



## CITY OF SUMMERVILLE SPECIAL CALLED MEETING MAY 20, 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 Joe Money, Jr. led the pledge of allegiance.

**WELCOME:** Mayor Harvey welcomed everyone to the May 20<sup>th</sup> Special Called Meeting. Mayor Harvey asked for visitors to sign in then explained that there would be an opportunity for visitors to speak. Mayor Harvey requested that visitors limit their comments to two minutes each.

**AGENDA:** Mayor Harvey asked if Council has any changes to the agenda. There were no changes requested. Council Member Joe Money, Jr. made a motion to approve the agenda as presented. The motion was seconded by Council Member David Ford and carried unanimously.

**KEITH FOWLER – SIDEWALKS:** Mayor Harvey asked if it would be easier for Mr. Fowler to address Council now rather than at the end of the meeting. Mr. Fowler stated that he would appreciate that opportunity.

Mr. Keith Fowler addressed the Mayor and Council explaining the difficulty for handicapped individuals to navigate the Summerville area. Mr. Fowler explained how hard it is for him to get to the Chattooga County Civic Center to vote due to the condition of the curbs. Mr. Fowler stated that improvements to both sidewalks and curbs are needed to make the community more handicapped accessible. Mr. Fowler also stated that something needs to be done to develop safe street crossings for the handicapped. City Manager Thompson responded explaining that the City has adopted an Americans with Disabilities Act plan. City Manager Thompson explained that he has been in discussion with the public works superintendent about what needs to be done. City Manager Thompson explained that the City would need a combined effort with GDOT for road crossing intervention. Mayor Harvey and Council expressed appreciation for Mr. Fowler taking the time to reaffirm the City's need for positive strides to help foster a friendly environment for physically challenged citizens throughout our city.

**BETTER HOMETOWN:** Mayor Harvey stated that members of the Better Hometown Board are present. City Manager Thompson interjected that the Board Members are present concerning the Better Hometown position which will be discussed with the upcoming proposed budget. Mayor Harvey stated that discussion for this item can wait until Council gets to that point of the proposed budget.

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**MAYOR'S COMMENTS:** Mayor Harvey stated that he wanted to mention the upcoming Finster Fest to be held at the end of this month. Mayor Harvey asked if there are any other announcements. City Manager Thompson stated that there will be a Health Fair for all employees and elected officials held at the Summerville Recreation Department on May 30<sup>th</sup> from 10 AM to 2 PM. City Manager Thompson explained that as part of our GMA health care program they provide \$5,000 to hold health awareness activities.

**REZONING REQUEST 216 SEVENTH ST:** Mayor Harvey stated that a request to rezone 216 Seventh Street from R-2 to C-2 has been received. Mayor Harvey stated further that Council requested more time to think about the requested change. Mayor Harvey stated that the expressed opinion of the City Attorney and City Manager is to deny the request due to the designated residential status of the area. Council Member Joe Money, Jr. made a motion to deny the rezoning request. The motion was seconded by Council Member Dale Housch. The motion carried with Council Members Windle, Housch, Money, and Martin voting in favor of the motion. Council Member David Ford voted in opposition of the motion.

**CDBG CHANGE ORDER #3:** City Manager Thompson gave the Mayor and Council a handout listing the breakdown of overage costs for the CDBG Sewer Project for First and Ramey Street. City Manager Thompson explained that the total overage for the CDBG sewer project is \$71,996.78. City Manager Thompson explained further that Council has appropriated \$52,400 for the project overage which leaves \$22,000 to be appropriated. Council Member Dale Housch asked how much of the money LADD gets. City Manager Thompson stated that he will get the dollar amount. Council Member David Ford asked if LADD got involved with the overage costs. City Manager Thompson stated that they did not. Council Member David Ford asked if the width of the roads were listed incorrectly. City Manager stated that they were. Mayor Harvey stated that a motion is needed concerning the remaining funds to complete the project. Council Member Joe Money, Jr. made a motion to approve \$22,000 to complete the CDBG Change Order #3 for completion of the project. The motion was seconded by Council Member David Ford and carried unanimously. A copy of the City Manager's breakdown of overage costs is attached and becomes part of these minutes.

**GRANT ADMINISTRATOR FOR CDBG PHASE II – SCOGGINS & RAMEY:** Mayor Harvey stated that Council needs to make a decision concerning the grant administrator for the Scoggins and Ramey CDBG Phase II project. Mayor Harvey asked for City Manager Thompson to present the details. City Manager Thompson explained that Allen-Smith Consulting is the only company to submit a RFQ on the Scoggins and Ramey CDBG project. City Manager Thompson stated that the selection will be contingent upon the sole source requirements and approval of the Department of Community Affairs. City Manager Thompson stated that Allen-Smith Consulting has successfully administered other grants for the City. City Manager Thompson explained that fees for services will be paid out of grant funds if the grant is awarded. City Manager Thompson stated that the City should know if we get the grant in August 2014. Mayor Harvey asked for Council's decision. Council Member Zachary Martin made a motion to approve Allen-Smith Consulting as the grant administrator for the City's Phase II CDBG project for Scoggins and Ramey. The motion was seconded by Council Member Dale Housch and carried unanimously.

