



CITY OF SUMMERVILLE REGULAR COUNCIL MEETING November 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 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.

AGENDA: Mayor Harvey asked if there are any changes to the agenda. No changes were requested. Council Member David Ford made a motion to approve the meeting agenda as prepared and presented. The motion was seconded by Council Member Zachary Martin and carried unanimously.

MAYOR'S COMMENTS: Mayor Harvey introduced visitors Jacob Williams, Adam Williams, Butch Eleam, and Tony Jones. Mayor Harvey asked that visitors please sign in giving their name, address, and reason for attending the meeting. Mayor Harvey stated that an opportunity will be given for visitors to speak now and again at the end of the meeting.

Mayor Harvey asked for Council Member David Ford to provide information on park activities. Council Member Ford stated that this year's train season was excellent. Council Member Ford stated that attendance of vendors and guests was enthusiastic throughout the fall festivities.

Mayor Harvey asked for everyone to remember that tomorrow is Veterans Day by expressing appreciation for those that are or have served this great country. Mayor Harvey stated that their dedication and services have been an important component in our nation's freedoms and superior way of life.

FLOYD SPRINGS CHICKEN HOUSES: Mayor Harvey asked the Williams brothers, Jacob and Adam, if they would like to address Council concerning their request for natural gas service to their chicken houses. Jacob Williams addressed Council stating that they were present at the October Council Meeting expressing their desire to secure natural gas service for the eight chicken houses they are going to build. Mr. Williams stated that they are the third generation of farmers for their family. Mr. Williams stated that he is a graduate of UGA with a degree in agriculture management. Mr. Williams stated that they would like to have natural gas for their chicken houses. Mayor Harvey stated that Council will be discussing the project later in the meeting.

INSURANCE BROKERAGE SERVICES: Tony Jones addressed Council stating that about two years ago the City moved to Blue Cross Blue Shield health coverage through the Georgia Municipal Association rather than BC/BS coverage through their office's stand alone policy. Tony explained that the change meant that their agency doesn't get a commission anymore. Tony stated that Obama Care has changed things for the insurance industry and protocol is still evolving.

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INSURANCE BROKERAGE SERVICES CONTINUED: Tony explained that their office has been helpful with clearing up problems with claims by by-passing GMA and dealing directly with BC/BS. Butch Eleam stated that when Jessica sent in information to sign up a new employee GMA didn't do their part right and intervention was provided by Guffin and Eleam's office to get things corrected. Tony gave a few examples of cases that required G&E's assistance to resolve problems. Tony stated that their staff was instructed not to give out 800 numbers as an answer to an insurance problem. Tony stated that folks with problems were encouraged to come into their office for help. Tony stated that help has been provided but that some folks were not happy with the outcome due to the type of coverage they have. Tony stated that some years the number of claims are lower and some years they are higher noting that the fluctuation from year to year evens out. It was also pointed out that even though some years the number of claims might be lower those claims could be more complicated thus requiring additional intervention over a longer period of time. Mayor Harvey stated that he appreciated the presentation.

BETTER HOMETOWN: Susan Locklear reported that the Steam into Summerville festivities were held every weekend in October and the first two weekends in November. Susan gave a listing of all activities held each weekend noting that all events were a success. Susan reported a ribbon cutting for the new Taco Bell on October 9th and Regions Bank's sponsorship of the October Coffee Break meeting that featured a presentation by our Code Enforcement Officer Joey Norton. Susan reported that the City of Summerville is one of 51 applicants approved to participate in the American Express Small Business Saturday on November 29th. Susan stated that the Halloween Walk was a huge success. Susan also reported that application has been made with the Tillotson Foundation for an economic development grant. Susan reported that the Christmas parade will be held December 1st at 7 PM displaying the chosen theme of Glitter and Shine it is Christmas Time. Susan reported that anyone interested in having a float or participating in the parade can register at the Summerville Recreation Department. Susan stated there is a \$25 parade registration fee. Susan reported that Christmas in the Park will be held Thursday, December 11th. Council Member David Ford stated that he wanted to thank the band that played for free each weekend during the fall festivities at Dowdy Park.

