



CITY OF SUMMERVILLE REGULAR COUNCIL MEETING FEBRUARY 10, 2014



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 Zachary Martin led the pledge of allegiance.

AGENDA: Mayor Harvey asked if any changes were needed to the agenda. Mayor Harvey stated that he has a change; move discussion of setting the date for the 4th of July celebration up to item "D". Council Member David Ford asked to add discussion concerning the purchase of a salt spreader to the agenda. Mayor Harvey asked if there were any further changes to the agenda. With no further additions to the presented agenda Council Member David Ford made a motion to approve the agenda as amended. The motion was seconded by Council Member Dale Housch and carried unanimously.

WELCOME: Mayor Harvey welcomed everyone to the February Council Meeting then asked visitors to sign in if they wish to address Council. Mayor Harvey read the list of people signing in for the meeting and explained that there would be an opportunity for visitors to speak at the end of the meeting.

ANNOUNCEMENTS: Mayor Harvey gave the following announcements:

CITY EMPLOYEES APPRECIATED: Mayor Harvey expressed appreciation to all staff members that were helpful during the recent snow and ice. Mayor Harvey encouraged everyone to be safe as the area is expecting another wave of snow and ice.

BUDGET WORK SESSION: Mayor Harvey announced that there will be a Budget Work Session wherein department heads will be given an opportunity to address Council concerning requests for staff member reclassifications.

BETTER HOMETOWN – SUSAN LOCKLEAR: Susan addressed Council and reported all activities in the works for spring which included lunch with the Easter Bunny on April 12th. Susan reported that she is also working on "Follow the Bunny" on April 12th which would entail the bunny visiting different downtown business location.

CODE ENFORCEMENT: City Manager Russell Thompson reported that Joey Norton is unable to be present and items for his department will be covered later in the meeting. City Manager Thompson explained that Joey provided all information associated with the sign request listed on the agenda.

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WATER TREATMENT PLANT – JANICE GALLOWAY: Water Treatment Plant Superintendent Janice Galloway reported that during the month of January the water plant pumped 64,259,600 gallons of water, had 4.06 inches of rain, and no malfunctions. Janice also reported that the two new employees are still in the process of training for certification. Janice also reported that the electrical upgrade is finished and was a rewire of the whole plant.

WASTEWATER TREATMENT PLANT: Wastewater Treatment Plant Superintendent Chris Tuggle reported that in the month of January the WWTP processed 73 million gallons of wastewater with an average of 2.3 million gallons per day. Chris reported that there was also 1 inch of snow. Chris reported that the influent pump has been received and installed and had no problem handling 2.5 inches of rain. Chris reported that the alum tank project is about 75 percent done with an anticipated completion date of March 1st.

PUBLIC WORKS: Public Works Director Tony Carroll gave a report of every work order done by all departments under his direct supervision. Tony reported that paving will begin as soon as the weather breaks. Tony stated that the new chicken house project has begun. Tony expressed appreciation for the great job his crew members did during the extreme cold weather and snow.

RECREATION DEPARTMENT: Recreation Department Superintendent Bo Chamlee reported that the regular basketball season is over and All Stars players are having play-offs. Bo reported that sign-ups for all ages of baseball are being held.

POLICE DEPARTMENT: Police Chief Stan Mosley reported that officers patrolled 7,545 miles, housed 15 inmates for a total of 23 days, issued 122 citations and collected \$3,471 at the PD during the month of January.

PROBATION: Police Chief Stan Mosley reported that a probation report is not available.

FIRE DEPARTMENT: Fire Chief Greg Echols reported that during the month of January the Summerville Fire Department responded to 98 calls. Among the calls were 10 combustible spills, 16 cancelled en route, 4 electrical, 15 EMS, 4 false alarms, 21 medical assist, 1 car fire, 5 vegetation, 2 rubbish, and 8 structure fires.

CITY ATTORNEY: City Attorney Albert Palmour reported that he has a modification to the noise ordinance but since there is so much on the agenda the item can wait. City Attorney Palmour also reported that Parker System is beginning to pay franchise fees.

