

City of Mansfield

AGENDA

City Council Meeting
January 9, 2017 – 6:30 p.m.
Mansfield Community Center

- I. **Call to Order:** *Mayor Jefferson Riley*
- II. **Agenda Revisions and Approval:**
- III. **Invocation:** Chris Fulmer
- IV. **Pledge of Allegiance:** Chris Fulmer
- V. **Mayor's Welcome and Comments:** *Mayor Jefferson Riley*
 - a. State of the City
 1. Finance/Audit – Dale Rector, CPA
 2. Water/Sewer
 3. Electric
 4. Roads/Sidewalks
 5. Garbage
 6. Parks & Recreation/City Center Project
 - b. Blackwell-Bruce getting building permit this week
- VI. **Citizen's Comments:**
- VII. **Approval of Minutes:**
 - a. December 12, 2016 Council Meeting Minutes
- VIII. **New Business:**
 - a. Elect Mayor Pro-Tem
 - b. Appointment of City Clerk/Treasurer, Jeana Hyde
 - c. Appointment of City Attorney, D. Scott Cole
 - d. Appointment of Director of Public Safety, Jefferson R. Riley
 - e. Discuss Beer & Wine License Application
 - i. Amend Fees
 - ii. Adopt Application
 - f. Set all Work Session and Regular Council Meeting dates – See attached Table

Adjournment:

City of Mansfield

MINUTES

City Council Meeting Minutes
January 9, 2017 – 6:30 p.m.
Mansfield Community Center
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PRESENT: Jefferson R Riley, Chris Fulmer, Perry Lunsford, Helen Robertson, Bryan Hale

ABSENT: Lisa Dunn

The honorable-mayor Jefferson R Riley called the meeting order and asked for a Motion to revise or approved the Agenda. Councilman Perry Lunsford made a Motion to approve the Agenda as presented and Councilman Bryan Hale gave the Second. All Council present voted 'aye' and the Agenda was approved.

The honorable-mayor Jefferson R Riley then asked mayor pro-tem Chris Fulmer to give the invocation and lead everyone in the pledge of allegiance, which he did so very eloquently.

Immediately after the pledge, the honorable-mayor Jefferson R Riley welcomed Mr. Dale Rector of the City's audit firm, Rector, Reeder & Lofton and Mr. Stan Edwards, our newly elected District #1 Commissioner and a Mansfield resident. Commissioner Edwards noted that he looked forward to a partnership with his hometown of Mansfield. The honorable-mayor Jefferson R Riley also announced that the meeting tonight could go a little long because of the State of the City report. He then introduced Mr. Dale Rector to give the review of the City's most current Audit report on the six-month date range of January 1, 2016 thru June 30, 2016.

Mr. Dale Rector thanked the Mayor and Council for inviting him to the council meeting and said it was nice to meet everyone face to face. He commented that he has been doing Government Accounting/Audits for 38 years. In a brief highlight of the audit, he explained that the six-month audit was a result of the Council's decision to change its fiscal year to July – June calendar. Turning to the back few pages of the Audit he noted that there were no findings for the current audit and they were able to clear up the 2015 findings. Mr. Rector explained that government accounting is a little more complex because of the separate funds that interact with each other. He continued by saying that the 2 questions that are always asked are, "what is the City's position and how well did they do"? Mr. Rector also explained that the first 8 pages of the audit give the best description and answer to those questions. He then focused our attention on page 9 for our 2016 total. The City had an increase in net position of \$58,313. This indicates that the City is doing very

well, very strong and sound financially. Mr. Rector suggests that the City allocate salaries across funds based on the funds revenue and also suggested to make sure there is an operating budget in place for June 2017, since the City changed its fiscal calendar.

At this time, the honorable-mayor Jefferson R. Riley began the State of the City address by saying the City covered a lot of ground in 2016. (A summary is attached). Moving down the list, he reported all the City's accounts balances as of 12/31/2016 and the need to create a budget process procedure.

