

John A. Ward III
City Manager

Amie Vaughan
Finance Director

Elizabeth Motes McDonald
City Clerk



Jim Joiner
Mayor

Council Members:
Kathy DuBose
Randall "Bosie" Griffith
C.D. Kidd III
Steve Kinney
Roy W. Plott

MINUTES OF THE MARCH 8, 2010 CITY COUNCIL WORK SESSION
AT THE JEFFERSON CIVIC CENTER

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

1. CALL TO ORDER - MAYOR JOINER

2. Planning & Development

* **Note** – There were no items that went before the Planning Commission in February that require action by the Council.

- U. S. Census 2010 Jackson County Update - Joel Logan
Jackson County GIS Department

Joel Logan, Jackson County GIS Department, provided an update on the U.S. Census 2010. The County GIS office has been working on the 2010 U.S. Census by initially updating local community addresses. Between 2004 and 2007 Jackson County added over 230 miles of streets. The GIS office worked on determining the City Limits of each municipality. Only so many people can be in a census tract. The County determined how many people were in the tracts.

Since early 2009, daily I have talked with someone from the Census Bureau. There is also a Complete Count Committee formed by the County. We have assisted the Census Bureau in doing recruitment. In 2000 Jefferson was 3,800. In 2008 Jefferson was a little under 8,000. It's important that the count is accurate. The Census effects the representation we have in the legislature.

Mr. Logan reviewed the census form with Council.

City Hall
147 Athens Street
Jefferson, Georgia 30549



706/367-5121
706/367-7207
FAX: 706/367-5134
www.cityofjeffersonga.com

3. City Manager – John A. Ward III

A. Finance – Amie Vaughan

▪ February Budget Report

Amie Vaughan, Finance Director, stated that the auditors arrived to begin audit work March 1, as planned. They will be here for the next two weeks and then the remaining work will be completed over the phone and e-mail. I have been working hard on getting ready for our 2009 audit.

General Fund

There is currently 83.33% of the year remaining and General Fund has collected 42.21% of the budgeted revenue for Fiscal Year 2010. The majority of this revenue is property tax revenue, which we have so far collected 97.39% of what was budgeted. There is currently 82.91% of the expenditure budget is remaining. This is below the percentage of the year remaining because we had a large debt payment (included principal payment of \$330,000) this month on the Road Bond.

Water and Sewer

Water and Sewer Fund has billed 11.97% of their budgeted operating revenue. The Water and Sewer Fund has 77.47% of the operating expense budget remaining. Just like General Fund, the Water and Sewer Fund had a payment on the 2009 Refinance Bond.

Planning and Development

Through the month of February 2.88% of the revenue has been collected. There is still 94.80% of the operating budget remaining.

Solid Waste

Currently, 12.33% Solid Waste revenue has been billed. There is currently 91.45% the operating budget remaining.

B. Main Street Jefferson – Beth Laughinghouse

Jefferson Streetscape Update

Beth Laughinghouse, Main Street Manager, stated that at 2pm on March 11th at the Civic Center the City will have a pre-bid meeting. The bid packet is available at City Hall. It's possible that construction could start May 1st.

Tree Council – Connie Head

Connie Head presented to Council detailed information on the progress of Urban and Community Forestry Grant Program activities for the City of Jefferson's Sustainable Community Forest Program. The past month's activities have focused on several tree planting projects, including the American Reinvestment and Recovery Act grant, on development assessments, on Arbor Day activities, and the coordination and completion of a strategic planning meeting for the community forest master plan.

Tree Planting

The planting of trees using the GFC's tree spade is still on hold and we're currently waiting on the return of the tree spade to the area. It was moved to Newton County for transplanting approximately 90 trees in that area. Soil conditions have improved and as soon as the tree spade is returned the planting of trees will resume at the Recreation Center and at Jefferson City Schools. Planting sites at city schools will be selected during the first week in March by Connie Head and Russell Massey, Facilities Supervisor with Jefferson City Schools.

Additional tree planting projects completed or underway are listed below:

Sites were selected for five (5) more trees at V. S. Hughey Park. The trees were planted by Joe Savage and his Street Department crew on the morning of Arbor Day, and an Arbor Day ceremony was held at the park in the afternoon. There are now ten (10) newly planted trees at the park, five (5) Nuttall oaks, two (2) Chinese (lacebark) elms, two (2) red maples, and one (1) Kousa dogwood.

