

MINUTES

FORSYTH CITY COUNCIL MEETING

APRIL 20, 2010

CALL TO ORDER AND INVOCATION

Mayor Howard called the meeting to order at 7:00 pm. Mrs. Banks 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, Greg Popham; and City Clerk, Janice Hall.

APPROVAL OF MINUTES OF THE APRIL 6, 2010 COUNCIL MEETING

Mr. Dodd requested a correction be made to page 4, under Mr. Popham's report, 2nd line under Grant Submittal should be the reservoir intake and not the dam that failed. Mr. Dodd offered a motion to approve the minutes as corrected. Seconded by Mr. Hansford, the motion carried unanimously.

APPROVAL OF 2010 INMATE HOUSING AGREEMENT WITH MONROE COUNTY

Mr. Wilson offered a motion to approve the 2010 inmate housing agreement with Monroe County with the increase from \$35 to \$45 per day per inmate. Mr. Hansford seconded the motion. Mrs. Banks asked who would be signing the documents as the Chief and Mr. Popham stated the he would. Mr. Wilson asked if this increase was budgeted and Mayor Howard stated that it was due to the County requesting the increase during the year last year but the City asked that they differ the increase until 2010. Mr. Dodd asked if these costs are included in the fines and forfeitures collected. Mrs. Hall reviewed that one of the add-on fees to traffic fines is for the jail and the remainder is budgeted within the police department as prisoner upkeep. Mr. Dodd stated that an area for booking prisoners was built into the new police department but is not being used. Mr. Calloway stated that he would look into that.

APPROVAL TO ADVERTISE VARIANCE REQUEST TO ALLOW MOBILE HOME IN R-3 DISTRICT FOR JOE EVANS – 361 WILLIS WILDER

Mayor Howard stated that this matter has been reviewed by the Planning & Zoning Commission and they have recommended approval to council. Mr. Melton reviewed the variance request stating that the variance is to allow a mobile home in R-3 Zoning District. Mr. Calloway offered a motion to advertise the variance request. Seconded by Mr. Dodd, the motion carried unanimously.

APPROVAL TO CONTRACT WITH UNIVERSITY OF GEORGIA, DEPARTMENT OF ENVIRONMENT & DESIGN FOR RECREATION MASTER PLAN FOR PEDESTRIAN, BICYCLE TRAILS AND CONNECTIVITY TO PERMANENT OPEN SPACE(S)

Mr. Wilson stated that the Park & Recreation Committee met with the Dean of the Department of Environment & Design and discussed the University of Georgia working on a master plan for pedestrian, bicycle trails and connectivity to permanent open spaces throughout the City. The cost for their work will be \$10,000 and will include two graduate students for at least a full semester. Mr. Wilson offered a motion from the Park & Recreation Committee to approve the contract with UGA, Department of Environment & Design for \$10,000. Seconded by Mr. Lawrence, the motion carried unanimously.

APPOINTMENTS TO THE TREE BOARD

Mr. Wilson stated that one requirement of the City becoming a Tree City is to reactivate the tree board. Mr. Wilson offered a motion from the Park & Recreation Committee to appoint Mr. H.C. Kendrick and Mr. Mike McMullan to the Tree Board. Seconded by Mr. Hansford, the motion carried unanimously. Mayor Howard stated that Mr. Lamar Russell would also be willing to serve on the board. Mr. Dodd offered a motion to appoint Mr. Lamar Russell to the Tree Board. Seconded by Mr. Wilson, the motion carried unanimously.

APPROVAL AND PRESENTATION OF THE TREE CITY PROCLAMATION

Mr. Wilson offered a motion to approve the proclamation which is also a requirement for becoming a Tree City. Seconded by Mr. Dodd, the motion carried

unanimously. Mr. Wilson stated that the City will observe Arbor Day on Earth Day which is April 30th.

REVIEW AND ACCEPTANCE OF ENGINEER REPORT FOR THE STREETScape BIDS

Mr. Popham reviewed the bid opening held two weeks ago and stated that JHC Corporation was the overall low bidder and also the only contractor that submitted the addendum providing information regarding making sure that all businesses were accessible to the public during construction. Mr. Popham stated that a preconstruction meeting will be held prior to any work beginning and that the business owners around the square will be invited to that meeting. Mrs. Banks offered a motion to accept the low bid from JHC Corporation for the Streetscape Project. Mr. Calloway seconded the motion. Mr. Wilson asked if a timeline had been prepared. Mr. Popham stated that he would contact JHC Corporation and Scott Douglas, from the Jeager Company, and we should have the contract within 7 business days, then meetings with JHC Corporation can be scheduled. Mrs. Banks asked if references had been checked on JHC Corporation and Mr. Popham stated that Jeager Company has worked with them in the past and highly recommend them. Mr. Lawrence asked if the award includes the two alternate bids that are listed and Mr. Dodd stated that the project cannot be done without those two alternates. There was discussion regarding the alternate bids. The motion carried unanimously.