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**ENGINEERS FOR PHASE II CDBG SCOGGINS & RAMEY:** Mayor Harvey asked City Manager Thompson to provide information concerning the engineering portion of the Phase II CDBG project. City Manager Thompson explained that three firms submitted RFQs. City Manager Thompson explained that Ladd Environmental, Keck & Wood, Inc. and Carter & Sloope, Inc. are the firms making application to be the engineers for the project. City Manager Thompson stated that staff has graded the qualifications and all three firms meet the needed requirements for the project. City Manager Thompson explained that the application submitted by the City contained an engineering budget of \$61,500 with \$27,975 to be paid out of the grant award. City Manager Thompson stated that if the City chooses to use another firm other than Ladd the budget may have to be revised. Discussion was held concerning how the engineering portion of the grant is handled. City Manager Thompson explained that the engineering firm is chosen then the firm gives details of their cost. City Attorney Palmour explained that is how the grant process has been done. City Attorney Palmour also explained that if the process is changed then the preliminary work would end up being redone which would increase the cost of the project. City Attorney Palmour stated that Ladd did the preliminary work but that does not mean they have to be the people that are awarded the engineering contract. Mayor Pro Tem Lloyd "Buddy" Windle stated that he is unhappy with Ladd's performance on the Ramey Street project. Council Member Dale Housch stated that he agrees with Mayor Pro Tem Windle. Mayor Harvey stated that the City is pretty far into the project and he thinks Ladd would be the best choice but that decision is up to Council. Council Member Dale Housch stated that the points listed show Ladd below the other firms. Council Member Dale Housch made a motion to appoint Carter and Sloope, Inc. as the engineering firm for Phase II of the Scoggins and Ramey CDBG project. The motion was seconded by Council Member David Ford and carried unanimously.

**CORNER GARAGE CONTRACT:** Mayor Harvey stated that the contract with Corner Garage is the same type contract as we currently have for our vehicle maintenance. City Manager Thompson explained that this contract is for vehicle and heavy equipment maintenance and service. City Manager Thompson explained that there has been an increase in cost of \$1,500 for the upcoming contract year. City Manager Thompson stated that the increase is already included in the budget. Mayor Harvey asked if the City Manager is pleased with the service provided. City Manager Thompson stated that he is pleased with the service especially since he is capable of dealing with heavy equipment as well as vehicles. Council Member Dale Housch made a motion to approve renewal of the service agreement contract with Corner Garage which includes a \$1,500 increase in cost over last year. The motion was seconded by Council Member David Ford and carried unanimously.

**GMA RETIREMENT PLAN AMENDMENT:** Mayor Harvey stated that he would like City Manager Thompson to explain the changes to the GMA retirement plan. City Manager Thompson explained that there have been federal changes concerning reported earnings for the purpose of calculating retirement benefits. City Manager Thompson stated that the new law requires severance pay to be included with all other earnings when calculating retirement benefits. City Manager Thompson explained further that previously the retirement plan was amended to provide immediate vesting for the City Manager position. City Manager Thompson explained that within the plan there is a conflict which lists five years of service required to qualify for retirement benefits. City Manager Thompson stated that the amendment clarifies the immediate vesting provision.

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**GMA RETIREMENT PLAN AMENDMENT CONTINUED:** City Manager Thompson stated that this will be considered the second reading for the amendments to the GMA retirement plan ordinance. Council Member David Ford made a motion to approve and adopt the second reading of changes to the GMA retirement plan. The motion was seconded by Council Member Zachary Martin and carried unanimously.

**DOWDY PARK – JUNE 7<sup>TH</sup> FUND RAISER:** Mayor Harvey stated that the City has been approached by a resident that wants to hold a fund raiser at Dowdy Park on June 7<sup>th</sup> to raise money to help pay funeral expenses for a financially challenged family. City Manager Thompson interjected that the fund raiser is for a great cause. City Manager Thompson stated that the person heading up the effort has requested that the \$250 permit fee be waived. City Manager Thompson stated that no city services will be provided; they will pick up all trash. City Manager Thompson stated that it is his recommendation that the \$250 fee be paid up front then if the park is cleaned up the fee will be refunded. Council Member Joe Money, Jr. made a motion authorizing a fund raiser to be held on June 7<sup>th</sup> at Dowdy Park with the \$250 special event fee paid up front and refunded if the park is satisfactorily cleaned up after the event. The motion was seconded by Council Member David Ford and carried unanimously.