In the Water and Sewer Department he added that a total of 32 fire hydrants have been painted to date with only 1 repair to be done. The honorable-mayor Jefferson R. Riley also added the plan to insert more cut-off valves when the opportunities arise. This will help the city to isolate small sections at a time for leak repairs, when necessary.

He shared an additional note in the Electric Department, that as a result of the restructured and simplified rates, the power cost adjustment is at zero.

Some additional information in the Roads/Sidewalks Department was shared such as, all street signs now have u-channel posts, the additional parking added along First Ave E. helped in beautifying the City. The honorable-mayor Jefferson R. Riley also explained that the City needs a new, medium sized dump truck. The existing dump truck is too big and unsafe to drive. He also shared that a medium-sized dump truck and the bucket truck should be enough to meet the city's needs for a good while. The honorable-mayor also included that the City of Oxford just disposed of several pieces of equipment through a sealed bid process and asked City Clerk, Jeana Hyde, to check into their process.

Reviewing the Garbage Department, the honorable-mayor Jefferson R. Riley suggested that the closing of the satellite dump sites is partially the cause of the illegal dumping in the City and around the County. The honorable-mayor Jefferson R. Riley stated that it is a difficult problem to solve and he was hopeful the cities and county could come together to figure the solution out.

The honorable-mayor Jefferson R. Riley added that the mulch needed to be refreshed at the Nonie Needham Nature Trail but not necessarily with black mulch that could cost the City \$5,000 or more. The honorable-mayor shared that the survey for the City Center project is complete and that he looked forward to working with the engineer to get the project started and also that Newton Trails offered to allow the City to lease the trail all the way to the new Blackwell-Bruce Development.

The honorable-mayor Jefferson R. Riley asked Councilman Perry Lunsford to give the update on the National Registry application. Councilman Lunsford explained that the Georgia Transmission Corporation made the application as part of a settlement agreement. He stated that the application is ready to be submitted as it is now but feels that it is just the “bare bones” of what is required and things can be added to it. Councilman Lunsford would like the whole City, boundary to boundary, to be added as the City of Mansfield is a planned community. Councilman Lunsford also noted that there are advantages to being on the National Registry of Historic Places such as making properties worth more. “Properties only get more historic, never less historic and it can attract tourism”, he said. There are individuals who follow the National Registry.

Finished with the state of the City summary, the honorable-mayor Jefferson R. Riley added a few more items of interest, the first one being law enforcement. He said there seems to be a large interest in the City for law enforcement and the City is fortunate to have Councilman Bryan Hale, who is a Sheriff Deputy, active in helping. The City wants to make this a joint effort with the Town of Newborn hoping that both cities can apply and receive the same grants. The Department of Homeland Securities offer grants to small cities specifically for forming new police force.

The honorable-mayor Jefferson R. Riley talked about the Super Senior program that was established about 1 ½ years ago. He explained that every Tuesday from 10am – 2pm anywhere from 30 – 50 seniors meet in the Mansfield Community Center to play games and have lunch. It is a great program and it is great to see the community center being used for the purpose it was built. The honorable-mayor Jefferson R. Riley also noted to Commissioner Edwards that the City is interested in taking the building over from the County and he would like to talk more about it with him. The honorable-mayor also noted that the community center would be an ideal place to hold court. This concluded the State of the City summary.

The honorable-mayor Jefferson R. Riley gave an update on the Blackwell-Bruce development on Highway 213 E between the Town of Newborn and the City of Mansfield. He explained that they have submitted the plans for the permit and we should see concrete and building soon. The honorable-mayor also stated that this development is not in our electric zone. It is in Snapping Shoals EMC zone.

During Citizen’s Comments, District 1 Commissioner Stan Edwards addressed the mayor and council and everyone present reporting that the convenience centers will be open through June 2017.

Mr. Walter Tuggle, residing at 111 Fifth Avenue, was next to address the mayor and council with the question of who cut the grass on the right-of-way of Fifth Avenue. The

honorable-mayor Jefferson R. Riley answered that inside the City limits is the City's responsibility.

