



**CITY OF SUMMERVILLE
REGULAR COUNCIL MEETING
JULY 13, 2015
5 PM**



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 were any changes needed to the agenda. No changes were requested. Council Member David Ford made a motion to approve the agenda as presented. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

WELCOME: Mayor Harvey welcomed everyone to the July Regular Council Meeting. Mayor Harvey asked that everyone sign in listing their name, address, and reason for attending the meeting. Mayor Harvey explained that everyone will be given an opportunity to address Council now and again at the end of the meeting. Mayor Harvey requested that anyone addressing Council limit their comments to three minutes each. Mayor Harvey asked if anyone wanted to address Council at this time. No requests to speak were voiced.

ANNOUNCEMENTS: Mayor Harvey stated that there are several July and August events coming up noting that Susan Locklear will have information concerning those events during her report for Better Hometown.

Mayor Harvey stated that the Independence Day Celebration was a great success. Mayor Harvey expressed appreciation to all participants with a special thanks extended to the sponsors and employees.

Mayor Harvey reported that attending the Georgia Municipal Association Annual Convention provided an excellent learning and networking opportunity.

Mayor Harvey announced that Regular Council Meetings are held on the second Monday of each month.

BETTER HOMETOWN – SUSAN LOCKLEAR: Susan Locklear reviewed her Better Hometown report to Council listing activities and training for the month of June. One of the highlights of Susan's report is that the City of Summerville was given an award for the Best of Chattooga County – Annual Event in honor of our 4th of July celebration. A copy of Susan's report is attached and becomes part of these minutes.

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CODE ENFORCEMENT – JOEY NORTON: Joey Norton reported that he has issued several routine permits, continues to work on property maintenance, and has written 30 letters concerning signage. A copy of Joey's report is attached and becomes part of these minutes.

WATER TREATMENT PLANT – JANICE GALLOWAY: Janice Galloway reviewed her report to Council listing all work done for Raccoon Creek, Lowe Springs, and the Water Treatment Plant Lab. Janice reported that the lab inspection for June resulted in a score of 99.7. A copy of Janice's report is attached and becomes a part of these minutes.

WASTEWATER TREATMENT PLANT – CHRIS TUGGLE: Chris reviewed his report to Council for all work done during the month of June at the Wastewater Treatment Plant. A copy of Chris' report is attached and becomes part of these minutes.

PUBLIC WORKS/UTILITIES – TONY CARROLL: Assistant Utility Director Terry Tinney was present to review the report prepared for Council concerning all work performed in June in all departments under his and Tony's supervision. A copy of the report is attached and becomes part of these minutes.

RECREATION DEPARTMENT – BO CHAMLEE: Bo Chamlee reviewed his report to Council giving details of the Summerville Recreation Department wins and upcoming tournaments. A copy of the report is attached and becomes part of these minutes.

POLICE DEPARTMENT – CHIEF STAN MOSLEY: Police Chief Stan Mosley reported that officers patrolled 9,625 miles, housed 45 inmates for a total of 100 days, collected \$8,618, issued 63 incident reports, 17 accident reports and received 919 calls for the month of June. Chief Mosley also reviewed the Summerville Police Department citation report listing the category of citations issued. A copy of Chief Mosley's reports are attached and becomes part of these minutes.

FIRE DEPARTMENT – CHIEF GREG ECHOLS: Fire Chief Greg Echols reviewed the report provided to Council listing all 78 calls the Summerville Fire Department responded to during the month of June. Chief Echols also reported that 8 hydrants were inspected and 36 were flow tested. A copy of the report listing the category of calls is attached and becomes part of these minutes.

CITY ATTORNEY – ALBERT PALMOUR: Attorney Albert Palmour stated that the legal part of the meter bond is complete.

CITY MANAGER – RUSSELL THOMPSON: City Manager Russell Thompson reported that installation of the radio read meters is underway stating that there have been some issues but "we are working through them". City Manager Thompson also explained that a public announcement has been prepared for customers to be aware that back flow regulators are being installed when the new water meters are installed as required by the EPD. City Manager Thompson explained that customers are also being advised that their water heater thermal expansion release valve should be checked to insure it is working properly.