ADOPTION OF A RESOLUTION AUTHORIZING THE SUBMITTAL OF A PRE-APPLICATION FOR FUNDING FROM THE LAND & WATER CONSERVATION FUND

Mr. Popham stated that the Park & Recreation Committee discussed this grant pre-application at their last meeting. This is a 50/50 grant from Department of Natural Resources with a \$100,000 cap. Mr. Popham stated that the Middle Georgia Regional Commission is providing Technical Assistance with the grant application. Mr. Popham reviewed the areas that the grant could be used for at Kynette Park including rehabbing passive parks, demolition of pool areas and pool house, reseal of the parking lot, reseal of the basketball courts, over-seeding and sod to ballfield for a total of \$99,617. Mr. Popham stated that we could partner with a local Church. Mr. Popham stated that we

could use the \$10,000 for the UGA master plan as part of our match and take the remainder from SPLOST funds. Mr. Wilson offered a motion to adopt the resolution authorizing the pre-application. Seconded by Mr. Calloway, the motion carried unanimously.

APPROVAL AND PRESENTATION OF PROCLAMATION FOR NATIONAL DONATE LIFE MONTH

Mr. Calloway offered a motion to approve the proclamation declaring April as National Donate Life Month. Seconded by Mr. Lawrence, the motion carried unanimously. Mayor Howard read the proclamation.

APPROVAL OF NOT TO EXCEED AGREEMENT WITH ELMO RICHARDSON FOR PRE-APPLICATION FOR GEFA LOAN

Mr. Popham stated that there are three programs that the City is eligible to apply for but only one of the programs would be ready to move on and that is the change out of all water meters to the computer read meters called a “smart meter system”. Mr. Popham stated that 50% of the loan amount is forgivable as a grant so the City would only repay ½ of the loan amount. Mr. Popham stated that according to a study that was done over a year ago, the cost was \$1.2 million. Mr. Popham stated that the agreement with Mr. Richardson would not to exceed \$1,600. Mr. Calloway offered a motion to approve the agreement with Mr. Richardson for an amount not to exceed \$1,600. Seconded by Mr. Dodd, the motion carried unanimously.

APPROVAL TO ADVERTISE ALCOHOL LICENSE FOR A LIQUOR STORE AT 461-B TIFT COLLEGE DRIVE – OWNER SUHAS PATEL

Mr. Dodd offered a motion to advertise the alcohol license for a liquor store at 461-B Tift College Drive. Mr. Wilson seconded the motion. Mr. Melton asked for a clarification on the location of the building. Mrs. Hall stated that this is the old Pitman BP Gas and Convenience Store. Mrs. Hall stated that the liquor store will be located in the portion of the building that housed the auto repair center for the previous business.

APPROVAL FOR UPGRADE OF INTERNET BANDWIDTH FROM 12 MEGABYTES TO 45 MEGABYTES AND CHANGE OF PROVIDER

Mr. Hansford offered a motion to postpone this agenda item until the May 18th meeting to allow the Telecommunication Committee time to review the information. Mr. Calloway seconded the motion. Mayor Howard stated that the current agreement with Georgia Public Web (GPW) will expire at the end of May and we must notify GPW by April 22nd of our intentions regarding renewal. Mr. Popham agreed that the current agreement with GPW does expire at the end of May and stated that GPW has provided good renewal rates that the committee needs time to review. Mr. Popham stated that rates have been obtained from one other company and we need to get additional quotes for the bandwidth. Mr. Wilson stated that council has asked Mr. Popham to study the cable system and present a report by to council so that a decision can be made as to what to do with the cable system. Mr. Wilson asked how this agreement will affect that study. Mr. Popham stated that those are exactly the items that the committee needs to review before making any changes to the bandwidth. The motion carried unanimously to postpone the matter.

APPROVAL OF RESOLUTION APPROVING FINANCING FOR A 2007 BACKHOE AND TRAILER

Mr. Popham stated that we are moving forward with purchasing needed equipment for the departments. Mr. Popham stated that this is a used piece of equipment but city personnel have operated and reviewed the equipment and feel that this is a good piece of equipment. Mr. Popham stated that this backhoe is larger than the others that were looked at and has the enclosed cab. Mr. Hansford offered a motion to approve the resolution to finance the backhoe and trailer through GMA. Seconded by Mr. Dodd, the motion carried unanimously. Mayor Howard reviewed that the monthly payment will be \$1,073 per month for 60 months.

APPROVAL OF AGREEMENT WITH HODGES, HARBIN, NEWBERRY, & TRIBBLE FOR ENGINEERING WORK ON THE HIGHWAY 83 SEWER PROJECT

Mr. Dodd stated that this agreement is for the engineering work on the two sewer problems on Highway 83/Lee Street. Mr. Popham stated that the two projects will be worked at the same time to hopefully save time and money. The engineering

cost for both projects will be \$34,900 and the project estimates to be \$250,000. Mr. Dodd offered a motion to approve the agreement for engineering. Mr. Calloway seconded the motion. Mr. Wilson stated that he has not seen the agreement or any additional bids on the engineering. There was discussion regarding the work this firm has done for the City for the last five years. The motion carried unanimously.