CITY MANAGER: City Manager Thompson reported that there is a change order needed for paving. City Manager Thompson reported further that the city now has a roller and trailer for repairing pot holes. City Manager Thompson explained that the Couey House repair project is being set for bid. City Manager Thompson reported that he anticipates that bid results will be available for the next Regular Council Meeting. City Manager Thompson also reported that revenue has exceeded expenses by a small amount noting that revenue is at 2.8 with expenses at 2.6.

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PREVIOUS MINUTES: Council Member David Ford made a motion to approve the minutes of previous meetings as prepared and presented. The motion was seconded by Council Member Zachary Martin and carried unanimously.

ALCOHOL LICENSE – LOS MAGUEY MEXICAN RESTAURANT: Mayor Harvey stated that the next item on the agenda is to consider an alcohol license request for Los Maguey Mexican Restaurant at 10020 Commerce Street. City Manager Thompson reported that all fees are paid and paperwork has been turned in. City Manager Thompson stated that staff's recommendation is to approve the application. Council Member Joe Money, Jr. made a motion to approve the alcohol license application for Los Maguey Mexican Restaurant. The motion was seconded by Council Member Dale Housch and carried unanimously.

SIGNS & AWNING FOR H&H INSURANCE: Mayor Harvey stated that the next item for consideration is two signs and an awning for H & H Insurance located at 9971 Commerce Street. City Manager Thompson stated that staff recommends the request be approved since everything meets code requirements. Council Member Dale Housch asked if the colors for the sign or awning are listed. City Manager Thompson responded stated that the colors are not listed but he can find out. Council Member Dale Housch made a motion to approve the two requested signs and awning. The motion was seconded by Council Member David Ford and carried unanimously.

2014 CDBG RESOLUTION - SEWER PHASE 2 – SCOGGINS & RAMEY: Mayor Harvey stated that a resolution is needed as part of the CDBG application process for phase 2 sewer improvements on Scoggins and Ramey. Mayor Harvey asked for City Manager Thompson to expound on the item. City Manager Thompson stated that this is a 1.5 million dollar sewer improvement project. City Manager Thompson explained that Council has given prior approval for the city to move forward with application for a \$500,000 grant to complete phase 2 of the project. City Manager Thompson explained that part of the application process requires a resolution signed by Council. City Manager Thompson explained that the cash match for the project will be \$49,577 which will be paid with S.P.L.O.S.T. funds. Council Member Dale Housch stated that documents show that the grant covers \$28,000 for engineering design and the city will be responsible for \$21,000. Council Member Housch questioned why the grant does not cover more of the engineering costs. City Manager Thompson stated that grants from DCA have per-determined percentages for specific services; one of which is engineering. City Manager Thompson stated that he is proposing a budget amendment for the city's cost. Council Member Dale Housch made a motion to authorize Mayor Harvey to sign the required CDBG application resolution. Council Member Zachary Martin seconded the motion which carried unanimously.

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4TH OF JULY CELEBRATION: Mayor Harvey stated that discussion is needed to set when the 4th of July celebration will be held. City Manager Thompson stated that the 4th of July falls on a Friday this year. City Manager Thompson stated that Mr. Parker has a standing obligation to shoot fireworks for the City of Rome on the 4th which leaves Summerville with a few options. City Manager Thompson stated that Tony Carroll is our designated fireworks shooter noting that Tony has prepared a list of equipment needed to have our own show. City Manager Thompson explained that it will cost approximately \$18,632 for a basic shoot trailer. City Manager Thompson explained another option is to have the celebration on Saturday, July 5th. Council Member David Ford interjected that holding the celebration on July 3rd is also an option. Council Member Housch stated that he has been given the suggestion of having fireworks at the fair during the celebration of the county being 175 years old. City Manager Thompson stated that the fireworks supplier will perform our show for an additional cost of around \$5,000 to \$7,500. Mayor Harvey asked if there is any blended use for equipment needed to have a shoot trailer. Tony Carroll responded that about the only thing that could be used would be the generator. Tony explained that other components of the shoot trailer are too sensitive to allow blended use. Council Member David Ford asked for confirmation that David Parker could do fireworks on July 3rd or 5th. Tony Carroll responded that he could as far as he knows. Mayor Harvey stated that he recommends not buying the equipment for a shoot trailer and have the celebration on July 3rd or 5th. Mayor Harvey stated that he feels the item should be tabled for now. City Manager Thompson stated that his reasoning for bringing up the item now is to make a budget adjustment if need be. Council Member Dale Housch made a motion to table designation of a date for the 4th of July celebration pending more information. Council Member David Ford seconded the motion which carried unanimously. City Manager Thompson asked for Jason Espy to do a survey of the public's wishes for when the celebration should be held. City Manager Thompson stated that he will also have a survey listed on the city's web site for public comment.