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CITY MANAGER – RUSSELL THOMPSON: City Manager Thompson reported that the bank balance is in excess of 2.4 million with revenue at 15.2 and expenses at 14.8 with a surplus of around 451,000. City Manager Thompson explained that since the operating account is in excess of the Council set threshold a discussion will be held later in the meeting concerning the funds above 2 million.

MINUTES: Mayor Harvey asked if Council sees any corrections needed to the previous meeting minutes; if not a motion is needed. Council Member David Ford made a motion to accept and approve the minutes as prepared and presented. The motion was seconded by Council Member Joe Money, Jr. which carried unanimously.

COUNCIL ROOM RENOVATIONS: Mayor Harvey asked that City Manager Thompson to explain the proposed renovation to the Council Room. City Manager Thompson explained that no bids were received for the renovation project. City Manager Thompson stated that he reached out to Gary Blackwell who in turn gave him a bid price. City Manager Thompson explained that the renovation includes removing the paneling, adding sheet rock, moving the divider wall between the current Council Room and the city manager's office to enlarging the Council Room by four or five feet and build a platform for Council. City Manager Thompson said that Mr. Blackwell gave a price of \$46,760 which does not include replacing the windows. City Manager Thompson explained that there are three choices for windows; choice one is full grid low E insulated aluminum bronze windows, choice two is a white vinyl window with an arched radius at the top, and choice three is a base white vinyl window. City Manager Thompson explained that the renovation would take about two months to complete which would require Council Meetings to be moved to the Depot. Council Member David Ford asked when construction could begin. City Manager Thompson said that it could start soon. City Manager Thompson stated that Mr. Blackwell recommended the first window. City Manager Thompson stated that there is \$10,000 budgeted for furniture and technology. City Manager Thompson stated that if Council chooses the first window it would cost \$8,960 installed. Mayor Harvey asked if the project needs to have \$65,000 appropriated. City Manager Thompson stated that the project could be funded out of surplus and capital improvement funds. Council Member David Ford made a motion to allocate \$65,000 for renovation of Council Chambers and replacing the associated windows. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

REVENUE TRANSFER FOR FISCAL YEAR END: Mayor Harvey stated that Council decided that the operating fund will be held at 2 million dollars with funds over that earmarked for special funds. Mayor Harvey asked for City Manager Thompson to explain the finances. City Manager Thompson explained that the operating account balance at the fiscal year's end is \$445,729.43 over the two million dollar threshold. City Manager Thompson explained that out of the \$445,729.34, he recommends leaving \$227,385.52 in the operating account to cover current fiscal year projected shortfall noted during the budget process as an "equity transfer". Of the remaining \$218,385.52 City Manager Thompson recommended transferring \$180,000 to the city's restricted cash account which would bring the balance of "rainy day" restricted cash to \$942,952.58. The "rainy day" fund balance would equal about 2.5 percent of operations for the general fund. City Manager Thompson explained that the generally accepted accounting practice is to have a three month operational reserve.

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REVENUE TRANSFER FOR FISCAL YEAR END CONTINUED: City Manager Thompson stated that funds are getting closer to the three month cushion. City Manager Thompson stated that he recommends the remaining \$38,385.52 be placed in the capital improvement fund which would bring that account balance to \$76,285.52. City Manager Thompson stated that he proposed \$46,760 for Council Chamber renovations, \$7,000 for Council Chamber windows, \$10,000 for Council Chamber furniture and chairs, \$5,000 for prepping and landscaping the "blue building" lot, and \$7,525.52 as a contingency for project over-runs. Mayor Harvey asked if there are any questions or discussions concerning the recommendation. Mayor Harvey stated if there are no questions or discussion then a motion is needed. Council Member David Ford made a motion to approve the transfer and distribution of \$445,729.43 as described by City Manager Thompson. The motion was seconded by Council Member Zachary Martin and carried unanimously.

