

Minutes of the February 11, 2008 City Council Work Session
at the Jefferson Civic Center

PRESENT: Mayor Joiner, Council Members Plott, Kinney, Kidd, Griffith, City Mgr. J. Ward, R. Hopkins, City Clerk E. McDonald

ABSENT: Council Member D. Varnedoe

1. CALL TO ORDER - MAYOR JOINER

2. PLANNING & DEVELOPMENT – JERRY WEITZ

- A. Consider an ordinance amending the Quad Cities Land Use Management Code, Article 21, “Zoning Amendments, Applications, and Procedures”, Chapter 21.5, “Certificates of Appropriateness” to define minor and major works, to establish exemptions, to change requirements for public notices, and for other lawful purposes.

Jerry Weitz, Planning Consultant, read the public hearing procedures into the record. He informed Council that this amendment was designed after some experience with the certificate of appropriateness application process and generally the code requires that we do the following: put a sign on the property, publish an ad in the newspaper, and notify adjacent property owners. This is an onerous process of notification. This amendment would distinguish between minor work and major work in the Historical District. We would have a notice requirement for major work; but, for minor work there would be only a notice to put a sign on the property. We would be omitting the legal ad requirement and the letter requirement that would have to go to the property owners. This will speed up the administration process. Also, there is a long list of a-1, Section 2, that describes items that is not necessary for review by the Preservation Committee. We would like to exempt those from having to go to the Preservation Committee for review and comment. We met with the Preservation Committee and they accepted this amendment. The QCPC has recommended approval.

City Manager Ward informed Council that this is part of our transition into utilizing consultants and is meant to streamline that process as well as increase the communication between the consultants and the HPC and how we can assist the public in moving things forward.

Mayor Joiner asked for anyone speaking in favor or opposition to this amendment. Hearing none, he stated that the amendment will be voted on in two weeks.

- B. Consider recommendation to surplus 2001 Ford Explorer Sport, Vin # 1FMYU60E81UC79158 with 78,712 miles.

City Manager Ward told Council that this is the first vehicle purchased for QCPC. It's the SUV Danny Atkins, building inspector, has used for a number of years.

This is part of the process of reducing that fleet. This one was chosen because of it's miles and it's condition. This item will go to GovDeals.

* Note = All items currently on the Quad Cities Planning Commission Schedule were tabled for further engineering work during their last meeting.

Council Member Griffith questioned when the church item tabled at the last meeting will be back on the agenda. City Manager Ward said that it was tabled at a voting session, so it will come back up at a voting session. Mayor Joiner stated that the item in question will be on the February Voting Session agenda.

3. CITY MANAGER – JOHN A. WARD III

A. Finance

- January Budget Report

Ms.Vaughan informed Council that she has been working on finalizing end of the year. She's recorded December accounts payable received in the month of January and will continue to do so through the month of March. You may notice that the Budget Expenditure Summary Sheets look different than in December. Different Funds have been set up according to the DCA Chart of Accounts.

General Fund

The year has just begun and the General Fund is operating with 95.14% of the budget remaining.

We did not budget for a Tax Anticipation Note during 2008. General Fund Contingency balance is \$521,697; however, this number will decrease due to the 22% increase in employee health insurance. It will also be decreased to pay The Standards Foundation \$6,940 for the Safety Check Program allocation for 2008 which was approved by council after FY08 budget was approved.

Water and Sewer

The Water and Sewer Fund has 97.49% of the budget remaining. The Capital Projects have been moved to a separate fund this year to make tracking operational expenses easier.

Quad Cities Planning and Development

Quad Cities has been moved to a separate fund this year. There is still 95.35% of the budget remaining.

Cash

Our cash balances are currently as follows:

Cash in Bank – General Fund \$ 1,849,814.48

Cash in Bank – Water & Sewer Fund	\$	921,885.08
Cash in Bank – Quad Cities	\$	110,357.49
Cash in Bank – Solid Waste	\$	30,868.44
Cash in Bank – Impact Fees	\$	244,291.54

Ms. Vaughan asked for questions from Council. City Manager Ward informed Council the he and Ms. Vaughan have been working on delineating out the grant funds since we have about six grants we are working with now. This will allow us to do a printout of the fees and charges that we have had in expenditures associated with a specific grant. This will assist us with reimbursement grants where we front the money and expect that back.

Council Member Plott inquired if the whole budget is anticipated to be spent this year? I don't see a contingency fund. City Manager Ward replied that we have over half a million dollars as a contingency in the budget this year. The only two items that may impact that are the employee health insurance and the Standards Foundation payment. I hope to have an update on the Standards Foundation for the next meeting. Council Member Plott asked if Council will receive monthly reports on the Standards Foundation. City Manager Ward stated that it will have to be authorized before we spend it, so we will be bringing it back for your approval. Mayor Joiner asked for a monthly report showing revenue collected so Council can see how much we have budgeted and how much we have received throughout the year.

