



CITY OF SUMMERVILLE REGULAR COUNCIL MEETING JUNE 10, 2013



CALLED TO ORDER: Mayor Harvey called the meeting to order.

ROLL CALL: Mayor Harry Harvey gave roll call. Mayor Pro Tem Lloyd "Buddy" Windle, Council Members David Ford, Dale Housch, Joe Money, Jr., and Zachary Martin were present. Also present was City Manager Russell Thompson and City Attorney Albert Palmour.

CALLED TO ORDER: Mayor Harry Harvey called the meeting to order.

INVOCATION: Mayor Harry Harvey gave the invocation.

PLEDGE OF ALLEGIANCE: Council Member Dale Housch led the pledge of allegiance.

MEETING AGENDA: Mayor Harvey asked if anyone had any additions, deletions, or changes to the agenda. Council Member David Ford stated that he has one item to add; the walking track at Fairway. Mayor Harvey asked if anyone else had anything relating to the agenda. With no further comment concerning the content of the agenda, Council Member Dale Housch made a motion to accept and approve the agenda with the addition of one item; the walking track at the Fairway Recreation facility. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

MAYOR'S COMMENTS: Mayor Harvey stated that he is always glad to have visitors at Council meetings. Mayor Harvey stated that the Finster Fest held this past weekend was a success. Mayor Harvey expressed appreciation to all people that helped with the event as well as those that attended the function. Mayor Harvey reported that there will be a Special Called Meeting this Thursday night at 6 p.m. for the second reading of the proposed 2013-2014 Fiscal Year Operating Budget. Mayor Harvey reported that the City of Summerville 4th of July celebration will be held on Saturday, June 29th beginning at 5 p.m. at the Summerville Recreation Department. Mayor Harvey reported that the Georgia Municipal Association Annual Convention will be held in Savannah, Georgia on June 22 through 25th noting that some Council Members will be attending this event.

BETTER HOMETOWN: City Manager Russell Thompson reported that the county abolished their Better Hometown position. City Manager Thompson explained that there is 180 day window to fill the position. City Manager Thompson stated that he plans to fill the position in-house.

CODE ENFORCEMENT: Code Enforcement Officer Joey Norton reported that during the month of May 17 new permits were issued with collections of \$665.00 and 18 new property maintenance cases were opened. Joey reported that he is starting to get some forward movement with abandoned property clean ups. Mayor Pro Tem Lloyd "Buddy" Windle asked if any of the forward movement has to do with the Taylor house. Joey responded, "Yes". Attorney Albert Palmour interjected that City Court Judge Sam Finster awarded the owners additional time for the property.

PAGE 2
CITY OF SUMMERVILLE
REGULAR COUNCIL MEETING
JUNE 6, 2013

WATER TREATMENT PLANT: Water Treatment Plant Superintendent Janice Galloway reported that 5.4 million gallons of water was pumped last month. Janice also reported that Open House went well and she appreciates those that participated. Janice reported that the Water Consumer Confidence Report will be posted on the city's web site.

WASTEWATER TREATMENT PLANT: Wastewater Treatment Plant Superintendent Chris Tuggle reported that during the month of May the Wastewater Treatment Plant had 79.6 million gallons processed at the plant for an average of 2.6 million gallons per day, 7.3 inches of rain, 18 septic truck deliveries hauling 32,822 gallons of waste for an income of \$1,762.88, and 4,300 gallons of condensation water from Tri-Con for \$197.00.

CITY UTILITIES REPORT: Utilities Superintendent Tony Carroll gave a report of every department's work orders under his supervision for the month of May. Tony also reported the Beavers Road pump station was hit by lightening and the sewer project for First, Ramey, and Scoggins Streets are lined up.

RECREATION DEPARTMENT: Recreation Department Director Bo Chamlee reported that baseball and softball season is finishing up with district tournaments beginning on June 22nd.

POLICE DEPARTMENT: Police Chief Stan Mosley reported that officers patrolled 6, 116 miles, housed 21 inmates for a total of 36 days, issued 150 citations and collected \$4,030.00 at the Police Department during the month of May.

PROBATION: Police Chief Stan Mosley reported that city probation collected \$3,449.00 in fines and \$2,736 in fees. State court probation collected \$5,864 in fees.

FIRE DEPARTMENT: Fire Chief Greg Echols reported that the Summerville Fire Department responded to 48 calls in the month of May. Among the calls were 2 gas leaks, 10 EMS calls, 16 wrecks, 2 rubbish fires, 2 structure fires, and 1 person in distress.

