

## Minutes of Hahira Council Meetings for September, 2011

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### **Hahira City Council Work Session Meeting August 29, 2011 6:30 P.M. Courthouse**

Mayor and Council met for a Work Session August 29, 2011 at the Courthouse with Mayor Wayne Bullard presiding.

#### **PRESENT:**

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

#### **REVIEW/CORRECTION OF MINUTES:**

**A.) August 01, 2011 Work Session**

**B.) August 04, 2011 Council Meeting**

Mayor Bullard asked if there were any questions concerning the minutes; Councilman Clendenin stated the changes he had requested were made before the meeting. Councilperson Adams stated she would like a correction made to the Work Session minutes stating that the City already had an ordinance in place for the door to door sales; it just needed to be amended. City Manager Sumner stated the corrections would be made.

#### **FY12 Budget Workshop II**

City Manager Sumner stated to Mayor and Council that the code called for the budget to be adopted on a preliminary basis for the following fiscal year by September 30th of the previous year. Sumner stated the budget was distributed in mid July and there was an opportunity for budget workshop I to be discussed and for changes, if any, to be made. Sumner stated budget workshop II would be discussed tonight and if there were any changes to be made, he would incorporate those changes by Thursday night's Council meeting, and place the item on the agenda to have a preliminary adoption of the FY12 budget. Sumner stated the budget did not have to be preliminarily adopted on Thursday night; the code stated that September 30th was the deadline. Sumner stated the preliminary budget did not include a special revenue fund budget, which reflected all of the capital costs from the departments, but he would have that prepared by the next couple of days. Sumner asked Mayor and Council if they had any changes that were needed to the proposed FY12 budget. Councilperson Adams asked why the street department was reduced in the FY12 budget for electrical costs, and where the money was relocated. Sumner stated in the past, the electrical costs were over anticipated in the street department budget. Sumner stated the relocation of the money, besides the 3% COLA, was the increase in insurance allocation for each department. Sumner stated it was located throughout the budget.

Councilperson Adams asked where was the \$11,000 coming from for Christmas bonuses for the employees coming from. Sumner stated it was coming from the General fund and was included as a line item in the budget. Sumner stated the Christmas bonuses have never come out of the Proprietary fund in the past. Councilperson Adams stated the garbage collection line for inert debris, was estimated to costs about \$30,000 in the budget. Sumner stated it was being conservative in that line item to cover the costs if the fees increased for FY12. Sumner stated the budget was a projection of what you think the City may spend for the year, that you don't want to under budget for an expenditure. Adams asked if it was over budgeted, would the money go back into the proprietary fund. Sumner responded the overage would go back into the proprietary fund. Adams asked if any department had overages, what happened to the money that was over budgeted. Sumner responded that if the general and proprietary fund were over budgeted in any department, the money goes back into the general and proprietary funds. Councilman Clendenin stated the City had about \$350,000 in unappropriated surplus, was this amount going back into the correct funds. City Manager Sumner stated the City was prohibited from spending unappropriated surplus money. Adams asked the City Manager if the City was expecting an increase in garbage collection fees for FY12. Sumner stated no, not to his knowledge. Sumner stated if Council wanted to lower the \$30,000 for inert debris charges in the FY12 budget, it could be lowered to a less conservative amount. Sumner stated the shifting around throughout the general and proprietary funds was done with the goal of four things, the first thing was that all personnel were kept with no lay offs, the second was all personnel have a 3% COLA, the third was that all personnel have a Christmas bonus at the end of the year, and the fourth was that all full time personnel have 100% insurance funded. Adams stated the Christmas bonuses were under estimated by \$1000 in the FY12 budget. Councilperson Adams stated the Nutrition program was up about \$2000 from the previous years. Sumner stated this was due to the workers compensation increase for each department. Adams stated that the proprietary electricity budget increased from the FY11 budget. Sumner stated this was due to the past 3 years were under budgeted in that line item of the budget. City Manager Sumner asked if there were any further questions or changes needed in the FY12 preliminary budget. Sumner stated he would look further into the landfill and inert debris charges in the budget and report back to Council by Thursday night's Council meeting.