Council Member Griffith questioned whether SPLOST comes to us or the County? Ms. Vaughan stated that it comes to us from the County. Council Member Griffith said he would like to see SPLOST and the impact fees included on a monthly report to Council. Mayor Joiner inquired about the status of a procedure for using debit and credit cards for water billing. Ms. Vaughan stated that she had spoken with Regions Bank and that we may want to speak with other banks. We do not know where we will be in 5-10 years from now and we need to call and get other ideas from other agencies about who they use and performance, etc. Ms. Vaughan continued saying when we had the Department Directors meeting in January, we asked for their feedback on purchasing policies.

B. Parks & Recreation

- Recreation Advisory Board

Ben Dillard presented names of Recreation Advisory Board members whose terms expire in February and they have agreed to serve another term (the new term will expire in 2011): Shanta Dalton, Ward 3, Tommy Knight, Ward 4, and Tom Kimmel, Ward 5.

Mayor Joiner inquired about how many children have signed up for Spring sports. Mr. Dillard informed Council that the Recreation Department is still accepting sign ups for Spring sports and that they expect a growth in participation again this year. Currently they have over 700 signed up.

Council Member Griffith asked if Mr. Dillard is receiving SPLOST reports on a monthly basis and that he needs to receive this on a monthly basis.

- Radio Station Surplus Update
 - * Note = Please see update in Department Updates
 - Ben will be present to answer questions if needed.

Mr. Dillard presented an update on the Radio Station Surplus stating that he has met and will be meeting with three serious buyers for Radio Jefferson with interest to purchase the station as a whole and that he should have an answer this month. We also have more than six parties interested in purchasing equipment in part; but, have asked them to wait until we talk to the whole buyers. We also have a radio station broker in Savannah looking at the Radio Station. City Manager Ward apologized for the Department Report being omitted from the packet stating that it was prepared and that he would get the report to Council.

C. Police Department

- Review of Yearly Report

Chief Wirthman provided Council with an annual report and clarified a few items in the report stating that “stopping a suspicious vehicle” is simply a traffic stop. He continued to say that one in five drivers get a warning when stopped. He has extra patrols driving through neighborhoods and call 911 when they have completed their drive through. Alarms are up 3%, domestic calls are down 9%. Arrests are down. Violent crimes – 404 cases in 2006, 426 in 2007. Burglaries increased from 49 to 65. Mayor Joiner questioned the investigators backlog. Chief Wirthman stated that investigators solve 25+ cases per month, handling 3-5 cases per day. Some cases are never solved.

Chief Wirthman continued with his report stating that call volume has increased 18%. With an increase in population this is expected. I’m going to home owners associations asking them to feel comfortable calling in any disturbance, etc. City Manager Ward noted that the Park & Walk Program also generates more calls from citizens because as that comfort level increases, so will the call volume, especially with neighborhood associations that are implementing Neighborhood Watch Programs that the Police Department sponsors.

D. Public Works Department

- Road Projects – Jeff Killip

Mr. Killip started his presentation with the road bond status on the traffic light stating that they are waiting for delivery on the crosswalk.

Mr. Killip reported on Pendergrass Road/Horace Jackson realignment stating that power polls need to be moved now. We started at \$7.2 million on the road bond and the traffic light cost \$866,500. Total expense from the road bond is \$884,600.

- Water & Sewer Projects

1. EMI Report – Jerry Hood
2. Central City SBR Treatment Facility Report
3. Parks Creek Reservoir Report
4. Notice of 10% Water Use Reduction Compliance
5. Water Use Restriction Discussion
6. Notice of \$1,000,000 Georgia Environmental Facilities

Mr. Killip addressed items 4 & 5 (Water & Sewer Projects) on the agenda stating that the reservoir is full and that he has worked with the County to determine that Bear Creek is full, as well as Commerce's water source. I am recommending that the City lift the tighter water restrictions effective March 1st – we will still be at Level 4. We have not purchased water from the County in the past two months. Effective April 1st the State is changing their usage - they are going to a 10% reduction. The City's restrictions will be the same as the County's. City Manager Ward said the main consideration is that while restrictions are being lifted, we are still under a State mandate to at least have a 10% reduction based on what we had last year.