CODE ENFORCEMENT: Joey Norton reported that 13 permits were issued during the month of October for a total of \$1,248. Joey stated that he continues to work on property maintenance.

WATER TREATMENT PLANT: Janice Galloway reported all maintenance work performed at the Water Treatment Plant during the month of October. Janice also reported that the plant received two water chlorination awards for 2012 and 2013. Janice reported that Chad Williams received his Class 3 certification. Janice reported that during the month of October there was 54.4 million gallons of water pumped and they had 4.82 inches of rain at the Water Treatment Plant.

WASTEWATER TREATMENT PLANT: Chris Tuggle reported that 28.7 million gallons of waste water was processed during the month of October for a daily average of .9 million gallons per day. Chris also reported that there was 5.4 inches of rain at the WWTP in October. Chris stated that he is glad to report that the new impeller is installed. Chris also reported all the general maintenance that was done for the month.

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PUBLIC WORKS/UTILITIES: Tony Carroll gave a report of all work orders done for all departments under his supervision. Tony reported that the bores on Back Berryton Road are done, 49 new residential gas connections were done, and the steps in front of the Commissioner's office are complete. Tony stated that the paving needed in conjunction with the steps in front of the Commissioner's office has not been done but will be completed as soon as weather permits. Tony stated that the Christmas lights will be up by November 19th.

RECREATION DEPARTMENT: Bo Chamlee reported that fall sport sign ups are finishing, the 7 year old and under football players will participate in the North Georgia Youth Football League championship play offs at Ridgeland High School on November 26th, 7 through 12 year old basketball sign-ups are underway, and approximately 550 people went through the haunted house.

POLICE DEPARTMENT: Police Chief Stan Mosley reported that officers patrolled 6,595 miles, housed 18 inmates for a combined 75 days, issued 98 citations and collected \$9,696 at the PD. Chief Mosley also reported that city probation collected \$12,534 during the month of October.

FIRE DEPARTMENT: Fire Chief Greg Echols reported the City of Summerville Fire Department responded to 127 calls during the month of October. Chief Echols gave a listing of the calls. A copy of the report is attached and becomes part of these minutes.

CITY MANAGER: City Manager Russell Thompson reported that everyone has a copy of the financial report. City Manager Thompson stated that revenue is at 4.27 million and expenses are at 4.23. City Manager Thompson stated that he will be including a new sheet with Council packets that shows a three year snap shot of the finances to provide a quick reference of the trends. City Manager Thompson asked for anyone with questions to please contact him.

MINUTES APPROVED: Mayor Harvey stated that a motion is needed to approve the pervious meeting minutes unless there is a correction needed. With no correction needed Council Member David Ford made a motion to approve the minutes as prepared and presented. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

CHICKEN HOUSES FLOYD SPRINGS: Mayor Harvey requested City Manager Russell Thompson to give information on the request for gas line expansion to supply Floyd Springs chicken houses. City Manager Thompson stated that Tony Carroll has provided two hand outs; one shows a simple payback over 13.8 years and one shows the simple payback over 10 years. City Manager Thompson explained that both scenarios would require the City to borrow money to do the expansion. City Manager Thompson stated that he does not recommend borrowing money to do this project unless Council is willing to go up on utility rates. City Manager Thompson stated further that Council has had preliminary discussion about establishing funds for special projects but that the dollar amount has not been set. City Manager Thompson stated that once the annual audit is presented to Council then forward movement can be made to determine what Council sets as priority projects. Council Member Joe Money, Jr. asked if the City has the manpower to do this project. Tony Carroll responded saying that the project would be long and drawn out. Tony said that it would be 5 or 6 months before the project could be started if Council gave approval.