CITY ATTORNEY: City Attorney Albert Palmour explained that the bid tabulation numbers submitted for the sewer line upgrades to First Avenue, Scoggins, Cleghorn and Ramey Streets experienced some problems. Attorney Palmour explained that when bids were opened Northwest Georgia Paving discovered they had transposed their numbers within the body of their bid package for the paving portion of the project. When the number transposition was brought to light Bartow Paving Company voiced objection since Northwest Georgia Paving's front page total bid number was initially lower but once the numbers within the bid listed to calculate that front end number were transposed the front end number would not be correct. Attorney Palmour stated that in order to maintain the integrity of the project he suggests that the paving portion of the project be re-bid. Attorney Palmour stated that it is his understanding that re-bidding the paving portion of the project would not deter progress since paving is the last step. Attorney Palmour stated that there were no complications with contract number 1; sewer line upgrades.

PAGE 3
CITY OF SUMMERSVILLE
COUNCIL MEETING
JUNE 10, 2013

CITY MANAGER: City Manager Russell Thompson reported that everyone has a financial report for month ending May 31st noting that revenue exceeded expenditures. City Manager Thompson explained that currently the city is \$400,000 in the black. City Manager Thompson stated that he feels like the fiscal year will end in the black.

TAKE HOME VEHICLES: Mayor Harvey stated that at the first budget work session City Manager Thompson was asked to have a fuel use report for all take home vehicles. Mayor Harvey stated that City Manager Thompson will give that report during the budget work session portion of the meeting.

PREVIOUS MINUTES: Mayor Harvey stated that a motion is needed to approve the minutes of the previous meetings unless there are some changes or corrections that are needed. No corrections or changes were needed. Council Member Zachary Martin made a motion to approve the minutes of the previous meetings as prepared and presented. The motion was seconded by Mayor Pro Tem Lloyd "Buddy" Windle and carried unanimously.

BUDGET WORK SESSION – FUEL CONSUMPTION: Mayor Harvey stated that the first thing for the budget work session will be to discuss the fuel consumption report. Mayor Harvey asked City Manager Thompson to give his report. City Manager Thompson reported that a fuel consumption report has been distributed for review. City Manager Thompson stated that he has advised all department heads that have a take home vehicle to be ready to explain their fuel consumption and how many times they are called back into the office per week. Mayor Harvey stated that he would like to hear from each department head. City Manager Thompson stated he would go first stating that he comes back to the office after hours once or twice a week. Police Chief Stan Mosley reported that he and two investigators have take home vehicles because they get calls at all hours and have to respond quickly. Police Chief Mosley explained going to a central location to pick up a vehicle to respond to a call would take additional time. Police Chief Mosley stated that quick response is needed for police matters; every minute counts. Recreation Director Bo Chamlee explained that he worked 30 Saturdays and 12 special events last year with an average of 56 hours a week in the fall. Bo explained that he gets calls for maintenance issues and does travel with the all stars. Utility Superintendent Tony Carroll stated that his department has four take home vehicles; himself, Terry Tinney, and two on-call employees. Tony said he is called back in once or twice every week which includes emergencies for natural gas or weather. Tony explained that Terry Tinney is called back in once or twice a week and the on-call staff members have to be able to respond quickly just like the police department. Wastewater Treatment Plant Superintendent Chris Tuggle stated that he is on call 24/7 and comes back to the office one or two times a week. Chris explained that if spills occur he has to inspect the site and make sure all EPD/EPA procedures are followed for compliance. Chris explained further that river samples also have to be taken. Water Treatment Superintendent Janice Galloway explained that she is on call 24/7 and makes around three trips a month back to the plant after hours. Janice stated that she drives the city vehicle to work and home and back into the plant for any call-ins. Council Member Housch asked why, other than convenience, isn't there a central location for after hour vehicles. Utility Director Tony Carroll explained that responding to utility emergencies is time sensitive like it is for the police department.

