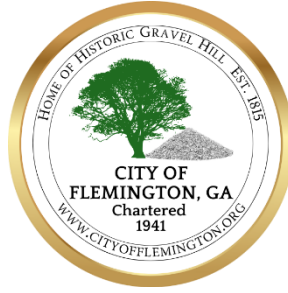


*"Preserving Our Heritage,
Shaping Our Future"*

Historic Home of Gravel Hill
Est. 1815

Paul Hawkins, Mayor



City Hall
156 Old Sunbury Rd.
Flemington, GA 31313

912.877.3223
cityhall@cityofflemington.org

COUNCIL MEETING AGENDA

MARCH 11TH, 2025 AT 4:30 PM.

FLEMINGTON CITY HALL • 156 OLD SUNBURY RD.

Public Participation in Person

1. Call the Meeting to Order
2. Welcome/Introductions
3. Invocation by Invitation and Pledge of Allegiance in Unison
4. **February 11th, 2025 Regular Meeting Minutes**
5. February 2025 Law Enforcement Report – LT Anthony Gallob
6. Financial Report
 - February 2025 Profit and Loss Statement & Fund Balances
7. **NEW BUSINESS**
 - City Clerk Job Description – Councilman Edwards
 - Water & Sewer (*context unknown*) – Councilman Edwards
 - Fence Issue at 564 Tremain Dr. (*informational*) – Mayor Hawkins
8. **BUSINESS IN PROGRESS**
 - Status Update(s)*
 - Engineering Report – M.E. Sack Engineering, City Engineer
 - Work in Progress/Tasked Parties (for future updates)*
 - FY24 Financial Audit – Golden & Associates, CPA's & City Clerk
 - FY24 Impact Fee Capital Improvements Element – City Clerk
 - FY26 Budget – Mayor Hawkins & City Clerk
 - 2025 Millage Rate – Mayor Hawkins & City Clerk
 - City-wide Sanitation – Mayor Hawkins
 - No Update(s) Available*
 - Old Sunbury Rd. to State Rd.
 - Law Enforcement Office Expansion (*on hold*)

9. ON THE HORIZON

a. March 2025

- 26th @ 1100 – Registration Opens for GMA's Annual Convention in Savannah (6/20-6/24)
- 27th – 28th – Clerk's Office Closed; City Hall Open (GMA Planning Workshop, Gainesville)

b. April 2025

- 8th – Council Meeting @ 1630
- 15th @ 1100-1300 – GMA District 12 Spring Listening Session @ Performing Arts Center
- 26th @ 0900 – JOINT Great(est) American Cleanup w/ the City of Walthourville at Johnnie B. Frasier Park

10. Executive Session – *if needed*

11. **Adjourn**

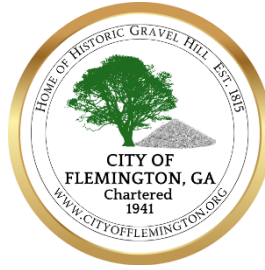


Individuals with disabilities who need specific accommodations to attend or participate in this meeting, or who have inquiries about the meeting's accessibility or the facilities, should reach out to the ADA Coordinator at 912-877-3223 as soon as possible. This will enable the city to arrange reasonable accommodations for those individuals.

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MAYOR



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CITY COUNCIL
MEETING MINUTES
February 11th, 2025 AT 4:30 p.m.
FLEMINGTON CITY HALL ♦ 156 OLD SUNBURY RD

Present at City Hall: Mayor Paul Hawkins
Mayor Pro Tem ("MPT") David Edwards
Councilwoman Rene' Harwell
Councilman Larry Logan
Councilwoman Gail Evans
Councilman Hasit Patel
Councilwoman Leigh Smiley
Jenelle Gordon, City Clerk
LT Anthony Gallob, Liberty County Sheriff's Office ("LCSO")
Craig Stafford, City Attorney

