

HAHIRA CITY COUNCIL

WORKSESSION

SEPTEMBER 4, 2012

6:30 P.M.

COURTHOUSE

Mayor Wayne Bullard and Council met for a Work session September 4, 2012 at the Courthouse with Mayor Wayne Bullard presiding.

PRESENT: Councils: Ralph Clendenin, Mayor Pro Tem Bruce Cain, Terry Benjamin, Rose Adams, City Manager Jonathan Sumner, Police Chief Terry Davis, Fire Chief Dwight Bennett, PW Director Donnie Warren and City Clerk Lisa Mashburn.

REVIEW/CORRECTIONS OF MINUTES:

- A.) July 30, 2012 Work Session
- B.) August 2, 2012 Council Meeting
- C.) August 6, 2012 Budget Workshop II

PUBLIC HEARINGS:

FY 13 Budget-Preliminary Adoption (City Manager)

City Manager Sumner stated that three minor changes were made to the budget after the workshop. He stated an insert of funds to the judicial section was added to cover the cost of adding a public solicitor, money added to the Fire Department for PRN employees and changes to the revenues to balance the budget. Councilmember Adams asked Chief Davis about the additional expense and Chief Davis stated that by January 2013 that the City needs to have a solicitor in place. Sumner then asked if anyone had any questions. None noted. Sumner then stated that draft III will be printed and sent via email with copies to the department heads. He stated this would be the final draft unless any other changes. Preliminary adoption will take place at Council meeting on September 6, 2012 and the final adoption will be at the October meeting. It was then stated that only the corrected pages will need to be printed.

REVIEW OF BILLS/BUDGET OVERAGES

The Mayor asked if anyone had any questions regarding the bills. Councilmember Adams stated the additional amount of about \$30,000 in fines and forfeitures in the year to date from last week. She also noted the police department travel/meals in the amount of \$6.83.

DISCUSSIONS:

DISCUSSION OF GARBAGE CONTRACT (COUNCILMAN CLENDENIN)

Councilman Clendenin stated he had reviewed a copy of the contract and that it expires on December 31, 2012. He stated he had contacted a GMA attorney and that we cannot extend the contract beyond that date. He stated he did not talk to our attorney Rob Plumb but that he feels we should get an RFP because it is sole source. Sumner asked what sole source is. Sumner then stated that he thought the sole source would

be for a specific job because of the nature on only handful that can provide that service. Sole source contract would be that only one provider and provide the service. The Mayor then stated he would like to retain current contractor; he stated that if we are happy with whom we have then we do not have to bid it out. Councilmember Adams stated that stated that she would like to have the attorney present and that she feels the new contract should be put out for bid. She then stated we have a PO policy. Sumner then stated he had spoken to Rob and his interpretation of the contract is that it does end at end of year but that requiring another RFP is under Council control but that you do not have to put it out for bid. Councilmember Adams stated she felt we should put out for formal bids and that it is stated in policy that anything over \$1000.00 would need to have formal bid procedure. She then stated that we need to have Rob present. The Mayor stated that policy is for the purchase of service.

DISCUSS THE REDISTRICTING AND WHEN WAS IT APPROVE D BY THE STATE (COUNCILMAN CLENDENIN)

Councilman Clendenin stated that the public has not been notified and that we should get maps out. City Manager Sumner stated that steps have been taken such as notice on marquee, maps with new districts displayed at City Hall and Courthouse 60 days before. He then stated it was advertised in the Valdosta Daily Times and read on the floor. Sumner then asked what he would like to do. Councilman Clendenin stated that we need to notify the people. The Mayor then stated that Deb Cox at the Lowndes County Board of Elections sends out cards to let everyone know. Councilmember Adams stated that she feels we need to publish newsletter with a copy of district map and explain the changes. Sumner then stated however the Council would like to handle , we will.