CLASSIFICATION CHANGES: Mayor Harvey stated that City Manager Thompson has provided information concerning requested classification changes. Mayor Harvey asked City Manager Thompson to explain the requests. City Manager Thompson stated that he requested department heads review their staff member's classification and if they felt a position needed a class adjustment to make the request accompanied by justification for the request. City Manager Thompson stated that any adjustments approved by Council could be done as a budget adjustment. City Manager Thompson stated that Council has a copy of the pay scale as well as a plan for the remainder of the fiscal year. City Manager Thompson stated that each department head is supposed to be prepared to address Council concerning their requests. Mayor Harvey stated that the requests will be addressed by departments beginning with the business office.

City Manager Thompson stated that in the business office he is recommending the City Clerk/Office Manager be elevated from a class 19 to class 20, Customer Service staff be elevated to class 10, meter readers elevated to class 10, service technician and back up meter reader be elevated to class 10, and the customer service/billing technician be elevated to class 11 with the potential to be elevated to class 12 once training for billing is sufficient to handle full billing responsibilities.

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CLASSIFICATION CHANGES CONTINUED: City Manager Thompson stated that for the Police Department reclassification is requested for level 13 Patrol Officers be elevated to class 14 and re-assessment of tenure in the pay scale. City Manager Thompson stated that he recommends the reclassifications requested by the Police and Fire Departments.

City Manager Thompson stated that for Public Works a request has been submitted for the Gas Department crew leader/welder to be elevated to class 18 and the maintenance secretary to be elevated to class 11. City Manager Thompson stated that he is fine with Misty being set as a class 11 due to the level of responsibilities for her job.

City Manager Thompson stated that for the Water Department a request is being made to bump up the classifications for each level of operator; class 3 operator up to class 14 pay, class 2 operator up to class 15 pay, and class 1 operator up to class 16 pay. City Manager Thompson stated that pay needs to be competitive with the market noting that vacancies are hard to fill.

City Manager Thompson stated that he recommends reclassification of the Wastewater Treatment Plant Superintendent from a class 21 to class 22 as well as upgrade the classifications of the lead operator to class 17 pay, class 1 operator and safety coordinator to class 16 pay, class 2 operator to class 15 pay, and class 3 operator to class 14 pay.

Mayor Harvey then offered the opportunity to department heads to address the Mayor and Council for justification of their reclassification requests. Mayor Harvey asked for the City Clerk to address requests submitted for the business office first.

BUSINESS OFFICE: City Clerk Jill Durham presented the Mayor and Council with a packet of information explaining job responsibilities as well as statistical information of average earnings for parallel jobs throughout Georgia cities having a population below 5,000 citizens for the position reclassifications requested. The statistical information Jill provided was based on the Georgia Department of Community Affairs wage and salary report dated December 31, 2013. Jill stated that her original request was to upgrade the classification of all customer service representatives and meter readers from a class 9 to a class 11 in hopes that Council would see fit to reclassify the staff members to class 10 based on the level of responsibilities. Jill stated that she is also asking for re-classification for her own position as well as modification of compensatory pay to bring her in line with other department heads and recognition of the level of skill sets and responsibility associated with her job. Jill stated that she has over 15 years of experience in her position and is paid only slightly above the state average for entry level pay for the same position.