PAGE 4
CITY OF SUMMERVILLE
COUNCIL MEETING
JUNE 10, 2013

BUDGET WORK SESSION – FUEL CONSUMPTION CONTINUED: Council Member Joe Money, Jr. stated that if the vehicles are driven home 31 times a month he wonders if the city would be better off cutting a check for the mileage rather than providing a vehicle. Mayor Pro Tem Lloyd "Buddy" Windle asked if employees that have take home vehicles are given a 1099 for the benefit. City Manager Thompson stated that there is some debate over issuing 1099s due to determining the difference between work and personal use with the details of that being buried in the IRS code. Attorney Albert Palmour interjected that he is not aware of any city employee with a take home vehicle receiving a 1099. Mayor Harvey stated that he wanted folks to remember that fuel consumptions also include the daytime work activities. Council Member Dale Housch stated that he would like to reserve the ability to review the item again later. Mayor Harvey asked if there are any further questions. Council Member David Ford asked if the city gets any sort of break on fuel costs. City Manager Thompson responded stating that if the supplier sees that there will be a spike in gas prices they will come top off our tank to keep us from having to pay the higher price. Mayor Harvey stated that safety for our residents needs to be kept in mind. Council Member David Ford stated that he feels 1099s should be issued for those employees that have take home vehicles.

FIRST READING OF PROPOSED 2013-2014 FISCAL YEAR BUDGET: Mayor Harvey stated that this is the first reading of the proposed 2013-2014 Fiscal Year Budget. Mayor Harvey stated City Manager Thompson has some handouts for Council. City Manager Thompson distributed three documents; a copy of the budget ordinance, a copy of the new budget with all requested changes, and a summary sheet of the requested changes. A copy of the ordinance and summary sheet are attached and considered part of these minutes. City Manager Thompson gave a brief review of all requested changes to the initially proposed 2013-2014 Fiscal Year Budget. City Manager Thompson stated that the budget is balanced with an equity transfer of \$32,527.87. City Manager Thompson explained that utilizing the equity transfer leaves a contingency fund of \$14,581.52. City Manager Thompson explained that the equity transfer could be reduced by the dollar amount in the contingency fund if Council so desires. No recommendation was made to deplete the contingency fund. City Manager Thompson explained that section three lists fee schedules and is reflective of the previously discussed water rate increase. Mayor Harvey interjected that the budget is set with the same revenue assumptions. Mayor Harvey asked if there were any questions from the public. Jason Espy of *The Summerville News* stated that the feedback he has heard is that people are not pleased with utility rates going up to finance employee raises. Mayor Harvey responded that the city has valuable employees and they should be compensated. Council Member Dale Housch stated that the raises are due to establishing a classification and compensation plan. Mayor Harvey stated this is the first reading of the proposed 2013-2014 Fiscal Year Budget then proceeded to read the associated ordinance in its entirety. Mayor Harvey stated that the budget is balanced as presented. Mayor Harvey asked if there were any questions or comments from Council. No comments or questions were stated. Mayor Harvey stated that the second reading of the proposed 2013-2014 Fiscal Year Budget would be done at a Special Called Meeting to be held at 6 p.m. on Thursday, June 13, 2013. Mayor Harvey stated that following the second reading, if there were no requested changes by Council, the 2013-2014 Fiscal Year Budget would be set for adoption.

PAGE 5
CITY OF SUMMERVILLE
COUNCIL MEETING
JUNE 10, 2013

CDBG SEWER LINE UPGRADES: Mayor Harvey stated that the CDBG sewer line upgrade for First Avenue, Scoggins, Cleghorn and Ramey Streets are before Council for discussion. Mayor Harvey requested City Manager Thompson to present the associated information. City Manager Thompson stated that a copy of the bid tabulation sheet for the CDBG sewer line upgrade project was included in Council packets. City Manager Thompson stated that as City Attorney Palmour explained earlier in the meeting the second part of the project needs to be re-bid due to a numerical transposition stated within the bid proposal that was in conflict with the total bid number presented. City Manager Thompson explained that the first portion of the CDBG project deals with the actual sewer line upgrades and shows Billy Joe Gambill as the low bid of \$345,910.64. City Manager Thompson stated that he recommends that the first portion of the project be awarded to Mr. Gambil and have the second portion dealing with the paving re-bid. Mayor Harvey stated that he would like to have the motions split with one motion on Contract 1 for the sewer line upgrades and one motion for re-bidding the paving portion of the project.

CDBG SEWER LINE UPGRADES - CONTRACT #1: Council Member Dale Housch made a motion to award Contract #1 of the CDBG sewer line upgrade to Billy Joe Gamble who bid \$345,910.64. The motion was seconded by Council Member Zachary Martin and carried unanimously.

