

## **MINUTES**

### **FORSYTH CITY COUNCIL MEETING**

**SEPTEMBER 6, 2011**

#### **CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INVOCATION**

Mayor Howard called the meeting to order at 7:00 pm. Mr. Lawrence gave the invocation.

#### **ROLL CALL**

Present for the meeting was Mayor Tye Howard, Councilmembers Mike Dodd, Jo Anna Banks, James Calloway, Desi Hansford, Eric Wilson, and Melvin Lawrence. Also present was City Attorney, Bobby Melton; City Administrator, Thomas White; and City Clerk, Janice Hall.

#### **APPROVAL OF MINUTES OF THE AUGUST 16, 2011 COUNCIL MEETING**

Mrs. Banks offered a motion to approve the minutes of the August 2, 2011 council meeting as written. Seconded by Mr. Calloway, the motion carried unanimously.

#### **APPROVAL OF EMPLOYMENT AGREEMENT WITH THOMAS WHITE, CITY ADMINISTRATOR**

Mrs. Banks asked if any changes had been made to the original copy of the contract that was provided to council and Mayor Howard stated that there were not. Mrs. Banks offered a motion to approve the employment agreement with Mr. Thomas White as City Administrator. Seconded by Mr. Calloway, the motion carried unanimously.

#### **MAGGIE JACKSON – DISCUSSION REGARDING SADIE JACKSON**

Ms. Maggie Jackson, 110 Sharp Street, came before council to discuss the condition of the house next door to her residence. Ms. Jackson stated that she lives with her 90-year old mother who is having health problems caused by the smell from the house that burned months ago but has not been cleaned up. Ms. Jackson passed out copies of a letter from her mother's doctor regarding her health problems and also pictures of the property. There was discussion regarding who the property owner is and why they have not torn the structure down. Mr. Melton reviewed the process for the City to demolish the structure. Mrs. Banks asked if the process can be shortened due to the health issues discussed and Mr. Melton stated that the City must still go through the notice procedures and the advertisements before the public hearing. Mayor Howard

stated that this property will be escalated to the top of the dilapidated housing list and the process will begin immediately.

**PUBLIC HEARING TO SET 2011 MILLAGE RATE**

Mayor Howard opened the public hearing for comments for or against the approval of the 2011 millage rate. Mr. Melton stated that the 5-year history has been properly advertised in the August 24<sup>th</sup> and 31<sup>st</sup> issues of the Reporter. Mr. Melton stated that the net tax will decrease with the 5.6 millage that has been proposed due to the devaluation of the digest. Hearing no further comment for or against the matter, Mayor Howard closed the public hearing. Mr. Wilson offered a motion to set the 2011 millage rate at 5.6 mils. Seconded by Mr. Dodd, the motion carried unanimously.

**APPROVAL TO USE MUNICIPAL COMPETITIVE TRUST MONEY TO PURCHASE VEHICLES THROUGH DOT/CLEAN AIR COALITION PROGRAM – TOTAL PURCHASE \$76,300**

Mayor Howard reviewed the application for the purchase of the vehicles through the Clean Air Coalition program. Mayor Howard stated that the program is an 80/20 grant program administered through the DOT. Mr. Wilson stated that Chief Corley presented information to the public safety committee today requesting to use the grant to purchase two administrative cars with the grant. Mrs. Banks stated that she would like to get bids on the vehicles before approving to use the Municipal Competitive Trust (MCT) money. Mr. Dodd asked for clarification of the \$76,300 and where that figure came from. Mayor Howard stated that this is the total of the grant and the figure came about from information that was presented to the Clean Air Coalition over a year ago. Mr. Dodd offered a motion to table the matter until competitive bids can be obtained. Seconded by Mr. Lawrence, the motion to table carried unanimously. Mrs. Banks asked that Mr. White begin working on obtaining bids for the hybrid vehicles for presentation to council no later than first meeting in October.

**APPROVAL OF CONTRACT WITH ATKINS FOR STREETScape PHASE III**

Mr. Dodd stated that council has approved to contract with Atkins for the engineering work on Phase III Streetscape, and this is the contract for that work. Mr. Dodd offered a motion to approve the contract as presented from Atkins. Seconded by Mr. Calloway, the motion carried unanimously.