CITY ADMINISTRATOR REPORT

Mr. Popham offered the following report:

- The architect for the County Clubhouse project will be required to attend the combined Planning & Zoning Commission and Design & Review Board called for April 26th at 5:00 pm to review the variance being requested by the County.
- Working with City Attorney and Zoning Officer on dilapidated houses and abandoned and derelict signs around the City.
- The Road Sign Maintenance Project has been completed in Betsy Lynn Subdivision and Pecan Circle.
- Debt Service Reserve Fund on the cable bond must be maintained at \$549,000 and there is currently close to \$800,000 in the reserve fund. Mr. Popham is working with the bank to verify how the overage can be used.
- Discussion was held at the Planning Retreat concerning work sessions prior to council meetings to review the agenda and change of date the agenda is to be set. Mr. Popham asked Mr. Melton to provide direction to council on these two items. Mr. Melton stated that the agenda can be set within a wide timeframe before the council meeting. Mr. Melton stated that the agenda has been required to be set by noon on Friday prior to the meeting for several years and suggested that a change to this be done by motion from council. Mr. Melton stated that items that come up between Friday and Tuesday can be added to the agenda if inadvertently left off or if an urgent or emergency item but items cannot just be withheld and added after the agenda is set. Mrs. Banks stated that she would like more time to review the agenda items before the meeting. Mayor Howard stated that changing the deadline to Friday will create more

problems. There was discussion as to what the change will mean and if this will preclude citizens from coming to council and asking to speak. Mr. Calloway asked Mrs. Hall for her input as she is the one that puts the agenda together. Mrs. Hall stated that the general public will have to become accustomed to the change and asked council if they are referring to the agenda or to the council packets. Mr. Dodd stated that the problem may be one of communication rather than an agenda problem. There was discussion concerning the need for work sessions. The motion carried unanimously to require the agenda to be set by Friday at noon prior to council meetings. Mr. Melton asked Mrs. Hall to make sure that this change is posted for the public.

Mr. Melton reviewed the second part of Mr. Popham's request regarding work sessions stating that work sessions can be held in addition to the regular council meetings and if recurring, then they can be set and posted like all other regularly scheduled meetings. Mr. Hansford stated that the Administrative Committee will meet before the next council meeting and make a recommendation back to council regarding the work sessions. Mr. Popham stated that council wanted to meet before each council meeting to review the agenda and when that was conveyed to Mr. Melton he suggested that the work sessions should not be just to review the agenda. Mr. Dodd stated that each council member should give their preferences to Mr. Hansford before the administrative committee meets.

COMMITTEE REPORTS

MR. LAWRENCE

Mr. Lawrence thanked council for approving the purchase of the backhoe and trailer.

Mr. Lawrence reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the public works department committee totals of \$2,592.39. Seconded by Mr. Dodd, the motion carried unanimously.

Mr. Lawrence stated that residents have complained about the dust at the James Street and College Street project areas and the fire department has agreed to water down the project areas.

Mr. Lawrence stated that work is being done on the landfill caps.

MR. WILSON

Mr. Wilson reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the parks & recreation department committee totals of \$151 and the cemetery department committee totals of \$5,988.13. Seconded by Mr. Hansford, the motion carried unanimously.

MR. HANSFORD

Mr. Hansford reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the administrative department committee totals of \$2,443.51. Seconded by Mr. Wilson, the motion carried unanimously.

Mr. Hansford reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the telecommunication department committee totals of \$801.30. Seconded by Mr. Dodd, the motion carried unanimously.

MR. CALLOWAY

Mr. Calloway reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the fire department committee totals of \$795.83 and the police department committee totals of \$6,825.85. Seconded by Mr. Wilson, the motion carried unanimously.

Mr. Calloway apologized that a police chief cannot be named tonight due to the background checks not being back yet. Mr. Calloway stated that as soon as the background checks are back the interviews will be held.

MRS. BANKS

Mrs. Banks reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the better hometown department committee totals of \$7,223.07. Seconded by Mr. Calloway, the motion carried unanimously.

Mrs. Banks stated that there are vacancies on the DDA and HPC and stated that these appointments should be made by the second meeting in May.

Mrs. Banks stated that some changes were made by the Public Affairs Committee regarding the application to rent Aldermen Hall and asked Mr. Popham to look into allowing City employees to use Aldermen Hall free of charge. Mr. Popham suggested exempting City employees from the rental fee but still requiring the cleanup fee. Mr. Popham stated that this will be made as an in-house policy.

Mrs. Banks stated that the Memorandum of Agreement from the Middle Georgia Regional Commission for support staff should be received by the end of the week for review.

Mrs. Banks reviewed that the 2011 One Georgia was not funded and that information on the Georgia Teen Work Program has been passed on to Mr. Popham for review.

MR. DODD

Mr. Dodd reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the electric department committee totals of \$2,068.77 and the water department committee totals of \$7,704.81. Seconded by Mr. Wilson, the motion carried with five (5) votes for and one (1) abstention (Banks) due to a family member being of the vendors.

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

Submitted by:

Janice L. Hall, City Clerk