Jerry Hood, City Engineer, presented a monthly report to Council (which also included items 1, 2, 3, and 6 (Water & Sewer Projects) on the agenda:

Parks Creek Reservoir –The City's permit application package to the Corps of Engineers is in the final stages, however, the permit is on administrative hold until the Hardy Mill Branch violation is totally resolved. Off-site stream credits have been arranged for in lieu of restoration of the existing site. This alternative should clear this hurdle. Please also see attached report from Scott Cole of the Law Office of Tommy Craig, the firm that is handling the permitting. This report summarizes the plan of activities for February.

The UGA update to the Curry Creek Reservoir management plan has been submitted to EPD, which should finalize the EPD requirements. EPD and the CORPS issue permits concurrently.

Highway 129 Sewer Extension – The project has been complete and ready for closeout activities. A final submittal and close out documentation, as

required by the contract documents, remains due from the Contractor. EMI is aware of the concerns of the council regarding this project. Upon receipt of the final documents, EMI will provide an opinion within the limitations of the Engineer's authority as outlined in the contract documents. Beyond that, further action will be up to the Mayor, City Council and City Attorney.

Central City WWTF Operations– A copy of the December operating report is attached, indicating that the plant continues to achieve a high level of treatment. All parameters are well below the maximum permit level. During the month, the plant operated at an average of 0.411 MGD or about 41% of capacity for the period. Influent BOD and Suspended Solids have diminished in strength for the past four months. A reuse water system has been installed for use at the headworks and chemical feed systems. Investigation into upgrading the plant to reuse quality and diverting flows to the upper Curry creek basin are being explored. This idea was discussed at a recent meeting at the Georgia EPD. Guidelines for this method of "indirect potable reuse" are under review at EPD.

I-85 WWTF Expansion – The City's efforts to provide additional capacity at I-85 focuses on two stages of expansion. These include a minor expansion of the Land Application System (LAS) and a future mechanical plant with a discharge. The City has completed the public information aspects of these projects until the actual draft permits are issued. The DDR for the minor expansion has been completed and approved by the Georgia EPD. The DDR for the mechanical plant is also under review by EPD. An extension of the waste load allocation has been requested for the mechanical plant. Both projects were discussed at length at the Georgia EPD on February 5, 2008. This meeting was attended by Jeff Killip, Don Baker and Jerry Hood. Approvals of these projects should be expedited. In addition, the permit for the existing I-85 LAS and future moderate expansion will be included in the permit renewal that is now underway. The permit will be advertised in next week's *Jackson Herald*.

Waste water pumping and transfer Facilities for the I-85 Corridor –This project has been bid and awarded by the to the low bidder, Griffin Brothers from Maysville, Georgia in the amount of \$709,421.00. The contracts have been executed and the pre construction conference is scheduled.

Plan for High rating water plant facilities- The plan to "high rate" the filters at the water plant and increase the capacity by 40% is complete and has been submitted to EPD. EPD is scheduling an on site review later this month.

Capital Improvements Element (CIE) and rate study analysis

The City has approved the future infrastructure study to address future capacity needs and proper funding mechanisms. This study is well underway and will provide a new five, ten and twenty year plan. This plan will enable the City to meet water quality objectives, provide the population with adequate environmental facilities, and insure a sound financial plan. Water resources are an integral part of this report and the recent severe drought has obviously had an impact on the thinking and projections for this study.

Curry Creek Reservoir Enhancement program

Plans, specifications and bid documents have been completed for this project and submitted to EPD for review. Permitting is in process. The project will include dredging of the upper portion of the reservoir, with final disposition of the dredge material being hauled to the I- 85 spray field properties. The City's DCA- ITD Grant

was approved and the GEFA loan application was approved on January 29th. Upon approval of the plans, an appropriate strategy and schedule will be developed in the best interest of the City.

Hog Mountain Road Utilities Relocation-

The widening of this road will necessitate the relocation of certain water and sewer facilities owned by the City that are in conflict with future construction. Bids for this project were received and contract awarded. The low bidder is Universal Watermain of Auburn Georgia, in the amount of \$266,695.00. A pre-construction conference is scheduled.

Hoschton Street Water Tank Renovation- Bids for this project were received by the City on September 27th 2007. The low bidder was Utility Service of Perry Georgia in the amount of \$203,000.00. The contract has been awarded and a pre-construction conference held. A full containment system for this program has been specified due to the lead based paint on this tank and the proximity to the schools. Some issues with the contractor keeping the containment system in pace have occurred, but will be resolved before work resumes.

Groundwater Resource Investigation

The City has authorized A&S Environmental to perform a service area wide groundwater resource investigation, using the latest methodology and technology. The preliminary report and recommendations have been submitted.