## **PUBLIC HEARING:**

### **A.) DOT Speed Zone Ordinance Modification-First Reading (Chief Davis)**

Chief Davis stated to Mayor and Council that the City of Hahira needed an ordinance in place for Hahira to run radar on interstate 75. Davis stated this was needed to modify the radar license that Hahira had in place.

## **REVIEW OF BILLS! BUDGET OVERAGES:**

Mayor Bullard asked if there were any questions concerning the bills. Councilperson ,Adams stated she had a question about the bill from Bank of America. City Manager Sumner stated that was the payment for lease on the fire truck. Adams asked how much was left owing on the fire truck. Sumner stated the balance was stated in the budget but he would research and get back to Council. Chief Bennett stated there should be about three years left owing on the fire truck. City Manager Sumner stated the lease payments were made out of SPLOST. Councilperson Adams stated from March to the present, the solid waste contract services were increasing. Adams was concerned with why this was increasing each month. City Manager Sumner stated he would have to research the invoices and report back to Council on Thursday night at the Council meeting. Councilperson Adams asked if Sumner would have the Finance Clerk send a copy of all of the invoices to the Council emails each month. Sumner stated he would do so.

## **DISCUSSIONS:**

### **A.) Door- To-Door Sales (City Manager)**

City Manager Sumner stated to Mayor and Council that after discussion in the August work session, he researched several other cities on door to door sales and limitations on time restrictions for the sales. Sumner stated he found out that every peddler had to be registered with the probate office and had to receive a license to do the trade of peddling. Chief Davis stated that he felt the ordinance in place should be amended to reflect OCGA. Davis recommended placing a time restriction in the ordinance for sales to be between the hours of 9am through 6pm, Monday through Saturday. Sumner stated he would check with the City Attorney on the legalities of the time restraints and draft languages for the Mayor and Council to review.

## **B.) Discussion of Hahira Website (Councilperson Adams)**

Councilperson Adams stated she had been placing the minutes on the Hahira website for the past year and she would like to recommend that someone at City Hall take over the website responsibilities. Adams stated she would continue working with the website until the City could get someone to take over the website. City Manager Sumner stated he would check with several IT providers who maintain websites as well, and report back to Council with his findings.

## **C.) Update on Repairs to EMT Building (Councilperson Adams)**

Councilperson Adams stated according to Hahira's purchase order policy, that anything over \$5000 had to be put out for bid, and she would like to have this placed on the agenda for the Council meeting to send out for bid for repairs on the EMT building.

## **D.) Update on Old Stanfill Building (Councilperson Adams)**

Councilperson Adams stated to Mayor and Council that in the minutes it was stated that Fred Weatherington (owner) was going to do some updates on the building. Adams stated it had been on the agenda for the past 3 months, when were the updates going to take place. Mayor Bullard stated an inspector had inspected the building and was going to come up with a list of things that was needed to update the building. Sumner stated an inspection report was going to be issued to the owner of the building by the inspector that stated the actions that he would need to take to bring the building up to code. Sumner stated the inspector said the building was structurally sound for now, but there were areas of concern around the building that needed to be addressed immediately. Councilperson Adams stated she would like a copy of the inspection letter for all Council members if possible. Sumner stated he would get Council a copy of the letter.

## **E.) Risk Management (Councilman Benjamin)**

Councilman Benjamin stated he would like to delay this agenda item until next month when he would have more information available.

## **F.) Rain Barrels (Marilyn Dye)**

Marilyn Dye residing at 205 Redbird Place Hahira, Ga 31632. Mrs. Dye presented Mayor and Council with information on conserving water in Hahira. Dye gave a presentation on a rain water barrel that she had modified with a faucet attached and a short water hose for watering plants and landscaping with the water that the barrel had collected when it had rained. Dye stated she felt that it was important to get the information out to the public and to have some type of program in place to educate people on conserving water. Dye recommended educating the public on ways to conserve water, such as, turn water off when brushing their teeth, catching excess shower water when bathing, collecting rain water to wash vehicles, and water landscaping, etc. Dye stated there was no City below middle Georgia that -had a water conservation program in place to educate the public on. Mrs. Dye challenged Mayor and Council with a

40 gallon challenge conservation program in the City of Hahira. Councilperson Adams recommended having Mrs. Dye place informational material in City Hall to educate the public, along with the rain barrel. Mayor Bullard stated there would be more discussion on water conservation in the future.