Present via Phone: None

Absent: None

1. The regularly scheduled meeting of the Council of the City of Flemington was called to order by Mayor Paul Hawkins on Tuesday, February 11th, 2025 at 4:27 p.m. in the Council Room at Flemington City Hall. A quorum necessary to conduct business was visibly present.
2. Mayor Hawkins welcomed all attendees.
3. The invocation was given by Councilwoman Evans and the Pledge of Allegiance was recited in unison.
4. *Councilman Logan made a motion to approve the minutes from the January 14th, 2025 Council Meeting as written. Councilwoman Harwell seconded the motion. All approved. The motion passed. Councilwoman Smiley made a motion to approve the minutes from the February 6th, 2025 Special Called Meeting – Downtown Overlay District. Councilman Edwards seconded the motion. All approved. The motion passed.*
5. LT Anthony Gallob with the LCSO gave a report on law enforcement activities for the month of January.
6. The Council reviewed the Profit & Loss ("P&L") statement and Balance Sheet for the month of January. The City Clerk reported the totals for employee medical invoices for the month of December 2024 were negotiated by Mayor Hawkins from \$78,092.²⁸ to \$26,455.⁹², a savings of \$51,536.31 or 66%. Additionally, the City Clerk reported that the GMA Telecommunications Right of Way staff completed the audit on Flemington addresses, and that Comcast had remitted \$5,209.⁰⁰ for underpayments of franchise fees for the period of 1/1/2021 – 12/31/2023.
7. Mayor Hawkins signed a proclamation declaring March as the Great American Cleanup for Keep Liberty Beautiful.
8. The Liberty Consolidated Planning Commission ("LCPC") came before Council with two items of business.
 - i. First, Mr. Todd Kennedy presented a rezoning petition 2024-070-F to rezone 19.42 acres from R-20 (single family residential) and A-1 (agricultural) to C-2 (general commercial and MFR (multi-family residential))

for the development of a retail shopping complex and the development of a multi-family residential complex at 2173 E. Oglethorpe Highway (parcels 083C004 & 083C005).

Mayor Hawkins opened the public hearing on the rezoning at 4:49 pm. Mr. Jim and Alicia Floyd were in attendance and requested the developers of the project install a 6-foot chain link fence between parcel 003C004 and their property (069D017). Mr. John Farmer with Stature Investments was agreeable to a fence and shared that there would be a 20-foot vegetative buffer as well. *Hearing no further public comments, Mayor Hawkins closed the public hearing on the rezoning at 5:01 pm.*

Councilman Patel made a motion to approve the rezoning request with standard and special conditions that the project must incorporate the recommendations of the traffic impact study and is subject to Flemington's Downtown Development guidelines currently being drafted. Councilman Logan seconded the motion. The motion passed with a 4-0-2 vote, as Councilwoman Evans and Councilwoman Smiley recused due to conflict of interest.

- ii. The second item of business was amendments to the Uniform Development Ordinance ("UDO"), presented by Ms. Mardee Sanchez regarding Residential/Commercial Mixed Use and Parking of RV's and Site Plan & Subdivision Requirements. An overview brief was presented (please see the bottom of these minutes).

Mayor Hawkins opened the public hearing on the proposed UDO amendments at 5:12 pm. Hearing no public comments, Mayor Hawkins closed the public hearing on the rezoning at 5:13 pm.

Councilwoman Smiley made a motion to adopt the UDO amendments. Councilwoman Evans seconded the motion. All approved. The motion passed.

9. Councilwoman Harwell shared some information regarding HB581 and its benefits to homeowners. *Councilwoman Evans made a motion to NOT opt-out (essentially opting-in) to HB581. Councilwoman Harwell seconded the motion. All approved. The motion passed.*
10. Mr. Tommy Carter addressed the Council with concerns about the discharge of firearms within city limits. He expressed that residents are firing into wooded areas where homes are located. He noted that properties along Old Hines Road have had their signs damaged by gunfire and emphasized that a bullet fired into the air will eventually come down. LT Gallob suggested that the ordinance should also cover air rifles and archery. Mayor Hawkins stated he would collaborate with the LCPC to draft the ordinance.
11. Mr. Marcus Sack, the city engineer, with M.E. Sack Engineering, provided an update regarding the full-depth reclamation of Wallace Martin Drive. He explained that upon receiving the contractor's initial pay requests and documentation, it became apparent that the weigh tickets were unusually high, while there was a significantly small amount concrete invoices submitted (only ¼ of the necessary amount of concrete).

The engineering team directed the contractor to halt work until the compaction test results were available; however, the contractor expressed a desire to continue at their own expense. Unfortunately, the compaction tests ultimately failed, indicating that Wallace Martin Drive would need to be redone.

Mr. Sack shared that the full-depth reclamation would be slow to restart and would be overseen by Mr. Randy Dykes, also with M.E. Sack Engineering. He said that there were many lessons learned on the first go around which would be rectified when the project restarts, and although he was provided a timeline, he is hesitant to put anything out to the public until the restart date is finite.

Mr. Sack mentioned that the increased oversight will result in higher fees and extended timeframes for completing the road. The Council indicated that any extra engineering fees should be charged to Platinum Paving, as it was their error that caused the additional billing.

