

## **MINUTES**

### **FORSYTH CITY COUNCIL MEETING**

**JANUARY 4, 2011**

#### **CALL TO ORDER BY CITY CLERK**

In accordance with the City Charter, City Clerk, Janice Hall called the meeting to order at 7:00 PM. Mrs. Hall stated that there were no oaths of office to administer and turned the meeting over to Mayor Howard to preside.

#### **PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Howard led the Pledge of Allegiance to the American flag. Mr. Calloway gave the invocation.

#### **ROLL CALL OF 2011 CITY COUNCIL**

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

#### **ELECTION OF MAYOR PRO-TEM**

Mayor Howard stated that Mr. Hansford has served as Mayor Pro-Tem for the last two years. Mr. Dodd offered a motion to appoint Mrs. Banks as Mayor Pro-Tem. Seconded by Mr. Calloway, the motion carried with five (5) votes for and one (1) abstention (Banks).

#### **ADOPTION OF PARLIAMENTARY PROCEDURES**

Mrs. Banks offered a motion to continue operating under Robert's Rules of Order. Seconded by Mr. Dodd, the motion carried unanimously.

#### **2011 COMMITTEE ASSIGNMENTS**

Mayor Howard passed out and read the 2011 committee assignments.

#### **2011 APPOINTMENT OF DEPARTMENT HEADS AND PROFESSIONAL SERVICES**

Mrs. Banks offered a motion to adjourn into executive session to discuss personnel matters. Seconded by Mr. Dodd, the motion carried unanimously and council adjourned into executive session at 7:15 PM.

Mayor Howard called the meeting back into open session at 7:50 PM.

Mr. Hansford offered a motion to reappoint Keith Corley as Police Chief and Janice Hall as City Clerk and Acting City Administrator. Seconded by Mr. Wilson, the motion carried unanimously.

Mr. Calloway offered a motion to defer the remaining appointments to the next council meeting. Seconded by Mrs. Banks, the motion carried unanimously.

### **SET QUALIFYING FEES**

Mrs. Hall reviewed the qualifying fees at 3% of the gross salary for the office which is as follows:

Mayor salary is \$8,820 with qualifying fee of \$264.60

Council salary is \$6,300 with qualifying fee of \$189.00

Mrs. Banks offered a motion to approve the qualifying fees as stated. Seconded by Mr. Calloway, the motion carried unanimously.

### **APPROVAL OF MINUTES FOR COUNCIL MEETING AND SPECIAL CALLED COUNCIL MEETING**

Mr. Dodd offered a motion to approve the minutes as written for the December 21, 2010 council meeting and the special called council meeting of December 28, 2010. Seconded by Mrs. Banks, the motion carried unanimously.

### **APPROVAL OF RENEWAL AGREEMENT WITH MIDDLE GEORGIA REGIONAL COMMISSION FOR TECHNICAL ASSISTANCE ON VARIOUS PROJECTS AND GRANTS**

Mr. Wilson offered a motion to approve the renewal agreement with the Middle Georgia Regional Commission (MGRC) for Technical Assistance on several projects and grants. Seconded by Mr. Dodd, the motion carried unanimously.

### **PUBLIC HEARING FOR THE ABATEMENT OF A PUBLIC NUISANCE FOR THE SALLY LUCEAR HEIRS AND ESTATE PROPERTY LOCATED ON CABINESS ROAD – TAX MAP F33 021**

Mayor Howard opened the public hearing for the abatement of a public nuisance for the Sally Lucear Heirs and Estate property located on Cabiness Road. Mr. Melton reviewed that this matter first came before council on December 7, 2010; was properly advertised in the December 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup> issues of the Reporter; notice was sent to the Sallie Lucear heirs by Certified Mail; the property is listed as F33 021 on the Monroe

County Tax Maps; and the City/County Building Inspector has previously submitted his report on the property which Mr. Melton reviewed. Mr. Melton reviewed a telephone conversation with someone representing Mr. Willie Shannon who stated that the heirs cannot agree on what should be done with the property. Hearing no further comments on the matter, Mayor Howard closed the public hearing. Mr. Dodd asked if the property owner would be notified of any decision made tonight by council and Mr. Melton stated that notice would be sent to the address in the tax records. Mr. Dodd offered a motion to authorize Mr. Melton to notify the property owners that they have 30 days to abate the property and clear the lot. Seconded by Mrs. Banks, the motion carried unanimously. Mrs. Banks asked that the surrounding property owners be notified when demolition begins.