## **DEPARTMENT REQUESTS**

A.) Two Generators for Lift Station-SPLOST VI (PWD Warren) PWD Warren stated to Mayor and Council that the City needed two emergency generators for the lift stations.

### **B.) GCCMA Fall Conference (City Manager)**

City Manager Sumner stated to Mayor and Council that he would like to attend the GCCMA conference in the fall to get some additional management training. Sumner stated the conference would be in Augusta Georgia in October. Councilman Clendenin asked what the costs of the conference would be. Sumner stated the costs would be around \$1000. Councilman Clendenin asked if this was a budgeted item. Sumner stated it was not in the current FY11 budget.

### **c.) Grant for Laptops (Chief Davis)**

Chief Davis stated to Mayor and Council that he would like to get a \$12,500 grant that was 100% reimbursable to purchase 7 laptops for the patrol vehicles. Davis stated the turn around time for reimbursement was 3 to 7 days. Davis stated he would also like to request an additional \$1000 to have the laptops installed in the vehicles.

## **American Legion Public Service Award Presentation-Chief Davis (Tom Weldon)**

### **(Thursday night Council Meeting)**

- ? Two Generators for Lift Station-SPLOST VI
- ? GCCMA Fall Conference
- ? Grant for Laptops

### **Set September Council Meeting Agenda:**

Mayor Bullard stated the items to be placed on the Council meeting agenda will be:

- ? Review Correction of Minutes
- ? Review of Bills/Budget Overages
- ? Door to Door Sales
- ? Discussion of Hahira Website
- ? Update on Repairs to EMT Building
- ? Rain Barrels
- ? Odom Building

Mayor Bullard stated the items to be placed on the Consent agenda will be:

## **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 personnel and legal matters. Councilman Benjamin made a motion, seconded by Mayor Pro Tem 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 personnel and legal matters. Councilman Benjamin made a motion, seconded by Councilman Clendenin, vote was unanimous.**

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Mayor, Wayne Bullard

There being no further business to discuss, the meeting adjourned at 8:45 P.M.

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City Clerk, Belinda Chappell

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**Hahira City Council  
Council Meeting  
September 01, 2011  
7:30 P.M.**

**Mayor and Council met for a Council meeting September 01, 2011 at the Courthouse with Mayor Wayne Bullard presiding.**

**PRESENT:**

**Mayor Bullard, Councils: Mayor Pro Tern C~ Ralph Clendenin, Rose Adams, Terry Benjamin, City Manager Jonathan Sumner, Police Chief Terry Davis, Fire Chief Dwight Bennett, Director Donnie Warren, City Clerk Belinda Chappell**

**Call To Order: Mayor Bullard**

**Establish Quorum: Mayor Bullard**

**Pledge of Allegiance: Mayor Bullard**

**Invocation: Mr. Wilmon Stanley**

## **REVIEW/CORRECTION OF MINUTES:**

**A.) August 01, 2011 Work Session**

**B.) August 04, 2011 Council Meeting**

Mayor Bullard asked if there were any questions concerning the minutes. City Manager Sumner stated the corrections were made to the minutes. Mayor Bullard asked for a motion. Councilperson Adams made a motion, seconded by Mayor Pro Tern Cain, vote was unanimous.

## **CITIZENS TO BE HEARD:**

There were no citizens wishing to be heard at this meeting.

## **PUBLIC HEARINGS:**

**A.) DOT Speed Zone Ordinance Modification-First Reading (Chief Davis)** Chief Davis stated to Mayor and Council that the City of Hahira needed an ordinance in place for Hahira to run radar on interstate 75. Davis stated this was needed to modify the radar license that Hahira had in place. City Manager Sumner stated that this was just an update to the speed zone ordinance that the City of Hahira already had in place and this was done on a regular basis to comply with State DOT regulations. Councilperson Adams asked what type of devices would be used to determine the speed of a vehicle. Chief Davis stated radar and laser devices would be used. Councilman Clendenin asked if any changes would be made to the speed limits in Hahira. Davis stated no changes would be made. Mayor Bullard asked if there was anyone wishing to speak against. There was no one wishing to speak against. Mayor Bullard asked if there was anyone wishing to speak in favor of. There was no one wishing to speak in favor of. Mayor Bullard asked for a motion. Mayor Pro Tem Cain made a motion, seconded by Councilman Benjamin, vote was unanimous.