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CHICKEN HOUSES FLOYD SPRINGS CONTINUED: Council Member Dale Housch stated that he would like to see the project done but he does not see how a decision can be made right now. City Manager Thompson stated that once the audit is complete and Council sets a cap on the operating fund then projects can be set for capital improvements. City Manager Thompson stated that if Council wants the project done it is something that could be considered with the new July 2015 budget. Mr. Jacob Williams stated that they do not have any funds to put into the project to help build the gas lines. Mr. Williams said they would have to start off with propane then pay to convert to natural gas. Mayor Harvey stated that it is his recommendation to review funds and determine priorities for capital improvements after the annual audit is complete so that there is sufficient information available to make a solid decision. Mayor Harvey stated that he thinks looking at this project with the July 2015 budget would be best. Council Member David Ford made a motion to not do the gas line expansion for the Floyd Springs chicken houses at this time but to consider the project for the July 2015 fiscal year. The motion was seconded by Council Member Dale Housch and carried unanimously. It is noted that cost estimates prepared by Tony Carroll will be attached and become part of these minutes.

DEMOLISION OF 138 CURRAN STREET: Mayor Harvey stated that Council is being asked to consider awarding the demolition bid for 138 Curran Street. Mayor Harvey asked City Manager Thompson to give details. City Manager Thompson reported that there was only one bid received for the demolition of 138 Curran Street; Randy Patty. City Manager Thompson stated that Randy Patty's bid is \$2,448.00 which does not include tipping fees. Attorney Albert Palmour interjected that legal protocol has been followed and once the property is cleared the land will be sold noting that it could be sold on the court house steps or at City Hall. City Manager Thompson stated that it is his recommendation that the bid is accepted and forward movement is made to sell the property. Council Member Dale Housch made a motion to accept the \$2,448.00 bid from Randy Patty to clear 138 Curran Street. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

ALCOHOL LICENSE – NEW OWNERS OF MELANIE INN: Mayor Harvey stated that an alcohol license application has been received from the new owners of Melanie Inn at 126 Hawkins Drive. Mayor Harvey asked if all paperwork has been completed and all required fees paid. City Manager Thompson responded that everything is completed and no problems were discovered. Council Member David Ford made a motion to approve the alcohol license application for Melanie Inn at 126 Hawkins Drive. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

HEALTH INSURANCE BROKERAGE COMMISSION: City Manager Thompson stated that traditionally the insurance company paid a brokerage fee but since the City carries their health insurance with Georgia Municipal Association that is no longer the case. City Manager Thompson stated that Council chose to retain the local insurance broker paying 2.5% of the insurance premium. City Manager Thompson stated that there needs to be clarification on what the 2.5% fee covers; health coverage only or health and dental. Tony Jones interjected that the industry norm for dental insurance is 10%. City Manager Thompson stated that he can see the value of having a broker noting that some years there are more claims than others. City Manager Thompson stated that GMA has a 14% administration fee built into their premium cost. Mayor Harvey asked if GMA helps with claims.

