

FLEMINGTON CITY COUNCIL MEETING

August 9, 2016

PRESENT: Mayor Sandra Martin
Mayor Pro Tem Paul Hawkins
Council Member Charles Richardson
Council Member Donnie Smith
Council Member Gail Evans
Council Member David Edwards
Council Member Palmer Dasher

ALSO PRESENT: City Attorney Craig Stafford
Temporary City Clerk Lori Taylor

The regularly scheduled meeting of the City of Flemington was called to order by Mayor Sandra Martin on Tuesday, August 9, 2016 at 4:30 p.m. in the conference room at City Hall in Flemington, GA. A quorum necessary to conduct business was visibly present.

1. Invocation by Mayor Pro Tem Paul Hawkins, followed by the Pledge of Allegiance.
2. Donnie Smith made a motion to approve and dispense with the reading of the minutes from June and July meetings, if there were no amendments, because of their quantity and length. All council members had received the notes via email and had the chance to review them prior to the meeting. Motion was seconded by Palmer Dasher. All approved and motion passed.
3. David Edwards reviewed the Law Enforcement Report.
4. Council reviewed the City Expense Report. Discussion and clarification of expenditures ensued. Donnie Smith inquired about credit card expenses. Lori Taylor explained that this report was for the month of July, and no credit card payment was made in July therefore, it was not on this report. Charles Richardson made a motion to pay Golden & Associates for the extra hours that they have worked on the financial matters during City Hall's transition with employees. Seconded by Gail Evans. All approved. Motion passed. Gail Evans made a motion to have Paul Hawkins inquire about the cell phone plan with Verizon, including terminating unused lines and seeking a better rate plan. Seconded by David Edwards. All agreed. Motion passed.
5. Liberty Chamber of Commerce CEO Leah Poole was in attendance to give some information on the following:
 - a. SPLOST-The Chamber requests that the title "Special Purpose Sales & Use Tax" be used rather than the term SPLOST, since those are the terms that will be used on the ballot. There will be new brochures, postcards, yard signs, digital billboard, and an educational video used for advertisement and education leading up to vote. There will be a Community Town Hall Meeting on August 15 at 6:00 p.m. at the Performing Arts Center. Kim McGlothlin, CFO, presented the Project List and budget. She stated that money will be dispersed monthly to each city to hold in a separate account and each city will have to manage it on their own according to law. There was discussion as to how the budget for 54 million dollars was reached, and how the new retail businesses coming to Hinesville could help to reach that goal.
 - b. Ms. Poole presents the option for Flemington to remain in the Chamber Magazine/Membership Directory for the next year. The city has had a half page ad for the last five years. The cost is the same \$900. Charles Richardson motions to keep the same half page ad. Seconded by Paul Hawkins. All agreed. Motion passed.

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- c. Next, Ms. Poole addressed the city website. She stated that the current website is maintained by ITI Marketing and is very costly. She proposed to assist the clerk with setting up a new website with training from Chamber staff. The cost would be \$100 or less per year, plus initial design/implementation of about \$250. New city website would be www.cityofflemington.org. All council members could have their own email address as well. Can also incorporate Google calendar to keep events current. Palmer Dasher motioned to dissolve old website and create a new one with help from the Chamber. David Edwards seconded. All approved. Motion passed. Paul Hawkins also mentioned that council needs to update pictures to be put on the new website.
 - d. Lastly, Leah Poole presented an offer for the city to come up under the Chamber's IT Service Provider contract for the cost of \$65 a month. Service is provided by Structured IT out of Bluffton, SC. Services would include backup of 1 computer, with all files in the cloud and remote IT services for assistance. Paul Hawkins made a motion to buy into the Chamber's IT contract. Seconded by Palmer Dasher. All approved. Motion passed.
6. City Engineer Matthew Barrow was in attendance to provide an update on engineering projects. He updated council on the proposal from last month regarding the right turn lane at Wallace Martin Road and Hwy 84. They have resubmitted the proposal to GDOT with needed changes regarding a median for the right turn lane. It will require a 50 ft. easement to do improvement and they will work with the attorney's office for needed documentation. Mr. Barrow also presented council with the Requests for Proposals Scope of Services document for council approval for lawn maintenance contract beginning November 1, 2016. He stated that the big opening will be September 16 at 10:00 a.m. at City Hall. Gail Evans noted a typographical error on the first page. Donnie Smith asked if they could add the cleaning of the City sign by the high school. Paul Hawkins suggested that it be added as an annual project. Palmer Dasher made a motion to approve the RFP with changes. Seconded by David Edwards. All agreed. Motion passed. Lastly, Mr. Barrow reported to council about the MS-4 inspection that was done on July 26. This was the first field inspection since implementation of the MS-4. The only comment of note was that the current plan had three outfall sampling locations, and after review of the city, they added four additional locations for a total of seven. He provided the clerk with a cd of the revised stormwater management plan.
7. Donnie Smith inquired about the proposal for the 48 unit Flemington Oaks PUD going to LCPC this month. Jeff Ricketson, LCPC Executive Director, stated that in 2009 the council did approve a tentative concept for development. However, it was approved under an old ordinance that also mandated the final draft be approved within six months, which did not occur. Thus, the approval for the tentative concept was revoked and the zoning was reverted back to R-1. Mr. Ricketson stated that he had confirmed this documentation with City Attorney Craig Stafford. Discussion ensued concerning differently zoned properties adjacent to each other, i.e. an agriculture zone next to a residential zone, and if the city has any liability concerns with it. Attorney Stafford assures council that the landowners assume responsibility and the city has no issue with liability.
8. Unfinished/New Business:
 - a. Palmer Dasher stated that there is no requirement to have the minutes read at each council meeting. He made a motion to dispense with the reading of the minutes at council meetings provided they are made available to council via email within three to five business days of each meeting. Seconded by Gail Evans. All approved. Motion passed. Donnie Smith recommended that no changes to the minutes be submitted until the following meeting. Attorney Stafford said that any changes to the minutes must be on the record. David Edwards discussed the options for the recording of the minutes. He recommended the purchase of a laptop and microphones for use with digital recording software. This will allow the minutes to be recorded digitally and then burned to a dvd for documentation purposes. Paul Hawkins made a motion to allow David Edwards to make purchases for digital recording equipment/software up to \$1500. Seconded by Charles Richardson. All agreed. Motion passed.