Ms. Head stated that she has been working with Dennis Phillips of the Chattahoochee Council of the Boy Scouts of America, Nathan Ausborn and Andrew Patrick from Parks & Recreation, tree council member Harry Bryan, and Joe Savage, Street Department, on selecting a site for a tree to be planted in the park provided by the BSA. The tree is a silver maple and red maple cross known as an "Autumn Blaze" maple, and will be planted near the kiosk area at the south end of the park during the first week in March. The Boy Scouts will have a dedication ceremony in the park at the tree at a later date.

An additional tree planting project is being coordinated by Mary Dugan and Susan Russell, and will involve the planting of trees by Eagle Scouts along Memorial Drive.

ARRA Grant

The city of Jefferson applied for \$99,928 in American Reinvestment and Recovery Act grant funds for tree planting, for which no local match is required. The city has been notified that they will receive \$50,000 from this program to plant trees along street rights-of-way throughout the city. A meeting with the Georgia Forestry Commission will be held in Jefferson at 8:30 a.m. until 9:30 a.m. on March 4 for signing the grant and discussing grant requirements.

Tree Maintenance Training Sessions

The next two (2) training sessions, one on tree pruning and another on assessing tree health and condition, will be held in early June and early July, after trees have fully leafed out.

Tree Evaluations on Private Property

Susan Russell has completed two (2) additional tree management consultations and submitted them for review. A proposed packet of tree care information will be distributed to tree owners. The procedures and packet will be finalized in March and the program will be marketed to the community in April.

Arbor Day Celebration

The city's Arbor Day Celebration was held on Friday, February 19, at 4:00 p.m. at V.S. Hughey Park, the site of the city's *Making the Shade* tree planting grant. Mary Dugan and Susan Russell coordinated the celebration, which was attended by more than 80 individuals, including children from the Boys and Girls Clubs and adult members of the community. Mayor Jim Joiner, JHTC Chairperson Mary Dugan, and Mr. Willie Hughey (Reverend Hughey's son), along with others, spoke about the importance of trees and the significance of the trees planted at the park.

Land Use Management Code Review and Development Assessments

Ms. Head stated that she and Susan Russell continue to review the Land Use Management Code (LUMC) and complete assessments of developments completed under the LUMC. A report on the development assessments and recommendations for revisions to the LUMC will be completed in late March or early April. Ms. Head said that she has also begun reviewing new development plans for compliance with the tree regulations in the LUMC for Jerry Weitz and John Ward.

Sustainable Community Forest Management Strategic Planning Meeting

A strategic planning meeting was held on Thursday, February 25, from 9:00 a.m. until 12:00 noon at the Jefferson Civic Center for the purpose of defining current tree management issues and needs and creating a

community forest vision. The session was attend by Mayor Jim Joiner, City Manager John Ward, City Council Members C. D. Kidd III and Roy Plott, Public Works Director Jeff Killip, Main Street Director Beth Laughinghouse, Colt Green, Nathan Ausborn, and Andrew Patrick from Jefferson Parks & Recreation, Russell Massey from Jefferson City Schools, Faye Griffin from the Jefferson Planning Commission, Shawn Watson and Brad Green from Legacy Landscape Management, and Jefferson Heritage Tree Council Members Mary Dugan, Barbara Johnson, Imogene Kelly, Susan Russell, and Sally Stites. Keep Jackson Beautiful Director Susan Trepagnier was ill and unable to attend, however KJB was represented by Susan Russell and Shawn Watson.

Curry Creek Park Clean-Up

The next Curry Creek Park clean-up event is planned for Thursday, April 22, which is also national Earth Day. Friday, April 23, is the rain date, and is also National Arbor Day.

While no training session for city and city schools staff will be held on this day, we are planning on trying to get a local tree service contractor to provide a tree climbing and pruning demonstration, using the large Heritage water oak on the site. An additional demonstration on tree value will be installed on the site, with "price tags" placed on trees that will show the value of trees to the city.