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HEALTH INSURANCE BROKERAGE COMMISSION CONTINUED: City Manager Thompson responded stating that he has had success with GMA for claims intervention but noted that he is not sure if that is because of his position as city manager or that is their normal effectiveness. Butch and Tony stated that their office has had to help correct GMA's mistakes. City Manager Thompson stated that the broker works as a mediator between the employee and BC/BS. City Manager Thompson explained that the broker fee at 2.5% for the current year's coverage is \$18,078 and the renewal insurance rate would put a 2.5% broker fee at \$19,713. City Manager Thompson also reviewed employee coverage cost and contribution rates if maintained at the same percentage as currently required. A copy of the Employee Health Insurance statistics is attached and becomes part of these minutes. City Manager Thompson stated that the bottom line is that it is up to Council if they wish to continue the brokerage arrangement or not. Council Member Dale Housch asked what it would cost if the mediation is done in house. City Manager Thompson stated that if it was done in house he would probably split the responsibilities between two employees with those employees getting compensation for the added responsibilities. City Manager Thompson stated that he could probably get the in house work done for under \$20,000 but that does not cover soliciting bids for insurance. Attorney Albert Palmour interjected that Butch has been good at helping to get claims paid. Attorney Palmour stated further that Butch and Tony have been in the insurance business a long time and know what to look for and the questions to ask. Attorney Palmour stated that he thinks Butch and Tony have been a help to the City and provide a solid service. Council Member David Ford stated that in 2007 Tony was very helpful in resolving some insurance issues. Mayor Harvey stated that he recommends the job be done in house. Council Member Dale Housch asked what the time frame is for shopping for insurance coverage. Tony stated that 60 days out from renewal is the earliest any insurance company will provide a client with data needed for a different company to bid coverage which puts everyone in a time crunch. Mayor Harvey asked if GMA will help with finding alternate coverage. City Manager Thompson responded that GMA will not help with looking for coverage with other companies. Mayor Pro Tem Lloyd "Buddy" Windle stated that he thinks having a local broker will help. City Manager Thompson stated that if Council is not ready to make a decision this item can be voted on in December to go into effect in January. Council Member David Ford asked if there have been a lot of claims this year. City Manager Thompson responded that there have not been a lot of claims but the severity of claims dealt with has made a difference. Mayor Pro Tem Lloyd "Buddy" Windle made a motion to keep and use the local broker. Council Member Joe Money, Jr. seconded the motion which carried unanimously. Mayor Harry Harvey stated that the fee for the broker service will be discussed at the December meeting.

5 MINUTE BREAK: Council decided to take a five minute break.

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

EMPLOYEE INSURANCE CONTRIBUTION: City Manager Thompson stated that everyone has a copy of the Employee Health Insurance sheet showing the current rates and new rates for both HMO and POS coverage. City Manager Thompson explained that the sheet shows the new insurance rate which reflects a 9% increase over last year's cost. City Manager Thompson reviewed the sheet showing all the scenarios.

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EMPLOYEE INSURANCE CONTRIBUTION CONTINUED: City Manager Thompson stated that the question at hand is if employees continue to pay the same percentage of the new insurance premium or if the City will absorb the increase. Council Member Dale Housch made a motion that employees continue paying the same percentage of the new insurance premium as they currently pay and for the City to use the same local broker. The motion was seconded by Council Member David Ford and carried unanimously.

WELLNESS POLICY: Mayor Harry Harvey requested City Manager Russell Thompson read the Workplace Wellness Policy. City Manager Thompson read the wellness policy which is attached and becomes part of these minutes. City Manager Thompson explained that the policy is required to remain eligible for the GMA Wellness Program Grant. City Manager Thompson stated that the GMA Wellness Program Grant funds were used to purchase defibrillators last year. Council Member Dale Housch made a motion to approve and adopt the Workplace Wellness Policy. The motion was seconded by Council Member Zachary Martin and carried unanimously. Council Member Ford asked if there was anything else other than the purchase of defibrillators done with the money. City Manager Thompson stated that originally some of the funds were to be used for a health fair but there were some coordinating problems.

CHRISTMAS BONUS: Mayor Harvey stated that there was an employee roster included with the meeting packet. Mayor Harvey explained that \$300 for full time employees, \$100 for part time employees, and \$100 for contract staff members is being considered. Mayor Harvey stated that \$26,051.30 covers the Christmas bonuses that are usually given out at the employees Christmas lunch. Mayor Harvey stated that this year's Christmas lunch is scheduled for December 12th. Mayor Pro Tem Lloyd "Buddy" Windle made a motion to approve the employee Christmas bonuses at a cost of \$26,051.30. The motion was seconded by Council Member David Ford and carried unanimously.

