bullard thanked the Ray City Mayor Dolly Dupree and her City Clerk Brenda Exum for attending the meeting.

EXECUTIVE SESSION:

Mayor Bullard asked for a motion to come out of the regular meeting and enter into executive session for the purpose of discussing and legal matters. Councilman Benjamin made a motion, seconded by Councilman Cain, vote was unanimous. Mayor Bullard asked for a motion to come out of executive session and enter back into the regular meeting authorizing the Mayor to sign the affidavit saying the only thing discussed was legal matters. Councilman Benjamin made a motion, seconded by Councilman Cain, vote was unanimous.

Mayor Bullard asked for a motion to adjourn. Councilman Cain made a motion, seconded by Councilman Benjamin, vote was unanimous.

There being no further business to discuss, the meeting adjourned at 8:15 P.M.

Mayor, Wayne Bullard

City Clerk, Belinda Chappell

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