

CITY OF HAHIRA

MAY 2, 2023

WORK SESSION

6: 00 P.M.

COURTHOUSE

The Mayor and Council met for a Work Session on May 2, 2023 at 6:00 p.m. with Mayor Bruce Cain presiding.

PRESENT: Mayor Bruce Cain, Councils: Mason Barfield, Louise White, Kenneth Davis, and Mayor Pro Tem Tony Rosatti. City Manager Jonathan Sumner, City Clerk Lisa Mashburn, Fire Chief Dwight Bennett, Assistant Fire Chief David Thompson, and Police Chief Terry Davis. MSD Jennifer Price and PWD Willie Jones were not present.

REVIEW/CORRECTION OF MEETING MINUTES:

A. APRIL 4, 2023 WORK SESSION

B. APRIL 6, 2023 COUNCIL MEETING

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

REVIEW OF BILLS/BUDGET OVERAGES:

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

DISCUSSIONS:

A. HAHIRA TRAFFIC STUDY FINAL REPORT-TRANSPORT STUDIO (WHITNEY SHEPHARD-COUNCIL MEETING)

City Manager Sumner stated that since beginning this work on this with the Valdosta-Lowndes Metropolitan Planning Organization over two years ago, we are pleased to offer Transport Studio's final report for your review. They have undertaken an extensive assessment of traffic conditions in our City and North Lowndes County through the gathering of traffic analysis, traffic counts, multiple site visits, public hearings and contact to numerous citizens, property owners and governmental stakeholders over the past 14 months. The final report shows the depth of their research and will serve as a foundation for funding requests on traffic implementation projects that the City can pursue and on the regional, state, and federal level for years to come. Transport Studios principal, Whitney Shephard will be present at the Council meeting to deliver this report to you.

B. VETERAN'S DAY PARADE-NOVEMBER 11 (COUNCILMEMBER WHITE)

Councilmember White would like to request having the 2nd Veterans Day Parade on November 11, 2023. Chief Davis stated they would just need to do the Parade permit application. City Manager Sumner stated this would be on moved to the Consent agenda.

C. WOODBRIDGE DRAINAGE LETTER (CITY MANAGER)

City Manager Sumner stated that Councilman Davis requested a letter describing the option approved by Council at the April meeting be drafted and sent to the Woodbridge subdivision. I will have a copy of this draft for your review by the work session. I have included the attachments that will accompany the letter, including the bid tabulation that was rejected, the Engineers recommendations and a brochure published by the Georgia Department of Natural Resources on venomous snakes of Georgia.

D. FRESHWATER CORRECTIVE ACTION PLAN UPDATE (PWD JONES)

As discussed at Retreat and before we have had problems with the HA5 and we have been working since January 2022 to evaluate and find a solution. We tried lowering the water in the tank and it did not help with the problem. PWD Jones and I will update you on the newly submitted correction action plan by the engineer Carter and Sloope to Georgia EPD on our Freshwater system. It asks for 24 months whereby the City can undertake a comprehensive review of new water sources to the north that can be sought as a replacement to Well #3 at the business park. IT also calls for redrilling Well #1 at Randal Street. A cost estimate of this as discussed at the FY12 Retreat is included in your packet. I am pleased to report to you the Carter and Sloope has submitted a request that has been

authorized through Senator Ossoff's office for \$2.5 million in direct appropriation funds for this project.

DEPARTMENT REQUESTS:

A. PUBLIC WORKS ROAD AND RIGHT OF WAY

MAINTENANCE POSITION-GENERAL AND PROPRIETARY FUNDS (PWD JONES)

City Manager Sumner stated that PWD Jones could not be here tonight. The public works department is faced with a tremendous workload due to the increased growth of the City and has requested another employee position to be tasked with road and right of way maintenance. The total cost breakdown is included in your packets and is proposed to be funded 50% proprietary fund and 50% general fund. Revenue collection in both funds exceeds projections and can accommodate the resources necessary for the request. The salary will be \$13.50 per hour and will be in the streets department and having this position would pay for itself in road repairs.

B. CERTIFIED WASTEWATER OPERATOR CONTRACT (PWD JONES)

City Manager Sumner stated that with the anticipated bidding of the new wastewater treatment facility in the fourth quarter staff is requesting the engagement of the services of Larry Crumb to be the City's Certified Wastewater operator. This would include available

consultation and preparation of the monthly required discharge monitoring reports that are submitted to EPD. The proposed contract is included in the packet and would be \$900.00 per month expense and the proprietary fund can accommodate this expense. Mr. Crumb is engaged with the services of Carter and Sloope who is designing the new WWTF. He is a class certified wastewater operator and works closely with Carter and Sloopes Moultrie office. He is located 45 minutes travel time of the City in case of emergencies. The City Attorney has reviewed the contract and everything is ok.