AUDIT TRANSFERS TO BALANCE GENERAL FUND: Mayor Harvey asked City Manager Thompson to review the audit transfers. City Manager Thompson presented Council with the Statement of Revenues, Expenditures and Changes in Fund Balance with Budget and Actual – General Fund for the Year Ended June 30, 2014. Also included with the financial information is an email from the City's auditors giving proposed amended numbers. City Manager Thompson explained that some departments were over budget. City Manager Thompson stated that the audit transfers are done to clean up the budget so that all numbers balance. City Manager Thompson reviewed the documents presented noting that an Ordinance to Amend the Budget depicts reducing General Government by \$31,000, reduce Fire by \$14,000, reduce Recreation by \$30,000, increase Police by \$20,000, increase Streets by \$185,000, increase sanitation by \$2,000, increase Victorian Christmas revenue fund by \$2,518, increase Victorian Christmas expenditures by \$62, increase Confiscated Drug Fund revenue by \$9,310, increase Confiscated Drug Fund expenditures by \$15, resulting in a revenue transfer in the amount of \$2,053,671. Council Member Dale Housch made a motion to authorize a revenue transfers as listed in the ordinance presented totaling \$2,053,671. The motion was seconded by Council Member David Ford and carried unanimously. A copy of said Ordinance to Amend Budget is attached and becomes part of these minutes as does all supporting documents. Mayor Harvey stated that this is considered the first reading of the Ordinance to Amend Budget for fiscal year ending June 30, 2014.

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WILLOW SPRINGS PARK TRAIL PROJECT BID AWARD: Mayor Harvey asked City Manager Thompson to provide information on the Willow Springs Trail Project. City Manager Thompson stated that originally only one bid was received for the Willow Springs Park Trail Project with a price of \$160,000. City Manager Thompson explained that the project is budgeted at \$104,000. City Manager Thompson stated that the contractor re-bid the project at \$126,143.67. City Manager Thompson stated the City could construct the gravel walkway from the Depot to East First Avenue which is approximately 600 linear feet for \$22,854. City Manager Thompson explained that with the contractor reducing his bid price and the City doing 600 linear feet of the trail the project would come in at \$103,289.67 which is under the original budget amount. Council Member David Ford asked if the project would be done in gravel. City Manager Thompson responded, "Yes." Council Member Dale Housch asked what the time frame is for the project. City Manager Thompson responded stating that once the bid is awarded construction should take about 90 days. Council Member Dale Housch made a motion to award the Willow Springs Park Trail Project to B & J Construction for \$103,289.67. The motion was seconded by Council Member David Ford and carried unanimously.

ENGINEERING AGREEMENT FOR WILLOW SPRINGS TRAIL PROJECT: Mayor Harvey stated that Council is being asked to consider LADD Environmental as the engineering firm for the Willow Springs Trail Project. City Manager Thompson explained that this engineering agreement mimics other grant projects and is budgeted within the grant with the City being responsible for \$10,000. Council Member Zachary Martin made a motion to approve an engineering agreement with LADD Environmental for the Willow Springs Trail Project. The motion was seconded by Council Member David Ford and carried unanimously.

EXECUTIVE SESSION OPEN – REAL ESTATE: Council Member David Ford made a motion to go into Executive Session for the purpose of discussing real estate. The motion was seconded by Council Member Dale Housch which passed unanimously.

EXECUTIVE SESSION CLOSE – REAL ESTATE: Council Member Zachary Martin made a motion to close the Executive Session. The motion was seconded by Council Member Dale Housch and carried unanimously.

CALLED BACK TO ORDER: Mayor Harry Harvey called the meeting back to order and stated that there was no action taken in Executive Session.

QUESTIONS: Mayor Harvey asked if there are any questions or additional items of discussion. Jason Espy of *The Summerville News* asked how much was the GMA wellness grant and who administers those funds. City Manager Thompson responded stating that the annual grant is \$6,000 and that he and Jessica Nadu administer the funds.

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ADJOURN: All current business having been concluded Council Member David Ford 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.