PUBLIC SAFETY: Police Chief Stan Mosley gave the Mayor and Council statistical information to back up his request to reclassify officers from a class 13 to a class 14 pay scale. Chief Mosley stated that he is concerned about maintaining good officers which is difficult with the current pay scale.

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PUBLIC WORKS: Tony Carroll addressed the Mayor and Council stating that he is requesting reclassification of two positions. Tony stated that the first position he would like considered for reclassification is for the gas department crew leader and welder. Tony explained that gas line welders are responsible for performing an important job function that is very dangerous to not only the person doing the welding but the surrounding area as well. Tony said he feels the position of gas crew leader and welder warrants a reclassification to class 18 pay. Tony explained that the second position he is requesting to have reclassified is the maintenance secretary. Tony stated that this position requires not only secretarial skills but also handles all line locates, all maintenance department calls, and functions more as an administrative assistant than secretary. Tony stated he would like this position to be elevated to class 11 pay.

WATER TREATMENT PLANT: Janice Galloway addressed the Mayor and Council stating that she has asked for an increase of classification for each level of operator. Janice stated that it is getting harder and harder to hire operators. Janice explained that the training and testing requirements for certified operators is difficult which is reflected in the 30% pass rate. Janice explained that the water plant runs 24/7 on a small staff nothing that these staff members handle water for approximately 11,000 customers. Council Member David Ford asked how the City of Summerville compares to other cities. Janice responded that we are low compared to other cities throughout the state. Council Member Housch asked about overtime for her department. Janice responded that overtime is high due to licensed operator limitations.

WASTEWATER TREATMENT PLANT: Chris Tuggle addressed the Mayor and Council giving a comparison between Summerville and Trion noting that Trion pays better. Chris said it is very difficult to recruit licensed operators due to low pay. Chris stated that it is also difficult to keep staff members once they are certified due to better pay in surrounding areas. Chris stated that the jobs in the wastewater treatment plant have a lot of responsibility; staff answers to both the EPA and EPD. Chris stated that he has a good group of hard working folks and he would hate to loose any of them.

PURCHASING: Gordon Allen addressed the Mayor and Council stating that he wasn't going to ask for a raise but was encouraged to do so. Gordon stated that he always tries to get the best price and has saved the city a lot of money but whatever Council chooses to do he will be at work tomorrow because he appreciates his job.

MAYOR'S RECOMMENDATION CONCERNING RECLASSIFICATION: Mayor Harvey stated that there is a bit more information to review and consider noting that "we are a little low but still in the ballpark". Mayor Harvey stated that there may be one or two that need some changes. Mayor Harvey stated that all employees deserve a raise and do an excellent job but he recommends everything be left as it is currently set. Mayor Harvey stated that he recommends looking at the reclassifications when work is done on the new fiscal year budget. Mayor Harvey also stated that all positions above a class 20 be removed from the classification system. Mayor Harvey stated that "some are too high and some are too low". Mayor Harvey stated that he feels the classifications need to be reviewed with patrol officers being bumped up one step to where they should be but only 1 or 2 others need review.

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RE-CLASSIFICATIONS COUNCIL COMMENTS: Council Member David Ford stated that he felt department heads gave good justification for the reclassification requests. Council Member Dale Housch stated that he appreciates the information provided by department heads noting that if reclassification was done for the upcoming fiscal year it would give more time to review the requests. Council Member Dale Housch stated that he would like the reclassification issue to be tabled and have a work session in order to provide more time to review and absorb the information provided. Council Member Joe Money, Jr. stated that he would also appreciate more time to review the information provided. City Manager Thompson stated that this is the first work session and two readings of an amendment are required to pass a change. Mayor Harvey stated again that he does not want reclassifications done with the mid-year budget amendments but set for consideration with the new fiscal year budget in July. Council Member Dale Housch made a motion to table the classification for this meeting and look at it during a work session. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

BUDGET WORK SESSION: Mayor Harvey stated that the next portion of the meeting would be for a budget work session where revenue versus expenses will be reviewed. Mayor Harvey asked City Manager Thompson to explain what Council is being asked to consider.