**CALL FOR SPECIAL ALCOHOL REFERENDUM ON THE NOVEMBER 8, 2011 BALLOT – SUNDAY SALES OF ALCOHOL BY THE DRINK ONLY**

Mrs. Banks asked if this had not already been approved and Mr. Melton stated that it has but as a precaution asked that it be placed back on the agenda so that the vote from council falls within the 60 day timeframe required by law to call for a special election. Mrs. Banks offered a motion to call for a special alcohol referendum on the November ballot for alcohol sales by the drink on Sunday. Seconded by Mr. Hansford, the motion carried with five (5) votes for (Dodd, Banks, Hansford, Wilson, and Lawrence) and one (1) vote against (Calloway).

**APPROVAL OF MOA AND ADDENDUM TO THE MOA BETWEEN THE DEPARTMENT OF HOMELAND SECURITY U.S. CITIZENSHIP AND IMMIGRATION SERVICES FOR THE S.A.V.E. PROGRAM**

Mrs. Hall stated that the Memorandum of Agreement and the Addendum are requirements for the federal mandate of the S.A.V.E. program. Mrs. Hall stated that this is just another step in the process of complying with the federal requirements. Mr. Wilson offered a motion to approve the MOA and the Addendum. Seconded by Mr. Lawrence, the motion carried unanimously.

**APPROVAL OF ACCOUNTS PAYABLE INVOICES**

Mrs. Hall stated the general operating invoices for approval totals \$303,334.37 and the SPLOST invoices for approval totals \$251,474.90 for a grand total of \$554,809.27. Mr. Hansford offered a motion to approve payment of the accounts payable invoices. Mrs. Banks seconded the motion. Mr. Dodd stated that the city needs to research the purchase of an ice machine due to the large amount of ice that is purchased each week. Mr. Hansford stated that pricing should be obtained. Mr. Calloway stated that the bag ice is more sanitary than the ice machine. Mr. Dodd stated that we use a large amount of ice and this needs to be looked in to. The motion carried unanimously.

**COMMITTEE REPORTS**

**MR. DODD**

Mr. Dodd offered the following report from the public works committee:

- The LMIG paving and the additional paving is complete. Mr. Dodd stated that he would like to see the city continue doing the additional paving along with the

- LMIG each year. Mr. Dodd stated that the striping off the square is also complete.
- Railroad Avenue plans have been sent to the Railroad for review and then out to bid after approval. Mr. Melton stated that changes in the survey need to be made based on the road cuts so a final survey needs to be submitted showing those road cuts.
  - A preconstruction meeting was held on the methane extraction project and work should begin on that project on September 29<sup>th</sup> and be complete by November 4<sup>th</sup>.

**MRS. BANKS**

- Mrs. Banks offered the following report from the public affairs committee:
- Asked when the shoulders will be dressed up on the roads that were recently paved and Mr. White stated he will get the road department on this.
  - Public Affairs committee will meet this Thursday at noon.
  - City limits map is almost complete.
  - Mrs. Khoury is having engineers look at the Welcome Center to compile a list of what needs to be done to fix the water problems.
  - Mrs. Khoury is also working on a design charrette for City Hall.

**MR. CALLOWAY**

Mr. Calloway offered a motion for the City Administrator and Police Chief to work out who the 1<sup>st</sup> responders are for the police department for take home vehicles. Mrs. Banks seconded the motion. Mr. Wilson asked for clarification as to whether this motion will allow a variance to the existing take home vehicles and Mr. Dodd asked what happens to the previous motion. Mr. Melton read the previous motion from the last council meeting regarding take home vehicles. Mr. Wilson stated that this motion will allow Mr. White and Chief Corley to work out which vehicles in the police department need to be allowed to take vehicles home. Mr. Melton stated that this motion will add more positions to take home vehicle list. Mr. Wilson stated that it is understood that those positions that they come up with will be allowed to take home vehicles and Mr. Melton stated that their list should come back to council for the record. The motion carried with five (5) votes for (Banks, Calloway, Hansford, Wilson, and Lawrence) and one (1) vote against (Dodd).

