**HAHIRA CITY COUNCIL**

**WORKSESSION**

**NOVEMBER 3, 2014**

**6:30 P.M.**

**COURTHOUSE**

Mayor and Council met for a Work session November 3, 2014 with Mayor Bruce Cain presiding.

**PRESENT:** Councils: Ralph Clendenin, Kenneth Davis, Terry Benjamin and Mason Barfield. City Manager Jonathan Sumner, Police Chief Terry Davis, Public Works Director Donnie Warren, Fire Chief Dwight Bennett and City Clerk Lisa Mashburn.

**WEB SITE REPORT MOVED FROM DISCUSSION:**

This item was moved from discussion to have conference call with the Mayor and Council. Arthur and Stephon(project manager) from EZ site reviewed the web site for all to see via conference call. Arthur assured the Mayor and Council that they will be available for training and assistance for the next year. This is renewable each year for the amount of $600.00 for hosting. After the presentation and review of the proposed new web site they opened up discussion for questions. Councilmember Clendenin asked if we would be able to do web payments. It was stated that yes we would be able to but that we would need to get with INCODE for the guts of it. He also asked if we have a copy of code on CD. Yes they do have a copy on CD and it will be added to the site before the launch date. Sumner said that there are a few things that the department heads would like to add to the site before we go live. Sumner said that the address would be hahiraga.gov if approved and it would be available December 1, 2014.

**REVIEW/CORRECTIONS OF MINUTES:**

1. **SEPTEMBER 29, 2014 WORK SESSION**
2. **OCTOBER 2, 2014 COUNCIL MEETING**
3. **OCTOBER 6, 2014 SPECIAL CALLED MEETING**

The Mayor asked if anyone had any questions or concerns regarding the minutes. None noted.

**PUBLIC HEARING**

1. **HA-2014-05 VARIANCE REQUEST BY BARRY ROBINSON (PLANNING AND ZONING ADMINISTRATOR)**

Matt Martin said that he had a variance request for signage out parcel in front of Harvey’s for the new Huddle House. The sign would be 50 square foot and that it will be a monument sign that is required and that we have one free standing sign for Harvey’s at this time. The Planning Commission voted to approve with a 5-1 vote, one person abstained from voting.

1. **HA-2014-06 VARIANCE REQUEST BY ALLIED FIBER LLC (PLANNING AND ZONING ADMINISTRATOR)**

Zoning ordinance 5.1 states no utility substation in the City limits. This request if for a substation that will be on the water tower property and will be the required 200 feet from the residential zoning. This is all zoned R-6 residential and is 100 feet from the railroad and it is owned by the railroad and this complies with the intent of the proximity. Martin said the planning commission voted yes on this item. Councilmember Clendenin asked if we talked to the railroad or sent a certified letter. Matt stated that they are in relationship with Allied Fiber then they would not object. The Mayor asked if anyone had any questions. None noted.

1. **ILLICIT DISCHARGE AND ILLEGAL CONNECTION ORDINANCE (FIRST READING-CITY MANAGER)**

This item is part of the MS4 requirement and this process is to comply with EPD rules and regulations. The City must account and abide by storm water bylines. The MS4 permit has been applied for by Stevenson and Palmer and this application is that all residents must be attached to City sewer. We do not have a lot in our City but we do have a few that will need to be notified. This ordinance with give the Public Works Director and City Manager the authority to do this and allow them to be proactive. This is a requirement and this ordinance is modeled after the City of Albany’s ordinance. City Manager Sumner said that if unanimous at the first reading then it is codified. Councilmember Barfield asked if we have identified the ones in the City that are on private septic tank. PWD Warren said that we have about three that will need to be hooked up to the City sewer line. Councilmember Clendenin asked if this is a federal requirement. Sumner stated that yes it is. He said that it up to the individual to fix the line and bear the cost. Public Works Warren said that all septic tanks must be tied in to the City. Councilmember Clendenin asked if there will be a timeline and cost and suggested setting time line in ordinance. Sumner said that the Mayor and Council would be involved in the appeal process. Councilmember Barfield said that if we leave this up to Mayor and Council then it will give us some flexibility, leave it up to the discretion of the staff. City Manager Sumner said the he would think we would at least give them 90 days. Mayor Pro Tem Benjamin said that he would leave it open, case by case. Attorney Rob Plumb said that he too would leave it open. The Mayor said the ordinance stated they have the option to appeal and at this time then the City can set a date and time. Sumner said that this is important for commercial services also, and that these are a large portion of this. Councilmember Davis said yes if it is commercial like car wash then we would need to take care of it immediately and handle on a case by case bases. All cases will be different. Attorney Plumb said this is why you have code enforcement court.