12. *Councilman Edwards made a motion to enter Executive Session for Personnel. Councilwoman Harwell seconded the motion. All approved. The motion passed and Executive Session began at 5:51 p.m.*

Regular session resumed at 6:37 p.m. Councilman Edwards made a motion to assign himself and Councilman Logan to create an updated job description for the City Clerk position. Councilwoman Smiley seconded the motion. All approved. The motion passed.

13. *Councilman Edwards made a motion to adjourn. Councilman Logan seconded the motion. All approved. The motion passed and the meeting adjourned at 6:40 p.m.*

**Proposed UDO Amendments for
Residential/Commercial Mixed Use and Parking of RVs**

A new use is proposed (residential/commercial mixed use) and restrictions on the parking of RVs is proposed to be added as well.

1. [Residential/Commercial Mixed Use](#)
 - Defines the new use.
 - Indicates which zoning districts it is allowed.
 - Describes additional provisions/limitations for the use.
2. [Parking of RVs outside of RV parks](#)
 - Indicates where RVs can be parking on private property.
 - Prohibits the RV from being used for living purposes.

**Proposed UDO Amendments for
Site Plan and Subdivision Requirements**

There are several amendments proposed in response to a) concerns from developers, design engineers and municipal engineers, b) request by Hinesville Dept. of Inspection, and c) changes to provisions LCPC thinks are needed now that the UDO has been in effect for almost a year.

3. [Amend Section 402-2 \[General Parking Lot Requirements\]](#)
 - Increases the threshold for requiring a photometric lighting plan.
 - Defines maintenance responsibilities.
4. [Amend Section 503-4 \[Final Plat Requirements\]](#)

Adds in a certification block for the Planning Commission on final plats.
5. [Amend Section 503-8 \[Outstanding Improvements and Performance Sureties\]](#)
 - Removes the requirement that the maintenance bond only cover completed improvements.
 - Requires an extension of the maintenance bond for items not completed 6 months after the original bond was issued in order to cover a full 2 years of maintenance for those items.
6. [Amend Section 504-5 \[Water\]](#)

Per GA Dept. of Health rules, change distance from a municipal system requiring connection from 500 to 1,000 feet.
7. [Amend Section 504-6 \[Sewer\]](#)
 - Fix typos by replacing "water" with "sewer".
 - Adds "conveyance" to what a private sewer system must be able to provide.

Overview of Proposed UDO Amendments - 2025

1

- Instead of requiring a variance from the requirement for a community sewer system, the governing authority may waive this requirement.
 - Changing the min. lot size for subdivisions with septic systems.
 - Move the pump station requirements from Section 504-12 to this section.
8. [Amend Section 504-7 \[Streets\]](#)
 - Revise and update paving requirements.
 - Add pavement and curb markings around hydrants.
 - Remove requirement for inlet spacing.
 - Require developers to purchase and install all traffic control signs.
 - Revise Hinesville gutter spread requirement.
 9. [Amend Section 504-12 \[Other Design Requirements\]](#)
 - Amend the width of required easements for underground piping to be dependent on depth and/or size of pipe.
 - Amend the width of aboveground easements to be smaller for ponds and to provide different widths for swales, etc., depending on whether they are natural or armored.

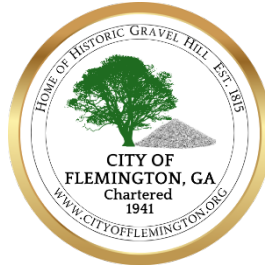
City of Flemington
Profit & Loss
February 2025

	<u>Feb 25</u>
Ordinary Income/Expense	
Income	
REVENUE	
302 · Business License Tax	200.00
303 · Hotel/Motel Tax	40,507.12
304 · Franchise Fees	116,661.82
305 · Alcohol Beverage Tax	1,312.14
306 · Insurance Premium Tax	510.00
309 · Other Income (incl. Admin Fee)	50.00
311 · Court Fines & Fees	450.00
312 · SPLOST Revenue	5,000.55
313 · Intangible Tax	485.33
314 · TAVT/RTT	4,921.72
318 · TSPLOST	14,722.46
Total REVENUE	<u>184,821.14</u>
Total Income	<u>184,821.14</u>
Gross Profit	184,821.14
Expense	
EXPENDITURES	
501 · Legal Fees	2,200.00
505 · Planning & Zoning/LCPC	1,977.50
507 · Code Enforcement	200.00
509 · Council Fees	3,750.00
511 · Salaries	5,970.94
512 · Payroll Taxes	-1,107.09
513 · Conventions, Meetings & Events	-2,029.67
514 · Professional Fees	581.40
515 · Office Supplies	15.08
516 · Tourism	41,309.55
520 · Streets & Drainage	8,245.90
541 · Occupancy	507.91
561 · Law Enforcement Officer Expense	13,320.58
Total EXPENDITURES	<u>74,942.10</u>
Impact Fee Eligible Expense	<u>1,369.68</u>
Total Expense	<u>76,311.78</u>
Net Ordinary Income	<u>108,509.36</u>
Net Income	<u><u>108,509.36</u></u>

