**HAHIRA CITY COUNCIL**

**WORKSESSION**

**JUNE 3, 2013**

**6:30 P.M.**

**COURTHOUSE**

Mayor Wayne Bullard and Council met for a Work session June 3, 2013 with Mayor Wayne Bullard presiding.

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

**REVIEW/CORRECTIONS OF MINUTES:**

1. April 29, 2013 Work Session
2. May 2, 2013 Council Meeting

Councilmember Adams stated that the corrections were noted and given to City Clerk Lisa Mashburn for correction.

**REVIEW OF BILLS/OVERAGES:**

The Mayor asked if anyone had any questions regarding the bills. Councilmember Adams asked about the Stevenson and Palmer disbursement on the first page. She stated that both amounts are the same. City Manager Sumner stated that he thought both invoices were for same amount but for two different months which was confirmed by Senior Finance person Paula Stone. Councilmember Adams then asked about the Boardwalk charge to which Sumner replied that it was for t-shirts. Councilmember Adams stated that she would like to see what we have taken in for t-shirts. City Manager Sumner stated that he would get with Stacey to get a new report. Councilmember Adams then asked about the disbursement to Southeastern Survey Company and City Manager Sumner replied that it was for survey regarding the easement/sewer line behind Sew Blessed II. He stated that it had to be surveyed to be legally recorded so that the alleyway could be deeded over. She then asked about USA Bluebook disbursement on page 2 for $178.13. Paula Stone stated that she thought it was for Public works manuals but that she will check on it and let everyone know. The Mayor then asked if anyone had any other questions. None noted.

**DISCUSSIONS:**

**FY12 AUDIT PRESENTATION (CITY AUDITOR)**

Denise Rackley of Valenti, Rackley and Associates stated that the audit for year -end December 31,2012 was completed. She stated that she thought it was a fair opinion and then went over the report and pointed out key numbers for Mayor and Council. She stated that the audit had two findings. 1.) Inadequate segregation of accounting duties among personnel. She stated that this is a finding for most small cities and that she thinks we have improved on this due to having a part time person come in and do bank reconciliations . She stated that we are moving in the right direction. 2.) The next recommendation was regarding the Interfund balances should be in agreement at net to zero. At December 31, 2012 they were not in agreement. She stated that the recommendation is that management review the interfund balances on a monthly basis to ensure that out of balance amounts are detected and corrected on a timely basis. She then gave the steps to balance the interfund accounts.

**REQUEST FOR MODIFICATION OF BUILDING SIZE REQUIREMENTS IN AUDUBON HEIGHTS (BEN MOYE)**

Ben Moye stated that he was here to discuss the possibility of a variance request for Audubon Heights. He stated that he has 8 lots left and that he the builders would like to have the option to build smaller houses. City Manager Sumner stated that Matt Martin stated that back in 2001 that the building size is not mentioned and that he is in the process of reviewing the amendments. Sumner stated that he is in the processing of clarifying guidelines with Matt Martin so that he can inform everyone. Councilmember Adams asked if had talked with the homeowners association about this and he stated that he wants to wait and see if he has to. Mr. Moye then stated that flexibility is the reason for this.

**TABLETS (MAYOR BULLARD)**

City Manager Sumner stated that Councilmember Clendenin found cheaper tablets. He stated the set price with more features is $5767.42 which includes the cases and two year 100% warranty from Tiger Direct. He then stated that Ricoh can provide service for the tablets. Councilmember Adams then asked where the 10 tablets will be used. It was stated that Council would be 5 tablets, department heads would be 3 tablets, fire department 1 tablet and police department would be 2 tablets. Sumner stated that the tablets would be used to access emails, documents and to use at meetings.

**RAIN BARRELL FOR CITY HALL (COUNCILMEMBER ADAMS)**

Councilmember Adams stated that she would like to purchase a rain barrel for City property. She stated that she feels we will benefit from the rain water; that we can water flowers at City Hall or Court house.

**INSPECTION OF ODOM BUILDING (COUNCILMEMBER ADAMS)**

Councilmember Adams asked when the Odom building was last inspected. She stated that before it is occupied it needs to be inspected. Chief Davis stated that he could block off half of the 2nd floor and the entire 3rd floor so that no one can walk up there. Councilmember Adams stated that it is a public building and it needs to be inspected.

**NEW CITY TRASH CANS (COUNCILMEMBER ADAMS)**

Councilmember Adams stated that the City cans are looking bad. She stated that the cans are expensive and that they would cost about $400.00 each to replace them. She then stated that the City would need about 8 new cans. She then asked if we might be able to get them repainted. Public works Director Warren stated that they are made of plastic and steel and that he does not know if they could be repaired.

**SPLOST VII PROJECTS: FIRE HYDRANTS AND DITCHES (COUNCILMEMBER ADAMS)**

Councilmember Adams stated that she had a conversation regarding fire hydrants in the City. She stated that she would like to see them all in good working order. She asked if we could contract with company to rebuild them or replace them all. Councilmember Clendenin asked how many do not work. Chief Bennett stated that we have 8 that do not work properly. City Manager Sumner asked if we could get cost estimate for Thursday night meeting. It was then stated that it would take longer time to get the estimates. Councilmember Adams stated that she was concerned about the ditches in front of the daycare, she stated they are about 6 foot deep and that they do not have cover over them. She stated that she thought it is very important to fill in some on the ditches and get cover for them because she feels that if a child gets out and falls in the ditch then we could have a problem.

**DEPARTMENT REQUESTS:**

**MOWER-SPLOST VI (PWD WARREN)**

PWD Warren stated that we need a new mower for the parks and sidewalks. He stated that a diesel mower will pay for itself in a short period of time. He then stated that the estimates are in the packets.

**ICE MACHINE (PWD WARRAN)**

PWD Warren stated that the ice machine that they have now is gone. He stated that they use it at public works, the fire department uses it and that Ms. Ann uses it for meals on wheels program. Councilmember Clendenin asked if we can get more than two quotes that are in the packets. PWD Warren stated that this is the only two places he has found that have them.

**SET JUNE COUNCIL MEETING AGENDA**

-Rain Barrel for City Hall

**SET JUNE CONSENT AGENDA**

-Mower-SPLOST VI

-Ice Machine

-FY12 Audit

-Tablets-SPLOST VI

-Inspection of Odom Building

**MEETING ADJOURNED AT 8:00 P.M.**

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**MAYOR WAYNE BULLARD**

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**CITY CLERK LISA MASHBURN**