**REVIEW OF BILLS/BUDGET OVERAGES**

**The** Mayor asked if anyone had and questions or concerns regarding the bills. None noted.

**DISCUSSIONS:**

1. **WEB SITE REPORT (CITY SITE ADMINISTRATOR)**

Moved to top of agenda for conference call

1. **TE PROJECT UPDATE (CITY MANAGER)**

City Manager Sumner said we talked about the TE project briefly at the retreat, back in 2011 the City was given a quarter of a million dollars to improve the east portion of town sidewalks. He stated that the TE project bears federal regulations and stated that the engineer has submitted its reports then they did the environmental and historical analysis for the last 8 months. The original right of way plans had no right of ways anticipated but separate right of way plans were submitted about two weeks ago and they will have to obtain some right of ways. DOT will then come back and work with our attorney Rob Plumb to obtain the right of ways and hopefully by April 2015 this will be acquired, construction money will be received in 2016 and then it would be put out for bids. Councilmember Clendenin asked where the right of way plans are. Sumner said that they are at City Hall and we have half a dozen properties and they did say in the beginning that they did not need right of ways but they did.

1. **SEALED BID OPENING FOR PROPERTY SALE-TILLMAN STREET (CITY MANAGER)**

City Manager Sumner said that the variance request by Allied Fiber LLC that they spoke about at the public hearing is the property that is part of the competitive bid process. These bids will be opened at the meeting on Thursday night.

1. **WATER-SEWER RATES (CITY MANAGER)**

Sumner stated that the notices had been sent out to each resident, advertised in the local paper, public hearing at work session and has had a lot of media coverage. He then stated that he spoke to several individuals at City Hall regarding the water-sewer rates. At the last meeting Council raised the question of what percent of residents are elderly. The study showed

0-4 years at 246 for 9%

5-17 years at 637 for 23%

18-64 years at 1604 for 59%

65 and over at 250 for 9%

The question is do we want to give a discount to senior citizens. Sumner said that it can be based on income, we can verify the income. Councilmember Barfield said that he would like to see if based on age and income. Councilmember Clendenin said that he would like to see the discount for disabled vets also. Sumner said that we will need to set an annual income per household say around $12,000. Councilmember Barfield said that on one site he looked at it was $15,000 and said that if we want provisions then we can do a draft. He said he would like to have a provision or policy presented to Mayor and Council which includes the initial increase of $13.00 and then future increases for what we will need in the future. He said that he would like to see if move forward as soon as possible because we have a $200,000 project in the works and plant overflow, what we have to do is major. Councilmember Clendenin said that we voted for SPLOST wouldn’t that cover it and that he thought it was 3 million. Sumner said that the citizens voted to repair the sewer lines and money was designated in the amount of 1 million over a 6 year period. He stated that it takes $50-60,000 per year to maintain the water/sewer and that we have a lot of expenses that are deferred to SPLOST, the $200,000 is over and beyond what is deferred to SPLOST. The service must come from proprietary fund. Councilmember Barfield said that we need to be proactive with this to service the fund. He said that we need to take care of the immediate needs plan for the difference over the next 6 year period. Go ahead and get it done and move forward and make a plan. Sumner said that the existing needs and ongoing needs will only increase in cost. Councilmember Davis said that is a good point, we need a mechanism in place, do an incremental increase, have it in place because we have not done this over the last 20-23 years and that we will not have to revisit this every year if a plan is in place. Do an automatic increase, give us an incremental increase survey and put it all in place. Councilmember Barfield asked City Manager Sumner to see what he can find and put together a policy with the $13.00 increase now and $7.00 over the next 5 years. It was then discussed how we would split that out with water/sewer and Sumner said he would split it down the middle and add $6.50 to water and $6.50 to sewer which would change the base fee to $33.00 instead of the $20.00 we now have.

1. **MAYOR’S DAY 2015 (CITY MANAGER)**

City Manager asked who would like to attend Mayor’s Day 2015 and stated that there will be DDA training on Saturday. The dates are January 23-26, Councilmember Barfield, Councilmember Davis and Mayor Pro Tem Benjamin said they would all like to attend.

1. **RETREAT 2015 (CITY MANAGER)**

City Manager Sumner said it is time to schedule another retreat. He asked if February 6th from 2-8 p.m. and February 7th from 8-2 p.m. would be good dates.

1. **CHANGE ORDER FOR STANFILL PAVING PROJECT (MAYOR CAIN)**

The change order is for E. Stanfill Street base repair and street resurfacing of about 40 square yards. This will be to adjust manhole ring and cover and to put new manhole covers on Stanfill Street. IT will be to adjust manhole ring and cover for E. Main Street. The cost is $7,839.84 and can be paid from SPLOST VI funds.

1. **ODOM BUILDING (COUNCILMAN CLENDENIN)**

Councilmember Clendenin said that we need to have signs posted to keep out of building, he said if someone injured then the city would be liable for it due to the unsafe roof in the building. City Attorney said the premises are a liability but trespassing would not be a liability to the City. Councilmember Barfield said that we should post a sign inside.