CHANGE OF CODES OF THE CITY TO REQUIRE LED LIGHTING IN ALL FUTURE STREET LIGHTS AND LAMPS (COUNCILMAN CLENDENIN)

Councilmember Clendenin stated that the LED lights are a hot thing now. He stated that they use 50-70% power with LED lights. He suggested that we mandate to builders or subdivisions that they use LED lighting and asked if any suggestions. Sumner stated that trying to do the subdivision changes would be up to the Council. Councilmember Adams stated she would like to visit a subdivision that has LED lighting. Councilmember Clendenin stated that I-75 in Tampa is LED. Sumner stated that it would be great to control costs. Councilmember Benjamin stated he would like to know the cost between the regular lighting and LED. It was then stated that the LED has 100,000 hours of lighting where the regular lighting has 30,000 hours of lighting that has to be replaced. The Mayor then asked what the initial cost would be. Sumner then stated we can explore modification of subdivision ordinance. Councilmember Clendenin stated he thought we should talk to Georgia Power and EMC and Councilmember Adams stated she would like to have them come to a meeting.

DISCUSSION ON WHAT HAPPENING WITH THE BILLBOARD THAT WE DISCUSSED A FEW MONTHS BACK (COUNCILMAN CLENDENIN)

Councilmember Clendenin asked if Stacey Dershimer would give an update on the billboard/advertisement. Stacey stated the previous bid for the billboard was \$3200.00. She stated she talked with the business owners and informed them it would cost them \$33.00 per business; she stated she received four checks and it stopped there because matching funds were needed. Sumner stated they could bring it back to Council if they wished and this could come out of General fund to cover the costs. He then stated that Stacey could discuss at the next business owners meeting. Councilmember Adams stated it would be a beautiful billboard and we need to have it. Mayor Pro Tem Cain stated if the business owners do not want to do it then why should we? It was then decided that Stacey would talk to the business owners at the Thursday a.m. meeting that was scheduled to talk to Valdosta Scene magazine. Sumner then stated that she might want to discuss with Nashville and see how they fund it. It was then stated that the Honeybee Committee may want to contribute.

DISCUSSION ON CONVERTING FROM POSTCARD TO LETTER BILLING FOR OUR WATER BILLS I.E. INCODE SOFTWARE CHANGES AND COST (COUNCILMAN CLENDENIN)

Councilmember Clendenin stated that only 207 newspapers are delivered to the residents in Hahira. How do we get the word out to the people? He stated he thought we should add an insert to the water bills and convert to statement billing. The cost of the statement bills, envelopes, stamps, stuffing machine, toner and labor need to be figured and presented to Council. He then stated that there is no confidentiality with the bills. Sumner stated we will get a simple cost sheet out to Council and discuss at next meeting.

DISCUSSION OF THE UNDERSTANDING FROM GDOT OF THE BANNER ACROSS HIGHWAY 122 (COUNCILMAN CLENDENIN)

Councilmember Clendenin contacted GDOT and had them call City Manager Sumner. They stated they would not give us anything in writing but that if we do put up banner they will not say anything. Mayor Pro Tem Cain stated that if the banner falls on a car then the City will be responsible. Council member Clendenin stated that other cities fly them all the time. Public Works Director Warren stated the poles belong to the telephone company.

DISCUSS THE COST FROM GEORGIA POWER AND THE CONVERSION OF OUR STANDARD STREETLIGHTS TO LEDS (COUNCILMAN CLENDENIN)

Councilman Clendenin stated he is working to get a price from Georgia Power. He stated that the 200 cobra heads on telephone poles eat up a lot of energy. He stated that Georgia Power is working up a price to convert which will make the power cost significantly less and could save up to 50%. Clendenin stated we should have the cost next month.

SPEED MONITORING DEVICE (COUNCILPERSON ADAMS)

Councilmember Adams stated she had talked to Chief Davis about the problem during the school year with speeding all over Hahira. Chief Davis stated Councilmember Adams requested the price of a monitoring device that would record speed dates and times. He stated the price of the device would be around \$12,000 and that nothing replaces police cars and radar. Chief Davis stated that the one we have now does not record time and other data. Councilmember Clendenin stated that they have a camera type device and Chief Davis stated they are not legal in Georgia. The Mayor stated that we have a speed monitoring device that we can move around and use. Councilmember Adams asked why we do not leave up for more than four hours. Chief Davis stated that the pole devices start at around \$3500.00. Councilmember Adams stated we should have them coming into and leaving the City especially on Stanfill and Lawson. Chief Davis stated they are writing a lot of tickets in the school area. Councilmember Adams stated that people in her neighborhood are putting up home-made signs to try to slow people down. Chief Davis passed around the quotes/information to Council.