**B.) Door-to-Door Sales Amendment-First Reading (City Manager)**

City Manager Sumner stated to Mayor and Council that the City Attorney needed more information and time to review the door to door sales item on the agenda. Sumner requested postponing the item until the October meeting. Mayor Bullard asked for a motion to postpone. Mayor Pro Tem Cain made a motion, seconded by Councilman Benjamin, vote was unanimous.

## **REVIEW OF BILLS / BUDGET OVERAGES:**

Mayor Bullard asked if there were any questions concerning the bills. City Manager Sumner stated the questions during the work session regarding the garbage services were researched further and copies of the invoices were sent to Council for them to review. Councilperson Adams stated the breakdown of the invoices were explained and the confusion was the deduction taken from the G Waste management invoice for inert debris

charges was what was causing the confusion. Adams stated the deduction was taken away from what the City pays G Waste per month at the bottom of the G Waste invoice and was not noted properly on the invoice. Sumner stated the invoices would be noted properly for better explanation of the charges. Mayor Bullard asked if there were any further questions, there were none. Mayor Bullard asked for a motion. Councilperson Adams made a motion, seconded by Councilman Clendenin, vote was unanimous.

## **DISCUSSIONS:**

**A.) Moved to 7B**

**B.) Removed**

**C.) Update on Repairs to EMT Building (Councilperson Adams)**

Councilperson Adams stated this item had been placed on the agenda for the past 3 months and she believed the repairs on the EMT building would cost over \$5000 and the City's purchase order policy stated if anything was over the \$5000, had to be sent out for bids. Adams recommended the item be advertised for bids. Mayor Pro Tern Cain asked if the building needed to be tested for asbestos and lead paint before the bid process. City Manager Sumner asked if the inspections needed to be done before the bid process started. Mayor Pro Tern Cain stated it needed to be done first before the bid submission process. Mayor Bullard asked for a motion. Councilperson Adams made a motion for the EMT building to be tested for asbestos and lead paint, seconded by Councilman Clendenin, vote was unanimous.

**D.) Removed**

**E.) Removed**

**F.) Rain Barrels Resolution (Mayor Bullard)** City Manager Sumner stated it was discussed at the work session on Monday night about the City adopting a resolution for the support of the 40 gallon challenge program and also the construction of rain barrels which was well presented by Marilyn Dye, a resident of Hahira. City Manager Sumner read the resolution. Mayor Bullard asked for a motion. Councilman Clendenin made a motion to adopt the resolution, seconded by Councilperson Adams, vote was unanimous.

**G.) FY2012 Preliminary Budget (City Manager)**

City Manager Sumner stated to Mayor and Council that the budget had been discussed in a workshop I and a workshop II, and the placement on the agenda was for a preliminary adoption, not a formal adoption. Sumner stated it was an indication that the budget was moving in the right direction and changes could still be made before the formal adoption of the budget. Sumner stated once the preliminary adoption was made, the budget could be advertised in the paper and the City could hear any public input on the budget. Sumner stated the changes that he would recommend were that the inert debris line item was

changed from \$30,000 to \$20,000 and the additional \$10,000 be placed in the repair/system line of the budget. Councilperson Adams stated if the inert debris charges stay under \$600 per month, the City would spend a lot less than the budgeted amount. Mayor Bullard asked for a motion to accept the preliminary budget with the changes stipulated. Councilman Benjamin made a motion, seconded by Mayor Pro Tem Cain, vote was unanimous.