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**City of Flemington
Balance Sheet
As of February 28, 2025**

		Feb 28, 25
ASSETS		
▼ Current Assets		
▼ Checking/Savings		
111100 · Operating (GF) - Ameris		579,134.06
111111 · SPLOST Money Market - Ameris		380,302.23
111112 · Certificates of Deposit		113,328.91
111114 · Impact Fee Money Market		510,159.63
111115 · TSPLOST MM		511,345.17
111116 · LMIG MM		1,764,653.60
111118 · GDOT Land Purchase - Ameris		97,300.00
111120 · LRA Account		17,097.65
Total Checking/Savings		3,973,321.25

MEDICAL BILLING

FEB 2025

\$1,369.68

HIPAA

City of Flemington - City Clerk Job Description

Job Title: City Clerk

Department: City Administration

Reports To: Mayor and City Council

FLSA Status: Non-Exempt / Full-Time

Job Summary:

The City Clerk is responsible for the administration of official city records, overseeing municipal elections, and ensuring compliance with state and local statutes. The position acts as a liaison between the public, elected officials, and city departments, providing support to the Mayor and City Council.

The City Clerk will project a positive image for the city by tactfully interacting with citizens of Flemington and others seeking information or involvement in city projects. As a representative of the city, the City Clerk is expected to maintain high standards of conduct, dress, communication, and manners at all times, both on and off the job.

Key Duties and Responsibilities:

1. Official Records Management/Administrative

- Maintain and safeguard all official city documents, records, ordinances, resolutions, and contracts. Be the point of contact for records request.
- Ensure compliance with state and local records retention laws. Back up historical records to digital form.
- Prepare and distribute meeting agendas, minutes, and public notices.
- Manage the City's website and social media for transparency and public communication.
- Assists the Liberty County Planning Commission (LCPC) and any other entities, in the creation of ordinances and resolutions by following legal process.

2. City Council Support

- Attend City Council meetings and public hearings; record and prepare accurate meeting minutes.
- Provide procedural guidance to the Mayor and Council.
- Coordinate, when necessary, travel arrangements for outside training. Reconcile credit card usage.
- Provide the Council with an annual evaluation.
- Provide timely responses to Council correspondence and appropriate submission of information as requested.

3. Elections Administration

- Coordinate municipal elections, ensuring compliance with election laws and procedures.
- Certify election results and manage candidate filings.
- Handles the collection and management of documents related to ethics filings for the City Council.

4. **Budget and Financial Management**

- Assist in the preparation of the annual budget and monitor department expenditure. Provides the council with a draft budget in April.
- Handle financial reporting and maintain accurate financial records. Reconciles statements and provides the Council with a detailed report at each meeting.
- Coordinate the audit effort.
- Backup records and financial data at least weekly.
- To receive all money and pay necessary billed on behalf of the City, including taxes, and pay out the same only upon orders passed by the City Council and signed by the mayor, or in his absence, the Mayor Pro Tempore

5. **Customer Service and Public Relations**

- Respond to public inquiries, provide information, and process requests for public records.
- Serve as the primary point of contact for citizens, vendors, and government officials.
- To issue all licenses and keep a record thereof, and all badges and permits authorized by the City Council.
- To ensure that the City Hall is open during normal business hours and will be present and on time during normal business hours with the exception of approved absences.
- Maintain an up-to-date listing of all active boards/committees.

6. **Compliance and Policy Implementation**

- Ensure compliance with city policies, ordinances, and state regulations.
- Manage the city's website and social media for transparency and public communication.
- Organizes, maintain, archives and deletes records according to Georgia Law and the City's records retention schedule.

7. **Performs other duties as assigned.**

Qualifications:

- **Education:** Bachelor's degree in public administration, business administration, or a related field preferred.
- **Experience:** Minimum of 3 years of experience in municipal government, public administration, or equivalent.
- **Skills:** Strong communication, organization, and time-management skills. Proficiency in Microsoft Office Suite.

Preferred Qualifications:

- Certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) preferred.
- Experience in budget preparation and records management.