C. SPRAY FIELD MOWING AGREEMENT (PWD JONES)

City Manager Sumner stated that Mr. Mike Sumner of Fancy Girl Farms is requesting access to the City's sprayfield for the purpose of maintaining and cutting the hay. We have not had a formal arrangement for this service in several years and the current provider is not interested in continuing. There is a problem with having the proper equipment to do the job. We have produced a historical contract that the City has used in the past. The City Attorney and PWD Jones are making some modifications and a draft of the new contract has been sent to you.

D. SUBDIVISION LIFT STATION GENERATOR PURCHASE OFR MCNEIL ESTATES, PHILLIPS PLACE AND GRAYLYN-SPLOST VIII- (PWD JONES)

City Manager Sumner stated that we have 3 subdivisions in development and all have lift station but no generator. Generators are needed for the lift stations in these subdivisions prior to hurricane season. We have quotes from Cowart Electric with a 5-year warranty. The generators are on back order for 50 weeks. We need to go ahead and purchase a Hydroservice pump in the amount of \$35,015 to have in time for hurricane season in August since the generators are 50 weeks out. We have discussed the generators with Cowart and they know we need them. They will hold the price from now until delivery is possible in May of 2024. We need something for this now and that is the reason for the pump. The pump is secondary and once we have the generators, we can use them as a backup. The quotes are \$47,500, \$50,905, and \$47,225.

**E. GEORIGIA RURAL WATER ASSOCIATION CONFERENCE-
PWD JONES & CITY MANAGER (PWD JONES)**

City Manager Sumner stated that GRWA is consulting for the small cities like Hahira. We visited Charles McCann of GRWA about the Wastewater facility and we went and toured a facility with him. PWD Jones will be at conference and I would like to go so that I can talk to consultants and go to the meetings. Registration is required and the cost is in your packet.

**F. CAPITAL INFRASTRUCTURE FINANCIAL ANALYSIS-
DAVENPORT & ASSOCIATES (CITY MANAGER)**

Davenport and Associates performed a financial analysis for the City of the potential construction of the new City Hall prior to the issuance of the SPLOST VIII referendum in 2019. Though we did not proceed with construction, this decision was made from an informed position through the knowledge provided by Davenport. We are recommending a similar analysis for the construction of the WWTF and the deep wells. The contract calls for a fee ranging from \$15,000 to \$22,500. I have spoken with the staff and they have committed to an engagement of no more than \$7,500 for an analysis of similar scope and detail to the previous City Hall report. This will help us to decide.

**G. HAHIRA SQUARE TABLE PURCHASE-PLACEMAKING
GRANT (MSD PRICE)**

MSD Price has secured a \$7,500 grant through the Association of Realtors and the Board of Realtors. This was for the purchase of picnic tables for the Hahira Square. Main Street and Public works will work to assemble and get them in place.

**H. SALARY ADJUSTMENT-POLICE, FIRE AND
ADMINISTRATION DEPARTMENTS (CITY MANAGER)**

City Manager Sumner said as discussed at the FY23 Retreat we have produced the recommended Public Safety and

Admin wage increases. The proposed impact to the FY23 Budget for the recommended increase is \$236,524.

Revenues are currently running about 20% above the anticipated \$2.885 million General fund budget or about \$575,000 over anticipated levels when the FY23 budget was adopted in October of last year. This is the major reason that staff feels comfortable recommending the adjustments and is also substantiated by the revenue and expenditure report included in the packets. Also included is the 2022 Georgia Department of Community Affairs wage and salary study for cities between 2,500 and 5,000 in size. We have included wage data for similar positions in other South Georgia communities.

SET MAY COUNCIL MEETING AGENDA:

-Hahira Traffic Study Final Report-Transport Studio (Whitney Shephard)

SET MAY CONSENT AGENDA:

- Public Works Road and Right-of-Way Maintenance Position – \$50,342 Gross & Fringe – General and Proprietary Funds 50%-50%

- Certified Wastewater Operator Contract – Larry Crumb – \$900 Monthly

-Spray Field Mowing Agreement – Fancy Girl Farms, LLC

- Subdivision Lift Station Generator Purchase for McNeil Estates, Phillips Place, and Graylyn – SPLOST VIII FY24 – Cowart Electric and Industrial Contractors – \$145,155

- Georgia Rural Water Association Conference – PWD Jones & City Manager

- Capital Infrastructure Financial Analysis – Davenport & Associates – \$7,500
- Mobile Bypass Pump Purchase – SPLOST VIII – Hydra Service – \$35,315
- Salary Adjustment – Police, Fire & Administration Departments \$236,524
- Veteran’s Day Parade – November 11
- Woodbridge Drainage Letter. Georgia Environmental Protection Division Freshwater Corrective Action Plan Renewal

The Meeting was adjourned at 7:05 p.m.

ADJOURN.

MAYOR BRUCE CAIN

CITY CLERK LISA MASHBURN