City Manager Thompson explained that the budget has to be balanced noting that from time to time budget amendments are needed. City Manager Thompson explained that the work session is to review and discuss departmental needs. City Manager Thompson stated that there has to be two readings of the budget amendments for adoption by ordinance. City Manager Thompson stated that the budget includes re-classifications requested by department heads; that is about \$25,000. City Manager Thompson explained that revenue and expenses are up from the originally appropriated budget. City Manager Thompson explained that there are several items that were not appropriated in initial budget; \$10,000 for Couey House repairs, \$10,000 contribution to the fair, \$7,500 to Summersville Cemetery maintenance, \$10,000 for Better Hometown and \$52,000 for debt service on capital lease for public works equipment. City Manager Thompson explained that three temporary employees are included as full time employees. City Manager Thompson explained that due to labor laws any individual working over 29 hours a week has to be offered health insurance and since there are more projects ahead the staff is needed.

REVENUE: City Manager Thompson explained that the top mid year budget review sheet shows a change in revenue of \$689,849.67 noting that there has not been any change to the S.P.L.O.S.T. allocation. City Manager Thompson asked if there are any questions concerning revenue. Mayor Harvey asked why there is such a difference in the Recreation Department income. City Manager Thompson explained that the biggest revenue for the Recreation Department is sign ups for baseball season which is just now coming up. Mayor Harvey asked Recreation Department Director Bo Chamlee if he had any idea of how much money will be made on the concession stand. Bo responded that it is hard to tell; sales fluctuate a lot. Mayor Harvey asked why there is such a change in the reimbursements line item. City Manager Thompson stated that due to House Bill 386 the ad valorem tax is based on the tax base and some additional franchise fees have been paid. Mayor Harvey stated that he would like to have the \$27,409.22 equity transfer removed.

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REVENUE CONTINUED: City Manager Thompson stated that sewer revenue is projected to be up but dumping fees collected for the Wastewater Treatment Plant are down due to only one vendor dumping. City Manager Thompson explained that the gas revenue has been brought forward but not modified to reflect increased sales due to cold weather. City Manager Thompson stated that cut-ins are up. Tony Carroll interjected that there are a lot of new customers in the Floyd County service area. City Manager Thompson stated that the Council's travel and training remains flat with the biggest item being the Georgia Municipal Association Annual Convention.

EXPENSES: City Manager Thompson explained that on the expense side administration is up due to the Couey House repairs, contribution to the fair, additional funds for the Summerville Cemetery, and additional funds for Better Hometown. City Manager Thompson stated that the Police Department expenses are up by \$12,000 for radios and chest mikes but the \$12,000 Tillotson grant of \$12,000 offsets that expense. City Manager Thompson stated that auto repairs are up; the Fire Department needs new tires for the fire truck. City Manager Thompson stated that in the Street Department \$20,000 was added to maintenance and materials for pot hole repairs. City Manager Thompson stated that \$71,124 was added to the Street Department for the purchase of the backhoe which is capital outlay. City Manager Thompson stated that \$64,000 was added to grants – street improvement for the street paving grant. City Manager Thompson stated that the travel and training is up in the Recreation Department due to the number of kids in State Play Off competition; five teams went to state. City Manager Thompson stated that the auto repairs for the Recreation Department are up. City Manager Thompson stated that the hours for the Building Inspector have been increased from 20 hours to 25 hours. City Manager Thompson stated that legal fees are up. City Manager Thompson stated that a new edition of the International Building and Code requirements is listed for \$1,000. City Manager Thompson stated that there is \$82,000 capital outlay in the Water and Sewer department for a track hoe. City Manager Thompson stated there is \$38,000 listed for an EIP Grant expense. City Manager Thompson stated that there is \$30,000 listed to the Wastewater Treatment Department for an influent pump. City Manager Thompson stated that in the Gas Department two temporary employees are moved to full time employees. City Manager Thompson stated that there is \$80,000 listed in the Gas Department for chicken house improvements and \$52,000 for debt service on chicken houses.