**H.) Odom Building (Mayor Bullard)**

( See motion at bottom of page)

### **CONSENT AGENDA:**

**A.) Two Generators for Lift Stations -SPLOST VI (PWD Warren)**

**B.) GCCMA Fall Conference (City Manager)**

**C.) Grant for Laptops-MOU-SPLOST VI (Chief Davis)**

Mayor Bullard asked for a motion to accept the consent agenda. Councilman Clendenin needed more discussion on item B of the consent agenda Clendenin stated this was a non budgeted item and he was concerned where the \$1000 for the conference was going to come from within the budget. City Manager Sumner stated at the end of FYI 1 the City would have sufficient funds for the conference. Clendenin asked if the item could be removed from the consent agenda and vote separately on it. Mayor Pro Tern Cain stated it was discussed on Monday night at the work session of what would be placed on the consent agenda and all Council was in favor of what was placed on the consent agenda Clendenin stated he does not see where the money will come from to fund the conference. Mayor Pro Tern Cain stated he would like to see the item' stay on the consent agenda and vote on all items together. Mayor Bullard asked for a motion. Mayor Pro Tem Cain made a motion, seconded by Councilmen Benjamin, Cain and Benjamin was in favor. Councilperson Adams stated she agreed with Councilman Clendenin on item B of the consent agenda and not sure where the money would come from to fund the conference but she did approve on items A and C of the consent agenda. Mayor Bullard stated that Adams needed to vote for all three items or against all 3 items on the consent agenda. Cain, Adams, and Benjamin were in favor and Councilman Clendenin was opposed, motion carried.

**American Legion Public Service Award Presentation-Chief Davis (Tom Weldon)**

Mr. Tom Weldon presented Chief Terry Davis with the Public Service Award. Chief Davis thanked Mr. Weldon for the presentation of the award and the American Legion for the award.

### **REPORTS:**



**Councilperson Adams thanked all of the citizens for attending the meeting and especially thanks to Chief Davis' family for their support on him receiving the award. Adams thanked Carol Jacobs and the Honeybee Festival Committee for the hard work they do every year on the festival, which will be the first week in October. Adams thanked Carol Jacobs for getting the Lieutenant Governor of Georgia to be the Grand Marshall in the parade this year. Adams thanked Marilyn Dye for her presentation and hard work on the rain barrels and water conservation.**

**Councilman Benjamin thanked everyone for attending the meeting. Benjamin thanked Chief Davis on his award and the American Legion for the job they do in the communities around the Country. Benjamin thanked all the departments for the hard work they do everyday for the City. Benjamin stated the departments work hard each and everyday for the services the citizens enjoy here in the City of Hahira. Benjamin thanked the Mayor, Council, City Manager, City Clerk and Finance Clerk for the job they do each day. Mayor Pro Tern Cain thanked everyone for attending the meeting and congratulated Chief Davis on his award and the American Legion for presenting the award. Cain thanked all of the department heads and staff for their hard work they do each day for the City. Councilman Clendenin congratulated Chief Davis on receiving his award. Clendenin thanked everyone for attending the meeting and the department heads and staff for their hard work. Clendenin thanked Marilyn Dye for the hard work she had done on the presentation of the rain barrels and the water conservation.**

**City Manager Sumner thanked the Mayor and Council for the opportunity to serve. Sumner congratulated Chief Davis for receiving the public service award from the American Legion. Sumner thanked Davis' friends and family for coming to support Chief Davis. Sumner thanked all of the department heads and the administrative staff for their hard work. Sumner thanked the American Legion and Mr. Tom Weldon for the presentation of the award.**

**Mayor Bullard thanked everyone for attending the meeting and congratulated Chief Davis for his award. Mayor thanked the American Legion for presenting the award. Mayor thanked all the department heads and staff for a job well done. Mayor thanked the Council for their support and Rhonda Tomlinson from Leadership Lowndes 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 property and legal matters. Councilman Benjamin made a motion, seconded by Mayor Pro Tem 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 property and legal matters. Councilman Benjamin made a motion, seconded by Councilman Clendenin, vote was unanimous.**

**Mayor Bullard asked for a motion to accept the Odom Building as is. Councilman Clendenin made a motion, seconded by Councilman Benjamin, vote was unanimous.**

**Mayor Bullard asked for a motion to adjourn. Mayor Pro Tem Cain made a motion, seconded by Councilperson Adams, vote was unanimous.**

**There being no further business to discuss, the meeting adjourned at 8:30 P.M.**

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**Wayne Bullard**

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**City Clerk, Belinda Chappell**

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