CDBG SEWER LINE UPGRADE/PAVING - CONTRACT #2: Council Member Dale Housch made a motion to re-bid Contract #2 of the CDBG sewer line upgrade that is for the paving portion of the project due to the problem a bid submitted with number transpositions within the contract that caused the low bid number to not calculate correctly. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

LMIG PROGRAM – REPAVING 2013: City Manager Thompson explained that the LMIG program is what everyone previously called the LARK grant. This grant is for \$43,418.76 to repave Bittings Avenue beginning at Kelly Street with paving ending on Marvin Street and Alexander Street beginning at Martin Street with paving ending at Roberts Street. City Manager Thompson explained that there is some difference in asphalt types noting that the type with 1% lime added is a better product. City Manager Thompson stated that he recommends going with Patty Construction at a cost of \$59,451 noting that there is less than 1% difference between Patty Construction's bid and the low bid of Northwest Georgia Paving of \$58,919. City Manager Thompson explained that the bid prices are with the city purchasing the asphalt. Mayor Harvey stated that the recommendation is that the city purchase the better grade asphalt and use Patty Construction to do the paving. Council Member Zachary Martin made a motion to follow City Manager Thompson's recommendation to purchase the higher grade asphalt and award the paving portion of the LMIG repaving project to Patty Construction. The motion was seconded by Council Member Dale Housch and carried unanimously.

NATURAL GAS UTILITY SERVICE POLICIES AND PROCEDURES: Mayor Harvey stated that the next item for discussion is proposed adoption of Natural Gas Utility Service Policies and Procedures. Mayor Harvey requested that City Manager Thompson explain the item. City Manager Thompson stated that there was a copy of the Natural Gas Utility Service Policies and Procedures included with Council packets.

**PAGE 6
CITY OF SUMMERVILLE
COUNCIL MEETING
JUNE 10, 2013**

NATURAL GAS UTILITY SERVICE POLICIES AND PROCEDURES CONTINUED: City Manager Thompson explained that the adoption of this document is a requirement by the Georgia Public Service Commission and must be filed with them no later than June 30, 2013. City Manager Thompson explained that the city already follows the documented policies and procedures; this is a formality requirement. City Manager Thompson stated that the document needs to be adopted and posted with the effective date of July 1, 2013. Mayor Harvey asked if the document will be posted on the city's web site. City Manager Thompson stated that it will. Council Member Joe Money, Jr. made a motion to adopt and post the Natural Gas Utility Service Policies and Procedures effective July 1, 2013. The motion was seconded by Council Member Zachary Martin and carried unanimously.

SIGN PERMIT – 9981 COMMERCE: Codes Enforcement Officer Joey Norton explained that the business located at 9981 Commerce is a newly renovated office and David Parker wants a new sign. Joey explained that based on the sign ordinance the frontage of the building allows a 15 square foot sign. Joey stated that they have a 3 foot by 5 foot sign which is within regulation. Mayor Harvey stated that Code Enforcement Officer Joey Norton has stated that the sign meets code requirements and is ready for a motion. Council Member Joe Money, Jr. made a motion to approve the sign permit application for 9981 Commerce Street. The motion was seconded by Council Member Dale Housch and carried unanimously.

WALKING TRACK AT FAIRWAY RECREATION DEPARTMENT: Council Member David Ford stated that the city needs a walking track at the Fairway Recreation Department. Council Member Ford stated that he suggests that the city borrow money for the track then pay the loan back with S.P.L.O.S.T. money. City Manager Thompson stated that the S.P.L.O.S.T. funds will not be available until January 1st. Attorney Albert Palmour stated that he does not know if that would be possible or not. Attorney Palmour requested a couple of days to review the request to see if it falls within the guidelines of acceptable practices.

QUESTIONS: Mayor Harvey asked if there are any questions. Jason Espy of *The Summerville News* asked for a copy of the sheet showing new salaries, the fuel consumption report, and copies of all credit card statements from April 2012 through April 2013. Jason asked when the last time bulk chlorine was bid. Water Treatment Superintendent Janice Galloway stated that bulk chlorine was last bid about six months ago. Jason asked when bids were taken for tires. City Manager Russell Thompson responded that Gordon checks on prices each time tires are purchased.

ADJOURN: All business having been concluded Mayor Pro Tem Lloyd "Buddy" Windle made a motion to adjourn. The motion was seconded by Council Member Zachary Martin and carried unanimously.

Attest:

HARRY HARVEY – MAYOR

**JILL DURHAM – CITY CLERK
G.C.M.C.**