**IT SERVICE – COMPUTER CENTRAL:** City Manager Thompson explained that IT service is currently set up on a cost plus basis. City Manager Thompson explained that the new contract for consideration by Council would be set up with a \$350.00 per month retainer which would include service calls by remote assistance for up to 15 minutes per occurrence. City Manager Thompson explained that if a call takes over 15 minutes to resolve then the cost goes to a cost plus basis. Council Member David Ford asked how much was spent last year on IT services. City Manager Thompson said he didn't know the dollar amount off the top of his head but he would get the amount. Council Member Joe Money, Jr. made a motion to authorize the IT service contract with Computer Central as described by the City Manager. The motion was seconded by Council Member David Ford and carried unanimously.

**BREAK – A short break was given before starting on the Budget Work Session.**

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

**BUDGET WORK SESSION – SALARIES:** Mayor Harvey stated that this work session is to review salaries. Mayor Harvey stated that Council had asked for some supplemental information which has been provided. Mayor Harvey asked for City Manager Thompson and his support staff to come forward. City Manager Thompson addressed Council asking if there are any questions about the rest of the proposed budget before work begins on the salary portion. There were no questions asked. City Manager Thompson stated that there are two issues before Council; one is the Better Hometown position – the second one is the compensation plan.

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**BETTER HOMETOWN POSITION:** City Manager Thompson explained that Susan Locklear has gone to work with Chattooga County Farm Bureau. City Manager Thompson explained that the position Susan had as the Better Hometown staff member was for 20 hours per week. City Manager Thompson stated that he would like Council to consider making the Better Hometown position full time. City Manager Thompson stated that the position could be split with half the time dedicated to the Better Hometown work and the other half dedicated to some type of economic development. City Manager Thompson explained that work could be done to develop some sort of brochure that would be available for the public listing points of interest in the Summerville area, property available, how to get a business and or alcohol license. City Manager Thompson stated that there has been forward developmental movement with Finster Fest. City Manager Thompson stated that having a full time position could help foster continued development. City Manager Thompson explained that there is \$10,000 currently listed for a part time Better Hometown staff member. City Manager Thompson explained that there is \$29,000 in a contingency fund. City Manager Thompson stated that to move the slot to full time would require more funding than \$10,000. City Manager Thompson said that he would list \$5,000 to \$10,000 on the revenue side to balance the budget. Mayor Harvey stated that he appreciates the great work that has been done by the Better Hometown Board. Mayor Harvey asked if the Better Hometown Board would like to say anything. Board Member John Turner addressed the Mayor and Council stating that he and the Board are very pleased with the support provided by the City for Better Hometown. Mr. Turner presented the Mayor and Council with a list of possibilities the Better Hometown Board came up with during a brain storming meeting. (Copy not provided to Clerk and is unavailable for attachment.) Patti Grandstaff addressed the Mayor and Council stating that she is excited about what has been accomplished over the past two years. Patti said that the business owners are busy making a living so their free time is limited. Patti stated that she and the other Board Members feel the position should be full time. Council Member Dale Housch asked if the Board or City Manager Thompson has someone in mind. City Manager Thompson stated that there may be interest by the person that had the position. City Manager Thompson stated further that it is important that any position is properly advertised and open for applicants with the best qualified person awarded the job. City Manager Thompson stated that the full time position would list a salary of \$28,000 to \$30,000; with benefits the cost would be approximately \$40,798. City Manager Thompson stated that it would take an additional \$39,798 above the budgeted \$10,000 which would wipe out the contingency fund. City Manager Thompson stated that it would be tight to fund this position as full time. Council Member David Ford suggested that funding for the Chamber of Commerce be decreased to \$100 per month which would net \$3,600. Council Member Ford stated that if this person works on economic development then they would be doing what the Chamber is supposed to do. Mayor Harvey interjected that he would like to see the position remain part time and increase funding for Better Hometown. Council Member Dale Housch stated that his experience with marketing is that it takes money to make money. Council Member Dale Housch made a motion to make the Better Hometown position full time and if it doesn't work out it will go back to part time. The motion was seconded by Council Member David Ford and carried unanimously. City Manager Thompson stated that he would develop a job description and set the position's classification to be brought back to Council for final approval.