#### **AWARD BID FOR THE TIMBERLAKE MINISTRIES WATER LINE**

Mr. Dodd offered a motion to award the bid for the waterline extension to the Timberlake Ministries on Highway 83 North to the low bidder with a bid of \$76,995.50. Seconded by Mrs. Banks, the motion carried unanimously. Mrs. Banks asked if the City had previously worked with this company and Mr. Pat Wright stated that we have and they are a good company.

#### **APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH GDOT FOR STREETScape PHASE III PROJECT ON TIFT COLLEGE DRIVE**

Mrs. Banks offered a motion to approve the Memorandum of Understanding with GDOT for Phase III of the Streetscape project on Tift College Drive. Mr. Hansford seconded the motion. Mrs. Banks stated that the City is responsible for the preliminary engineering, certifying the right-of-way, and obtaining any additional right-of-ways that may be needed. Mayor Howard stated that Mr. Tom Queen, GDOT, has stated that there are adequate right-of-ways on Tift College Drive for the project. Mr. Melton stated that Tift College Drive has been surveyed and should not be a problem getting the right-of-ways certified. Council reviewed all aspects of the MOU that require action on the part of council. Mr. Melton stated that the expenses will need to be documented in order to be reimbursed. Mrs. Banks stated that we must make sure that we do not miss any deadlines. The motion carried unanimously.

## **COMMITTEE REPORTS**

### **MR. DODD**

Mr. Dodd reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the electric department committee totals of \$9547.60 and the water department committee totals of \$461.38. Seconded by Mrs. Banks, the motion carried unanimously.

Mr. Dodd stated that the public utilities committee needs to meet to review the information discussed during the work session with Mr. Richardson and Mr. Garretson. Mr. Melton stated that the information requested by Mr. Garretson on the Boxankle Plant has been sent to him.

### **MRS. BANKS**

Mrs. Banks offered a motion to approve the public affairs committee totals of \$250. Seconded by Mr. Dodd, the motion carried unanimously.

Mrs Banks reviewed that the MGRC is working on an electronic version of the City Ordinances.

Mrs. Banks stated that the redevelopment of the City Seal is ready for review by committee.

Mrs. Banks thanked the Mayor for the opportunity to serve on the Public Affairs Committee again this year.

### **MR. CALLOWAY**

Mr. Calloway reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the fire department committee totals of \$3,539.24 and the police department committee totals of \$4,981.96. Seconded by Mr. Wilson, 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 \$6,119.96 and the cable department committee totals of \$892.62. Seconded by Mr. Dodd, the motion carried unanimously.

Mr. Hansford stated that we are moving forward on advertising the City Administrator position.

Mr. Hansford stated that the telecommunications committee will continue reviewing the cable report.

**MR. WILSON**

Mr. Wilson offered a motion to approve the recreation department committee totals of \$59.82. Seconded by Mr. Hansford, the motion carried unanimously.

Mr. Wilson stated that he enjoyed serving as the recreation chair and looks forward to working on this year's committee assignments.

**MR. LAWRENCE**

Mr. Lawrence stated that he hopes everyone has a happy and prosperous New Year.

Mr. Lawrence reviewed invoices totaling over \$500 for each vendor and offered a motion to approve the public works department committee totals of \$3,149.75. Seconded by Mrs. Banks, the motion carried unanimously.

Mr. Lawrence thanked council for their input during the work session on the sewer issue on George Street.

**MR. MELTON**

Mr. Melton had nothing further to report.

**MRS. HALL**

Mrs. Hall updated everyone on the Streetscape project and stated that the issues on Johnston Street are still being worked on.

**ADDITIONAL OLD AND NEW BUSINESS**

Mr. Lawrence asked if a date has been set for the town hall meeting on the cable and Mr. Hansford stated that the committee will be meeting soon and will set a date.

Mayor Howard wished everyone a Happy New Year.

Mayor Howard stated that council approved a 2.7% Cost of Living raise for all employees for 2011. Mayor Howard stated that this was possible due to everyone watching the budget very closely. Mr. Hansford stated that this is a testament to employees, department heads, and council working together on the budget. Mr. Lawrence stated that the employees appreciate the increase and even with the economy being as it is council is able to give an increase and not have any layoffs as several other

cities have had to do. Mayor Howard stated that we are lucky to have several revenue streams where most cities our size do not.

There being no further business to discuss, the meeting was adjourned at 8:25 PM.

Submitted by:

Janice L. Hall, City Clerk