Jefferson Heritage Tree Council Development Sessions

Three (3) 2-hour tree council development sessions have been tentatively scheduled for April 13, April 27, and May 11, from 12:00 noon until 2:00 p.m. Provisions will be made for participation and contribution by members who are unable to attend one or more of the sessions.

Tree Inventory

The tree inventory continues to be on hold for the winter and will resume after leaf-out in the spring.

Tree Council – Street Tree Grant

Connie Head announced that the City received a Tree City USA status again for the fifth year. The City received a Tree City USA Growth Award for going above and beyond the requirements of a Tree City. It's possible to continue to get the growth award over the next ten years.

- C. Police – Chief Joe Wirthman
- Municipal Court Fine Schedule

Joe Wirthman, Chief of Police, presented Council with a proposed municipal court fine schedule which increased fines. The surrounding

police agencies fine schedules were surveyed. The City of Jefferson is on the low end of most of the charges. This increase puts the Jefferson Police Department more in line with surrounding agencies. The majority of the fines come from traffic.

City Manager Ward stated that this completes the Police Department's re-evaluation of fines which began with the fees for the Quality of Life violations.

Mayor Joiner asked if Council should chose between the 20% and 30% increase. Chief Wirthman stated that he gave Council the option if they want to go higher with the 30% increase; 10% increase is also an option. Twenty percent is more in keeping with other agencies. Speeding tickets are for 15 miles per hour over the speed limit and higher. DUI with no insurance increases with each offense. Third offense for DUI would be \$1,800.00. Chief Wirthman asked for Council's input on the fine schedule. City Attorney Hopkins asked if there is a time limit on the second and third violations. City Manager Ward stated that the Municipal Court Judge is going to have the State outlined requirements as well as the criminal history. He can made that decision.

Chief Wirthman informed Council that the Jefferson Police Department has received State Certification.

D. Public Works Department - Jeff Killip
Road Projects

- Old Swimming Pool Road – Two options for road work on Old Swimming Pool Road: (1) Completely repave from Memorial Drive to Bryanwood. (1A) To patch the broken areas. (2) Repave more of the street. Also adding curb and gutter on the pond side. City Manager Ward stated that the City has \$318,000.00 budgeted for this project. An additional \$12,000.00 is needed for Option 2.

- Speed Limit Project

Jeff Killip, Public Works Director, discussed the speed limit project for Old Pendergrass Road with either 35mph or 45mph from Jefferson Walk Circle to the Recreation Complex. Old Swimming Pool Road from Memorial Drive to the bypass at 40mph. Council Member Griffith inquired about the speed limit on Lynn Avenue stating that the same should apply to Old Swimming Pool Road. Mr. Killip stated that it's 35mph on Lynn Avenue.

City Manager Ward stated that the City has been asked to issue permits off of Dell Street. Set-backs have to be measured. There are options outlined in the memo. It's consensus that staff works with the City Attorney on adverse possession, clear up the lines, and determine permitting based on that.

Mr. Killip continued to review additional street projects:
Shoreline – Culvert replacement and paving is being done now.
Hidden Lakes – Culvert has been replaced and road paved.
MLK – DOT approved concept design.
Civic Center – Put in irrigation system.

LARP projects for this year are approved for Railroad and Church.

Council Member Griffith asked if there have been any change orders on the Civic Center parking lot. City Manager Ward stated that there was one change order for approximately \$65,000.00 for safety protection in the form of a guard rail.

Council Member Griffith stated that a handicap ramp is needed at the back entrance to the Civic Center. Mayor Joiner stated that he had thought about that too and that the City might want to put a ramp at the loading dock area.

Mr. Killip informed Council that the Northeast Georgia Public Works Association meeting will be held at the Jefferson Civic Center on March 24th. Mr. Killip is the Vice Chair of this association.

City Manager Ward stated that David Parks with the Sewer Department is scheduled to take his operator license test this month. Mr. Killip has passed all the requirements for Professional Engineer. He will now take the test for professional engineers and land surveyors.

Water & Sewer Projects

Mr. Killip presented City Engineer Jerry Hood's monthly report:

Parks Creek Reservoir –The City's permit application package to the Corps of Engineers continues to be focused on satisfying the stream mitigation requirements. One acquisition is currently in process that should bring about positive movement on the stream mitigation plan. EMI and City staff will continue to focus on facilitating the stream mitigation activities until an acceptable plan is achieved. Following that, activities will center on funding, acquisition and further design.