DISCUSSION ON DEAD AND DYING TREES AT CITY HALL PARKING LOT (COUNCILPERSON ADAMS)

Councilmember Adams stated she spoke to Public Works Director Warren regarding the dying trees in parking lot at City Hall. She stated they have no green leaves and need to be cut down or pulled up. She stated she would like to have an arborist come and tell us what to plant; something that will be green and not have root system that will mess up the parking lot, something that will beautify that area. The Mayor stated we need something that will not shed and talk to Georgia Power and see if they would like to help because they share the parking lot. Councilmember Clendenin suggested we plant some type of ivy. City Manager Sumner stated he would contact the arborist.

DISCUSSION ON TRAFFIC PATTERN ON HWY 122 (COUNCILPERSON ADAMS)

Councilmember Adams stated that she had discussed with Chief Davis the proper procedure to turn on the corner of Main and Church Street in regards to going east at traffic light, straight or turning. She stated she had witnessed to cars turning right at the same time and it is a one lane road. Chief Davis, Councilmember Adams and Van Mason of the DOT had a meeting about how to correct the problem and on the day of the meeting while discussing the problem an accident occurred at the site. Mr. Mason stated that you can take out parking spaces and put in a turn lane or you can take out one parking space and put white slashes down. Councilmember Benjamin asked if we could put in turn lane. Chief Davis stated that the road is not wide enough per DOT. Chief Davis stated that the easiest solution would be to put down white slashes and that it would be at no expense for the City that it would be covered by DOT. City Manager Sumner stated if we have violations we would write tickets. Chief Davis recommends trying the white slashes to see if it will work.

DISCUSSION ON UPDATES FOR STAFF JOURNALS ON DAY TO DAY DUTIES (COUNCILPERSON ADAMS)

Councilmember Adams stated that this has already been discussed with City Manager Sumner. Adams then asked if policy manual is up to date and if we have Incode System procedures. Sumner stated these changes have been taken care of per auditors after last session.

DISCUSSION OF CITY HALL HOURS (COUNCILPERSON ADAMS)

Councilmember Adams stated that she had received complaints about City Hall closing during lunch. She stated that it should only be closed for special occasions and she feels we need to keep it open at all times. City Clerk Lisa Mashburn stated she is having a problem with front door sticking and people thinking the office is closed. Councilmember Clendenin asked if it was a holiday.

DEPARTMENT REPORTS:

WEBSITE (DDC DERSHIMER)

Stacey introduced Josh Romein of Tifton, Georgia who is web designer. Josh began to explain the building of the web site and that it could be used for mobile devices also. He stated that on page two of the proposal they would find the bottom line price. He stated he would take we have now and make it usable; build the website (design and technology). He stated that the Web press is free software but the trick is to build the website to fit. He stated we would be able to update the minutes and news; it would be simple to do. City Manager Sumner stated the most essential quality that is to be multi-generational and he ask that Josh give them addresses for references. Sumner stated that we would need to update minutes; code and that we need good search functionality (something like Google). Sumner then asked Josh if had done any other municipal websites for him to review and he stated he had not but that he would love the challenge. Councilmember Clendenin stated that the City had a bad experience before and that he cannot see what he is buying. Josh stated in the first paragraph of proposed contract he has a performance standard, evaluation and then billing for each completed set. He would need half of the money up front and then as completed. Sumner stated he would like to have interaction with the department heads for their needs and Josh stated that would be no problem. Councilmember Benjamin stated he would like to have a bill paying site and store. He stated he thought it should have a billboard front with buttons to follow. Councilmember Clendenin stated he would like a storyboard and a list of websites that he designs. Sumner stated he had investigated the services through GMA but it is basically IT in a box. Will discuss at October meeting. Councilmember Adams asked who will do the updates and it was stated that Stacey would do the updates.