1. **CONCRETE WALL IN CITY PARKING LOT (COUNCILMAN CLENDENIN)**

Councilmember Clendenin asked why we did not take the wall out. PWD Warren said we never did say to do it or not. The Mayor said that if we take the wall down we need to have plans to do paving. IF we take down the wall we need to finish out the block wall. We need a price to repave the lot and strip the lot. Councilmember Davis said that he thought we took care of it in a vote. City Manager Sumner asked PWD Warren to get a price together.

1. **SUBDIVISION ORDINANCE RE-WRITE UPDATE (PLANNING AND ZONING ADMINISTRATOR)**

Matt Martin said that he had time to review the re-write and would like to set a meeting and go over it. HE said that he will call the Mayor and set up a time to review the re-write of the ordinance.

1. **DOWNTOWN VEGETATION (COUNCILMAN CLENDENIN)**

Councilmember Clendenin said that we discussed the downtown vegetation but that nothing has been decided yet. Councilmember Barfield said that he had reviewed several options but the problem that we have is the tree replacement that will satisfy the problem. It cannot spread or obstruct the view of the businesses. He said the business owners would like to see more floral type boxes, maybe miniature shrubs with perennials. Councilmember Clendenin said that we tried that and they died out. City Manager Sumner said that it is so hot in the summer and the concrete gets so hot that it is hard to have anything grow. He said he phoned the Georgia Forestry Commission and they suggested Bradford Pear Trees. HE said that he would talk to the Altman and Barrett Engineering and see if they had any suggestions.

1. **FY15 LMIG PAVING LIST –RESTRUCTURE (MAYOR CAIN)**

The Mayor said that the list had been updated, Sargent Street would be first priority. Everyone should have a copy of the new list.

1. **METER REPLACEMENT (MAYOR CAIN)**

There was discussion regarding the broken meters and replacement of meters. It was decided that current policy is sufficient.

**DEPARTMENT REPORTS:**

1. **HOLIDAY AGENDA SUBMISSION AND PACKET DISTRIBUTION SCHEDULE (CITY MANAGER)**

City Manager Sumner stated he had sent a copy of the holiday agenda submission and packet distribution schedule and the only changes would be around Thanksgiving and Christmas of 2015.

1. **MEETING & HOLIDAY SCHEDULE-2015 (CITY MANAGER)**

City Manager Sumner stated he had sent a copy of the holiday schedule in the packets. July 4th was the only issue with the meeting being moved to the 2nd week of July 2015.

1. **CHRISTMAS BONUSES & EXCESS SICK LEAVE (CITY MANAGER)**

Christmas bonuses and excess sick leave amounts are in the packets for review. IF approved this would be given out at the Thanksgiving luncheon on November **21st.**

1. **CHRISTMAS PARTY-DECEMBER 11 (CITY MANAGER)**

The City Christmas Party will be December 11, 2014 at 6:00 p.m. Carters will cater and we will meet at the Methodist Church gymnasium.

1. **CITY-COUNTY MANAGER’S FALL CONFERENCE (CITY MANAGER)**

The City Manager would like to attend the Fall Conference for Managers on November 12-14.

**SET NOVEMBER COUNCIL AGENDA:**

**-**SEALED BID OPENING FOR PROPERTY SALE-TILLMAN STREET

-WATER-SEWER RATES

-DOWNTOWN VEGETATION

**SET NOVEMBER CONSENT AGENDA:**

-HOLIDAY AGENDA SUBMISSION AND PACKET DISTRIBUTION SCHEDULE

-MEETING & HOLIDAY SCHEDULE-2015

-CHRISTMAS BONUSES & EXCESS SICK LEAVE

-CHRISTMAS PARTY-DECEMBER 11

-CITY-COUNTY MANAGER’S FALL CONFERENCE

-MAYOR’S DAY 2015

-RETREAT 2015

-CHANGE ORDER FOR STANFILL PAVING PROJECT

-FY15 LMIG PAVING LIST-RESTRUUCTURE

**EXECUTIVE SESSION**

**Mayor Pro Tem Benjamin made a motion to go into Executive session to discuss property which was seconded by Councilmember Davis. Councilmember Davis, Councilmember Barfield, Councilmembers Clendenin and Mayor Pro Tem Benjamin all voted in favor of the motion.**

**A motion was made to come out of Executive Session by Mayor Pro Tem Benjamin which was seconded by Councilmember Barfield. Councilmember Barfield, Councilmember Davis, councilmember Clendenin and Mayor Pro Tem Benjamin all voted favor of the motion.**

**ADJOURN**

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**MAYOR BRUCE CAIN**

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**CITY CLERK LISA MASHBURN**