CHATTOOGA COUNTY FAIR: Mayor Harvey stated that last year the city donated \$2,000 to the Chattooga County Fair and has requested the donation be increased to \$5,000 this year. Mayor Harvey stated that he recommends contributing \$5,000. Jimmy Holbrook, representing the Chattooga County Fair, stated that they have several donation levels. Mr. Holbrook stated that any contribution would be appreciated but there is a need for \$5,000. Council Member David Ford asked if the city could use the Agriculture Building free of charge if a \$5,000 donation is made. Mr. Holbrook stated that the Chattooga County Fair Committee has no control over operation of the Ag Building. Council Member Ford stated that it was worth a try to ask. Council Member Joe Money, Jr. stated that he thinks the event is great and a \$5,000 contribution is worthwhile. Council Member David Ford made a motion to authorize a \$5,000 donation to the Chattooga County Fair event. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

HOTEL/MOTEL TAX: Mayor Harvey stated that discussion has been held concerning implementing a hotel/motel tax. Mayor Harvey asked for Attorney Albert Palmour to provide information concerning the item. Attorney Palmour explained that a hotel/motel tax can be implemented through an ordinance at a rate between three to eight percent. City Attorney Palmour stated that he recommends setting it at either five percent or three percent. City Attorney Palmour stated that the hotel/motel tax can not be expected to generate a lot of revenue; between \$4,000 and \$10,000 per year. Attorney Palmour explained that if Council chooses to go with five percent then three percent can go to the general fund and anything over that is to be used to promote tourism. Council Member David Ford asked if all of the tax funds could be used by the Better Hometown program to promote Summerville. Attorney Palmour responded that all tax funds could be used by Better Hometown to promote tourism in Summerville. Council Member Dale Housch asked what Attorney Palmour recommends. Attorney Palmour stated that is up to Council; between three to five percent. Council Member Dale Housch made a motion to authorize Attorney Albert Palmour to draft any pertinent paperwork for implementation of a five percent (5%) hotel/motel tax. The motion was seconded by Council Member David Ford and carried unanimously.

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SPECIAL EVENT – JEFFERSON’S: Mayor Harvey stated that Jefferson’s has agreed to be the alcohol provider for the fourth Saturday concert and is requesting a special event alcohol permit. Mayor Harvey asked for City Manager Thompson to give details of this item. City Manager Thompson explained that Susan Locklear approached all local alcohol vendor’s about being the supplier for the special 4th Saturday concert events. City Manager Thompson stated that he had hoped that the vendors would rotate. City Manager Thompson explained that Los Maguey is currently looking into insurance. City Manager Thompson stated that it is staff recommendation that Jefferson’s be granted the permit for the upcoming event. City Manager Thompson stated that if Council receives a request from another vendor then that will be reviewed at that time. Council Member David Ford made a motion to grant Jefferson’s a special event alcohol permit for the Fourth Saturday Concert July event. The motion was seconded by Council Member Zachary Martin and carried unanimously.

PUBLIC COMMENTS: Mayor Harvey asked if there are any comments from the public.

CHARLES BENNETT: Charles Bennett asked why Council doesn’t discuss items much; do they already know what they are going to do before the meeting. Council Member Joe Money, Jr. responded stating that agenda packets with information are received before the meeting which allows Council Members to review the items beforehand. Council Member Dale Housch responded stating that questions are asked when necessary. Mayor Harvey stated that receiving the meeting agenda prior to the meeting offers the opportunity for any Council Member to get in touch with the City Manager and ask questions. Mayor Harvey stated further that it also allows City Manager Thompson to do more research if needed. Council Member Dale Housch stated that if discussion is held in the meetings it will be in the Summerville Enquire.

Charles Bennett asked if someone could tell him about scraping ditches or curbs. Mr. Bennett said that the ditches by his house haven’t been cleaned out in a while. Mayor Harvey responded asking Mr. Bennett to get with City Manager Thompson or Terry Tinney so they can take care of any problem. Terry Tinney acknowledged that he understands where Mr. Bennett is speaking of and he will take care of it in the morning.

HARRY HARVEY – MAYOR

Attest:

JILL DURHAM – CITY CLERK, G.C.M.C.