BOUNCE HOUSE (DDC DERSHIMER)

Stacey stated she was requesting that the City purchase a bounce house. She stated that have spent \$1000.00 renting the bounce house and feels it would be better for the City to purchase. She stated that Public Works would have to set up and take down. Councilmember Clendenin questioned charging for the bounce house? Stacey stated they could do a donation box. The next question was where to store the bounce house. It was then discussed to maybe put in the Caboose or down at Public works department.

CHLORINATOR (PWD WARREN)

PWD Warren stated that a new chlorinator is needed for the big well. He stated it will cost \$3600, 00-\$3800.00. He stated that the old one has been rebuilt so many times that it cannot be rebuilt this time. He also stated that EPA mandates we have to have as of next year also.

EMA RESOLUTION (CHIEF BENNETT)

Chief Bennett stated that we have to formally draft an Emergency Plan to submit to GEMA. HE recommended that we take the one from GEMA and make changes to it. Chief Bennett stated he agrees with everything in the draft presented to Mayor and Council.

GRASS (CHIEF DAVIS)

Chief Davis stated that we talked about the amendment to the grass ordinance last month. He stated he reviewed the Valdosta ordinance; it starts with a certified letter and then brings them to court if they ignore the request. After that they would come to court and the Judge would decide if fine or not. Chief Davis stated that the solicitor handles this for the City of Valdosta and that if we get one they would handle it. The ordinance states that they can be fined \$150.00-\$300.00 per calendar year. He stated this gives the city an avenue to get people to cut grass. Councilmember Clendenin then stated we must enforce it to everyone. Chief Davis stated he felt it was important enough to enforce to everyone and stated that we take pride in our City and need avenue to enforce. Councilmember Adams stated that this year was unique year with all the rain and that we have nothing in the ordinance to enforce it but to have the public works department go in and cut grass. She then stated we have a lot of repeat offenders with landlords and developers. She stated that we need hardship part in ordinance in the event someone is in the hospital or sick. She then stated she was thinking of the future officers and would like to have all in the ordinance. Chief Davis understands we need to keep the City looking good and feels we should bring them to court and let the Judge decide with testimony; it is on a case by case basis. The Mayor then stated we need to decide to start enforcement or not, we are getting two different signals and that the current system is broken and current ordinance is difficult to enforce. PWD Warren stated that it is a liability for City employees to be on private citizen's property doing work on a regular basis. The City is liable for it. City Manager Sumner stated there is a potential for liability on the part of the City and that now we have to rely on public works to take care of the problem. IF the letter is sent out with no response then the City has been taking care of it. Councilmember Benjamin asked how many yards do we cut on a regular basis? Warren stated about five.

DEEP WELL GEFA LOAN (CITY MANAGER)

City Manager Sumner stated that the City could borrow via GEFA loan at low interest rate of 1%. HE stated the Deep well could be paid out of SPLOST VI fund and proprietary fund but that he needs to give GEFA an answer. The Mayor stated that if we do not borrow the money we will not be able to put money into savings. City Manager Sumner recommends that we take the loan at 1% and if we do refuse that we will have to shift funds and that it may behoove us to put money back and accept the loan.

SET SEPTEMBER COUNCIL MEETING AGENDA

-Discussion of garbage contract

-Discussion on what's happening with eh billboard that we discussed a few months back

-Discussion on converting from postcard to letter billing for our water bills i.e. Incode software changes and cost

-Speed Monitoring Device

-Discussion on traffic pattern on hwy 122

-Deep Well GEFA loan

SET SEPTEMBER CONSENT AGENDA

-Bounce house

-Chlorinator

-EMA Resolution

MEETING ADJOURNED AT 8:30 P.M.

MAYOR WAYNE BULLARD

LISA MASHBURN, CITY CLERK