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**SALARIES:** City Manager Thompson provided the Mayor and Council with revised budget sheets, a revised classification sheet, an employee roster that is color coded and a sheet listing employees broken down by department showing the raise amounts and or bonus based on 3.25% raise. City Manager Thompson explained that the classification sheet was reworked with a base increase of 2% then 1.25% increase in steps for a total of 3.25%. City Manager Thompson explained that the Compensation Plan for year 4 is color coded with yellow being 18/20 hours, red is non-classified, green is a classification increase, and blue is for a 42 hour schedule. City Manager Thompson stated that the 3.25% column is for information purposes only. City Manager Thompson stated that he didn't want to change classifications on the fire or police without criteria to distinguish between a class 1 and class 2 firefighter or police officer. City Manager Thompson stated that the criteria should be approved by Council. City Manager Thompson stated that he learned today at about 4 pm that the Wastewater Treatment Plant lead operator, Scott Millican, resigned. City Manager Thompson stated that the budgeted amount for that position will be held. City Manager Thompson stated that the 3.25% increase across the board with bonuses being a one time benefit. Council Member David Ford stated that he doesn't understand why a person that has been here four months is given a classification raise when the person that trained him is held at a lower classification. City Manager Thompson stated that the lead meter reader classification was done at the supervisor's request. Council Member Dale Housch asked if the hire date is when the employee was actually hired or when they went into the designated position. City Manager Thompson responded that the hire date is when the person was actually hired. Council Member Housch stated that it is his opinion that a person should not be able to apply for a job and come to work being listed with more years of service than a person already working for the city. City Manager Thompson explained that to be competitive in the market place a person having several years experience in a job should have some of that experience recognized during the negotiation phase of employment. Council Member Housch stated that he disagrees. Mayor Harvey stated that he thinks some of the experience should be counted. City Manager Thompson stated that the probationary period gives the City an opportunity to see if the person's experience proves to be solid. City Manager Thompson stated that he would like to get the best talent for the least amount of money. City Manager Thompson explained that he usually hires someone in on the low side then allows for a pay increase once they have proven their capabilities. Council Member Housch stated that with the way the system is set up then an employee could apply for a position and make less money. Mayor Harvey interjected that if an employee makes application for a position that is a lower classification then they would receive less pay. Mayor Harvey stated that the flip side of that situation is if an employee receives a promotion they would get more money. Council Member Dale Housch stated that he does not want to see things back to the pre-2010 way of doing things. Chris Tuggle of the Wastewater Treatment Plant stated that he had a hard time recruiting people with certification when their experience is not recognized. City Manager Thompson stated that there is a negotiation process for new hires and a probationary period that helps. Council Member Dale Housch asked if the 3.25% has been agreed upon. Mayor Harvey responded that it has not been agreed upon noting that there are other options. Council Member David Ford stated that he still doesn't think the classification is balanced when the lead meter reader is a class 11 and the service technician is a class 9. Council Member Ford stated that the service tech guy trained and fills in for the lead meter reader position, does computer work, and deals with the public on behalf of City Hall during cut offs for non-payment.

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**SALARIES – CONTINUED:** City Manager Thompson responded that classification changes need a motion, a second, and adoption. Mayor Harvey stated that positions in other departments also need to be considered and not pull individuals into the discussion. Council Member Ford responded stating that he is not pulling individuals into the discussion his question is based on the job responsibilities for the service tech. Council Member Ford stated that the problem is that as Council Members "...we do not understand what these people do". Council Member Joe Money, Jr. interjected that it is his opinion that the building inspector needs to be a full time position. Council Member Money stated that he thinks it is ridiculous to expect people to meet at 7 or 8 pm for building inspection. Mayor Harvey stated that he thinks that the City Manager should be pulled out of the pool of regular employees. Mayor Pro Tem Lloyd "Buddy" Windle stated that he thinks the City Manager deserves the 3.25% as much as anyone else. Mayor Pro Tem Windle stated that this has been revised over and over and a decision has still not been made. Mayor Pro Tem Windle stated that he thinks Council should accept it because it seems everybody has a different idea of how this should work. Council Member Dale Housch asked when the next meeting is scheduled. City Manager Thompson stated that the next meeting is set for June 2<sup>nd</sup>. City Manager Thompson stated that if Council does not approve the budget then the City is still compliant because State law automatically adopts the existing budget. Council Member Dale Housch made a motion to have another meeting. A general discussion was held to determine the date and time for another meeting. City Manager Thompson asked if there is any preparation by staff needed before the next meeting; percentage wise or classification. Council Member David Ford stated that the classification needs to be balanced for the lead meter reader and service technician. Mayor Harvey stated that the City Manager can go with the 3.25% or choose other options. City Manager Thompson explained that there has to be one week between the proposed budget being advertised and the first reading. Council Member Dale Housch made a motion to have another Special Called Meeting held at 6:30 PM on Thursday, May 22, 2014. The motion was seconded by Council Member David Ford and carried unanimously.

**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.

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**HARRY HARVEY – MAYOR**

**Attest:**

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**JILL DURHAM – CITY CLERK, G.C.M.C.**