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- b. Palmer Dasher made a motion to approve the final draft of the Clerk Job Description. Donnie Smith seconded. All agreed. Motion passed.
 - c. Paul Hawkins and Palmer Dasher reported that they had sorted through all the keys that we found in the Clerk's office. Mr. Hawkins said that he had gotten two quotes for the cost to change the locks at City Hall, \$425 and \$435. Charles Richardson made the motion for Paul Hawkins to have the locks changed at City Hall, utilizing either one or two master keys for all locks. Gail Evans seconded. All agreed. Motion passed.
 - d. Palmer Dasher proposed an Hours of Operation sign for City Hall. It would be a white metal sign with a black frame. It would cost \$25. Attorney Stafford suggested adding the day and time for council meetings to the sign. Charles Richardson motioned to accept the proposed sign with changes made. David Edwards seconded. All approved. Motion passed.
 - e. Next item was the representatives for external committees/boards that city of Flemington participates in. Mr. Dasher says that council should spread out responsibilities amongst council members and bring a report back to share at monthly meetings.
 - HAMPO: Citizens Advisory-Tim Byler, Technical Advisory-Paul Hawkins, Policy Board-Mayor Martin
 - LRWRC: Technical Coordinating-Paul Hawkins, Council-Mayor Martin
 - TSC: Paul Hawkins-Motion made by Palmer Dasher for Charles Richardson to be the representative for the upcoming year. Seconded by Gail Evans. All approved. Motion passed.
 - KLB: Donnie Smith motioned to table the KLB representation decision pending reading the board member contract in full. Paul Hawkins seconded. All agreed. Motion passed.
 - CVB: Mayor Martin-Paul Hawkins made a motion for Palmer Dasher to be the alternate. David Edwards seconded. All agreed. Motion passed.
 - LCPC-Mayor Martin, with Paul Hawkins as the alternate.
 - f. Mr. Dasher discussed the use/control of credit cards. He requested that council be made aware of monthly charges for accountability purposes. Palmer Dasher made a motion to get a credit card for Ms. Taylor, so purchases can be made for office expenses and supplies. David Edwards seconded. All approved. Motion passed.
 - g. Other items of discussion were brought forward. Mr. Dasher stated that the hiring panel will begin meeting to sort through applications. Gail Evans stated that she and Mayor Martin went to The Heritage Bank and closed out the safe deposit box. The contents are now located in the firebox at City Hall. The contents were: an old CD, the car title to the deputy's car, and 2 deeds to the property. Paul Hawkins shared that he spoke with Henry Roberts about the cleaning of City Hall. He submitted a quote of \$45 per week for approximately 2 hours of cleaning weekly. Palmer Dasher requested approval to attend the Tourism Conference in College Park on September 12-14. David Edwards motioned to allow Mr. Dasher to attend the Tourism Conference. Donnie Smith seconded. All agreed. Motion passed. Donnie Smith asked council to get familiar with the Tree Ordinance enclosed in their packets to be discussed at a later date. Charles Richardson mentioned the physical appearance of the city car. He commented that council may want to consider a newer car in the near future for daily business/out of town conference use. David Edwards said that it is an old car and we need to consider the options prior to spending too much more money on repairs other than general maintenance.
9. Motion was made to adjourn by Gail Evans. Mayor Martin recalled council to approve the Audit Proposal from Golden & Associates. Palmer Dasher motioned to hire Golden & Associates for FY 2016 audit. Charles Richardson seconded. All agreed. Motion passed.
 10. Gail Evans made a motion to adjourn the meeting at 7:30 p.m. Second by Paul Hawkins. All agreed. Motion passed.