Mayor Harvey asked if there were any questions. Mayor Harvey asked if the salary increases are included. City Manager Thompson stated that 100% of the salary increases are worked into the budget amendments; if Council pulls those amendments the numbers will change. City Manager Thompson stated that as far as salaries are concerned, employees can sell back one week of vacation pay. City Manager Thompson stated that there was some miscalculation on holiday pay. City Manager Thompson stated that he did add \$1,000 to Better Hometown since he is very pleased with how that project has been handled. City Manager Thompson stated that the contingency fund of \$14,500 and the equity transfer funds do not need to be bothered. Council Member Joe Money, Jr. asked if the Chamber of Commerce is paid \$400 per month. City Manager Thompson confirmed the Chamber of Commerce payment is \$400 per month. City Manager Thompson stated that one firefighter received EMT certification and recommends compensation with an increase in his classification and reimburse him for his training expense of \$1,500 since this quality of employee is an asset to the city.

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Council Member Dale Housch asked if Council was expected to vote on this budget as presented. Mayor Harvey responded that this work session is just the initial review; there will be a couple more work sessions. Council Member Dale Housch asked City Manager Thompson if he could get a list of the 2013 actual earnings of all employees. City Manager Thompson stated that the report will be provided. Council Member Dale Housch asked when the automated meters would be installed. City Manager Thompson stated that meetings have already been held with providers but a contract will need to be established. City Manager Thompson explained that before there is a contract a determination will have to be made of exactly what type and brand of meter the city will use so that all bids are for equivalent meters. City Manager Thompson stated that the city is looking at a 9 month project once everything is set; including getting bids it will take a year or more. City Manager Thompson stated that overtime is way up for the Wastewater Treatment Plant due to problems with the impeller.

Mayor Harvey stated that the classification requests need to be reviewed and the current budget assumptions do include classification changes. Mayor Harvey stated that he would like to have a budget prepared without any classification changes and eliminating the equity transfer fund. Mayor Harvey stated again that he does not think classification changes need to be made to a mid year budget amendment. Council Member Joe Money, Jr. stated that he felt Council needed a weekend to look over the information received concerning classification requests. Mayor Harvey stated that a date needs to be set for the next work session. After general discussion it was determined that City Manager Thompson would contact Council Members and plan a mutually conducive meeting date.

EXECUTIVE SESSION BEGINS: Mayor Harvey stated that an executive session is needed to have the City Manager's performance evaluation. Council Member Dale Housch made a motion to go into executive session. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

EXECUTIVE SESSION CLOSED: Council Member Dale Housch made a motion to close the executive session. The motion was seconded by Council Member David Ford and carried unanimously. Minutes of the executive session are taken and transcribed by the City Attorney, are sealed, turned in to the City Clerk and attached as part of these minutes.

MAYOR'S COMMENT: Mayor Harvey stated that there was no action taken during the executive session for the purpose of the City Manager's performance evaluation.

SALT SPREADER: City Attorney Albert Palmour said mention was made about interest in a salt spreader for the city. Attorney Palmour stated that he has a small salt spreader that mounts in the back of a pick up truck that the city can lease from him for a penny a year if the city wants it. Attorney Palmour stated that he and Tony Carroll can look at it and if Tony thinks the city can use it he is fine with him getting it.

QUESTIONS FROM PUBLIC: Mayor Harvey asked if there are any questions from the public. Jason Espy of *The Summerville News* asked if he could have a copy of the employee earnings list requested by Council. Jason asked if Ladd Environmental will automatically get the engineering job for Phase 2 of the sewer project. Mayor Harvey responded, "Not necessarily." Jason asked why the agenda lists public comments at the end of the meeting.

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QUESTIONS FROM THE PUBLIC CONTINUED: Jason stated that it seems like it would be more beneficial to Council to hear what the public has to say earlier in the meeting before decisions are made. Jason stated that if the public can only speak at the end of the meeting then all action has already taken place and the public's opinion doesn't enter into the decision. City Manager Thompson responded stating that the public has open opportunity to request to be on any agenda.

ADJOURN: Mayor Pro Tem Lloyd "Buddy" Windle made a motion to adjourn. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

HARRY HARVEY – MAYOR

Attest:

JILL DURHAM – CITY CLERK, G.C.M.C.