## **MR. HANSFORD**

Mr. Hansford offered the following report from the administrative and telecommunications committees:

- Mr. Hansford offered a motion to review other departments for additional take home vehicles in all departments. Mr. Dodd seconded the motion. Mr. Wilson stated that this list too must come back before council. Mayor Howard stated that Mr. White is working on a vehicle policy to take before committee for recommendation and then approval by council. Mrs. Banks stated that the public safety committee discussed the policy that Mr. White is working on and stated that an all encompassing policy will be written and reviewed annually. Mr. Hansford stated that he did not attend the public safety committee meeting and was unaware of the policy being written. Mr. Hansford withdrew his motion and stated that the policy will be reviewed at the administrative committee meeting on Thursday.
- Administrative committee will meet this Thursday at 10:00 am
- Telecommunications committee will meet this Thursday at 11:00 am. Mr. Hansford stated that the meeting with Mr. Jim Faircloth will be reviewed at the meeting. Mayor Howard reviewed Mr. Faircloth's work history and what he can do for the City as far as an assessment of the cable and internet system. Mr. Wilson asked when Mr. Faircloth's services would begin costing the City and Mr. Hansford stated that he has done a snapshot assessment of the system at no cost but anything further would be with a contract and cost to the City. Mr. Wilson asked what the direction of the committee is and Mr. Hansford stated to get a current and accurate assessment of the system.

## **MR. WILSON**

Mr. Wilson offered the following report from the public safety committee:

- Reviewed the public safety committee meeting held today.

## **MR. LAWRENCE**

Mr. Lawrence offered the following report from the parks/recreation/cemetery committees:

- Reviewed meeting today on Kynette Park project and stated that the cost of the project has been finalized. Mr. Lawrence offered a motion to contract with Moreland Altobelli for engineering services in the amount of \$6,000 on the Kynette Park project. Seconded by Mr. Hansford, the motion carried unanimously.
- Passed out an evaluation form from the Tree Board that they will use when evaluating trees. Mr. Lawrence reported that the Tree Board is requesting \$1,500 for 2011 to purchase trees to replace the ones that must be removed and also for training for the board. Mr. Lawrence stated that they would like to keep that amount in the budget each year also. There was discussion as to where to get the money from in the budget. Mr. Hansford asked that the budget be reviewed to find a place to pull the money from and to bring the matter back to council at the next meeting.

#### **CITY ADMINISTRATOR REPORT**

Mr. White offered the following city administrator report:

- Mayor and Council will receive a weekly report reviewing all departments on each Friday.
- Tasked each department with a corridor and two of those corridors do not look good due to debris from the storms that private property owners contracted to have removed but have pulled to the side of the roadway for the city workers to pick up. Mr. Dodd stated that if trees fall in a storm and obstructs the street or pulls down our utility lines, then the city cleans them up but these trees were on private property and the contractor pulled them to the street for the city workers to pick up. Mr. Melton cautioned council to be very careful especially in instance of storm damage like these instances where insurance settlements could be involved. After a brief discussion it was agreed by general consensus that Mr. White would contact the property owner to have them remove the debris.

#### **CITY CLERK REPORT**

Mrs. Hall had nothing further to report.

#### **CITY ATTORNEY REPORT**

Mr. Melton had nothing further to report.

## **ADDITIONAL BUSINESS**

Mr. Dodd stated that the public works committee will meet this Thursday at 2:00 pm on Streetscape Phase III.

Mr. Wilson stated that the truck was listed on GovDeals with a minimum bid of \$50,000 but no bids were received. Mr. Wilson stated that an offer on the heavy rescue truck of \$47,500 has been received after the bids closed on GovDeals. Mr. Wilson offered a motion from the public safety committee to accept the bid of \$47,500 for the heavy rescue truck. Seconded by Mrs. Banks, the motion carried unanimously. Mr. Wilson stated that the proceeds from the sale of the heavy rescue truck will be used to outfit the new fire truck and offset the money approved to borrow from the Municipal Competitive Trust Fund.

Mayor Howard stated that notification was received today that our CDBG application was turned down.

Mayor Howard reported on a conversation he had today with county regarding the work at Kynette Park and they will be able to begin work demolishing the pool area by the end of next week.

Mr. Wilson offered a motion to go in to executive session for the purpose of discussion on personnel matters. Seconded by Mr. Hansford, the motion carried unanimously and council adjourned in to executive session at 8:35 PM.

Mayor Howard called the meeting back into open session at 8:50 PM.

Mr. Wilson offered a motion to give Chief David Herndon and City Administrator Thomas White one (1) week of vacation to take between now and the end of the year and then two (2) weeks at the beginning of 2012 to be taken during the year. Mr. Lawrence seconded the motion. Mr. Dodd asked if the vacation is for January through December rather than their normal accrual and Mr. Wilson agreed that it is. The motion carried unanimously.

There being no further business to discuss, the meeting was adjourned at 9:00 pm.

Submitted by:

Janice L. Hall, City Clerk