Council Member Kidd inquired about the status of MLK Extension noticing that it was not on Mr. Hood's report. Mr. Hood stated that this is a funded road project and is now an item Mr. Killip will be covering; but, that we are still waiting on DOT to proceed with MLK Extension.

E. Better Hometown

- Relocation of BHT Office Update
City Manager Ward announced that the Better Hometown Office will be moving to the Museum, in what is now the Gift Shop. That is in anticipation of later on this summer we will move forward with our downtown Streetscape construction phase.
- Jefferson Streetscapes Update
City Manager Ward stated that the conceptual plan was approved and that the engineer drawings have already been submitted. After another review and approval by DOT, we will then move forward with the bidding.
- Upcoming Event Update (Schedule of Activities item on agenda)
Better Hometown Manager Beth Laughinghouse gave an update on upcoming events reminding Council of the Chamber's Spelling Bee with the City having a team comprised of Amy Carlan, Kelly O'Claire and Joe Wirthman.
Arbor Day is coming up this Friday at 3:30 p.m.
March 22nd is the community Easter Egg Hunt sponsored by Better Hometown, Jefferson Rotary Club and Jefferson Lions Club. The Lions

Club and the Police Department will be bringing Georgia Chips, a child's identification program, to this event.

April 26th is Movie Night at the same location as the first movie night last Fall.

May 3rd is the Blue Grass, BBQ, and Blue Jeans event (a new event for Better Hometown). Three blue grass bands are scheduled to perform. The event will be at the Civic Center and in Curry Creek Park.

May 8-10 is Georgia Olympics.

F. Administration

- City Web Site Update

City Manager Ward informed Council that Beth Laughinghouse, Tonya Crumley, and Elizabeth McDonald will be working on updating the website with Council Member Roy Plott's assistance. We will be switching from our current format where we have to send items to our webmaster to put on the website to a more user friendly and efficient format of the City staff uploading items to the website. We will be placing the public agenda on the website prior to meetings, as well as placing a draft of the minutes (which will be replaced with the adopted minutes) on the website.

- 2008 Annual Convention

City Manager Ward informed Council that we have the 2008 Annual Convention budgeted to fully participate. Tonya Crumley will be contacting you regarding the convention registration.

- Meeting Schedule

City Manager Ward informed Council that the May Voting Session falls on Memorial Day. Mayor Joiner suggested we move the date forward a week to May 19th.

- Updating Impact Fee Report

City Manager Ward informed Council that the Jefferson Public Library Board has met several times and the County has already allocated over \$100,000 to establish a new building fund for the Library. He inquired whether Council wants the impact fee report revised to utilize the impact fees for the Library. We can move forward next year with placing ourselves on the State list for State participation in the development of a new library building.

Council Member Griffith noted that we need a new Public Safety Building and that we have the land on Old Swimming Pool Road. Council Member Kidd mentioned a new Fire Station (possibly a combined Public Safety Building with fire and police).

City Manager Ward stated that the impact fees now are associated with residential construction and there is the opportunity to add commercial.

Mayor Joiner suggested we ask Bill Ross to determine the cost to update the impact fee report to include Library and Public Safety. City Manager Ward stated that he and Ms. Vaughan have established a program to update everything with the Department of Community Affairs. We are up-to-date with our Capital Improvement Element, associated with your previous vote on the residential impact fee, as well as all the Policies and Procedures required from DCA.

4. PUBLIC COMMENT

- Sidney Garner – Request to change City of Jefferson Alcohol/Liquor Ordinance to allow for outside consumption at special events.

Sidney Garner, Iron Pig BBQ, spoke to Council regarding the Blue Grass Festival the first weekend in May stating that he wants to know if he can sell alcohol. He read the pouring laws and does not understand them. It was written before the Civic Center yet it says it can only be at the Civic Center.

Mayor Joiner wants staff to look at the ordinance and see if it is sufficient or determine if we need to make changes before May, if that's what Council wants to do.

Council Member Griffith wants to keep it in government facilities, not make it City-wide. Mr. Garner stated that he wants it only for this event. City Manager Ward said he will work with City Attorney Ronnie Hopkins on this. Council Member Griffith interjected that he wants it kept in a confined area (roped off area).

Mr. Garner inquired if admission will be charged. Ms. Laughinghouse stated that admission will be charged for the blue grass in the Civic Center, but no admission for what's in the public (Curry Creek Park) area. She continued to say that there may be other vendors, in addition to Mr. Garner, who may want to participate.

5. OTHER BUSINESS

None.

6. ADJOURN – MAYOR JOINER

Seeing no further business, Mayor Joiner adjourned the meeting.

Mayor Jim Joiner

City Clerk Elizabeth McDonald