Central City WWTF Operations– A copy of the February, 2010 operating report is attached. During February, the plant operated at an average of 0.466 MGD or about 47 % of capacity. The peak flow occurred on February 5th, with a peak flow of 0.789 MGD following a major rainstorm. The plant continues to provide a high quality of effluent which is well below the maximum allowances of the permit.

I-85 WWTF Expansion – The City is in an excellent posture- *permit wise* to facilitate waste treatment needs in the I-85 corridor for many years. All documentation is in place to provide an additional 1.15 MGD in additional capacity in that basin. The plant is continues to receive a high strength waste stream.

MLK, Jr Drive Extension - City staff have continued to move this project through the bureaucratic entanglement involved with this ARC Grant funded project. The project concept plan has been completed and approved as well as the preliminary design. Final design is well underway.

Waste water pumping and transfer Facilities for the I-85 Corridor

The City is proposing to develop this project in two phases and re-route the force main to reduce the financial impacts. This project has had recent activity, and portions will get underway soon. An alternative force main route has been surveyed and revisions are being made to the plans. Rock borings where the deep force main construction is proposed have been completed with satisfactory results.

Plan for High rating water plant facilities

The High Rate and water treatment plant enhancement project is nearing completion of the design phase. The City has received approval of the ARC Grant, as announced by the governor. The final ARC application is nearing completion, for submittal on March 15, 2010.

Civic Center Parking Lot Expansion

Phase 1 of the improvement project has been substantially completed and close out procedures have been finalized. Expansion of the parking lot is also under construction utilizing a pervious paving material. This project has received approval for \$545,000 in GEFA ARRA “Green” Project funding. The project is well under construction and grading and other activities are underway.

Curry Creek Reservoir Enhancement program

The Curry Creek Reservoir enhancement program is complete including some of the add-on work including the cleaning of the water plant backwash pond. The project is in the final close out stage.

- E. Administration – John Ward
- John McKinney Land Use Agreement

Council was provided with a Land Use Agreement with John McKinney. City Manager Ward noted that the City has had a history of

utilizing Mr. McKinney's property and this is just a formalization of this agreement. With your approval this will authorize the Mayor and the City Clerk to sign this and make it official.

- **HB 489 Service Delivery Update**

Update of HB 489. City Manager Ward stated that tier one items are reworked and renegotiated and that the County meetings are now focusing on tier two. He will be reporting to Council on their progress.

- **SPLOST 5 Update & Potential Project Discussion**

City Manager Ward stated that the County held its initial SPLOST 5 meeting. He provided Council with a break down of the proposal by the County that provides you with SPLOST 4 numbers as well as SPLOST 5 numbers. Libraries have been eliminated from SPLOST for the County. The County is adding in the Water Authority.

Council Member Griffith inquired as to why the County cannot decrease their amount. Mayor Joiner stated that this is the County's election. The County thought about doing it without us. Mayor Joiner continued to say that LOST negotiation will be in 2012 and will be based on the new census. City Manager Ward stated that \$3,451,694 would be the percentage share of SPLOST 5 for the City of Jefferson.

- **Monthly Department Reports**

City Manager Ward stated that Council is provided with the monthly department reports as an update of activities, programs and projects of City Departments.

- **Schedule of Activities**

City Manager Ward asked Council to review the schedule of activities. Council Member Griffith announced that the Mill Village Reunion is March 20th.

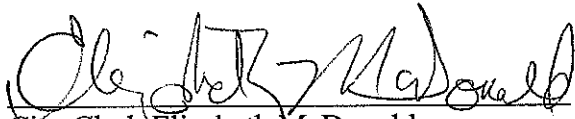
4. Public Comment

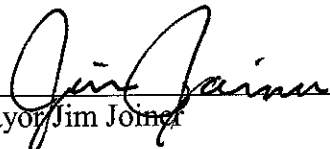
None.

5. Other Business

None.

6. Adjourn – Mayor Joiner


City Clerk Elizabeth McDonald


Mayor Jim Joiner