Councilman Perry Lunsford made a Motion to approve the December 12, 2016 Council Meeting Minutes and Councilman Bryan Hale gave the Second. All Council present voted 'aye'. The Minutes were approved.

The first new business item was to take nominations for the annual election of Mayor Pro-tem. The honorable-mayor Jefferson R. Riley stated that Councilman Chris Fulmer served as Mayor Pro-tem for 2016 and did an excellent job. He noted that Councilman Fulmer kept himself aware of all things around the City. He also noted that Councilman Fulmer notified him that very afternoon that because of other obligations and intentions he would like to step down as Mayor Pro-tem. The honorable-mayor Jefferson R. Riley asked if there were any nominations for Mayor Pro-tem 2017. Councilman Bryan Hale said, "I nominate him" and pointed to Councilman Perry Lunsford. With no other nominations, Councilman Chris Fulmer made the Motion to close nominations for 2017 Mayor Pro-tem. Councilwoman Helen Robertson made the Second and all Council present voted 'aye'. Nominations was closed. Councilman Bryan Hale made the Motion to elect Councilman Perry Lunsford as Mayor Pro-Tem, Councilman Chris Fulmer gave the Second and all Council present voted 'aye'. Councilman Perry Lunsford was elected Mayor Pro-Tem for 2017.

New Business items b. & c. were considered together. The honorable-mayor pro-tem Perry Lunsford made the Motion to appoint Jeana Hyde as City Clerk/Treasurer and Mr. D. Scott Cole as City Attorney. Councilman Bryan Hale gave the Second. Councilman Chris Fulmer began discussion by asking if the Mayor was satisfied with the City Attorney to which the honorable-mayor Jefferson R. Riley answered 'yes' also adding that his fees were reasonable. With no further discussion, all Council present voted 'aye'. The Motion passed.

Councilman Bryan Hale made the Motion to appoint Jefferson R. Riley Director of Public Safety. Councilwoman Helen Robertson gave the Second. In discussion, Councilman Chris Fulmer asked how this appointment helps the City. The honorable-mayor Jefferson R. Riley answered that it allows us to apply for grants and the honorable-mayor pro-tem Perry Lunsford added that the appointment was provisional. All Council present voted 'aye'. The Motion passed.

The honorable-mayor Jefferson R. Riley drew everyone's attention to the Beer & Wine Application that had just been completed by the graphics department at THP. He shared that the application is a compilation of several that he received from various cities around the State. One major similarity of all the applications was that the fees were for


each beverage. The honorable-mayor Jefferson R. Riley continued by stating that the City's newly adopted Beer & Wine Ordinance have the fee for beer and wine together as one fee. He asked the Council to consider amending the ordinance to set a fee for each beverage. The honorable-mayor pro-tem Perry Lunsford added that it was not an unreasonable request, stating that the restaurants should be able to recoup this fee rather quickly. With that, the honorable-mayor pro-tem Perry Lunsford made a Motion to amend the License Fees in the City's Beer & Wine Ordinance to \$500 for each beverage with a \$200 application fee. Councilman Bryan Hale gave the Second. Councilman Bryan Hale, Councilwoman Helen Robertson and Mayor Pro-Tem Perry Lunsford voted 'aye". Councilman Chris Fulmer abstained his vote. Councilwoman Lisa Dunn was absent. With majority rule, the Motion Passed.

Councilman Bryan Hale made the Motion to adopt the beer and wine application. Councilwoman Helen Robertson gave the Second. Councilman Bryan Hale, Councilwoman Helen Robertson and Mayor Pro-Tem Perry Lunsford voted 'aye". Councilman Chris Fulmer abstained his vote. Councilwoman Lisa Dunn was absent. With majority rule, the Motion Passed.

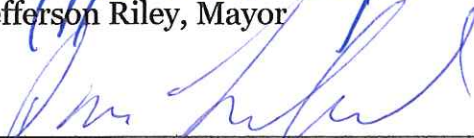
The honorable-mayor pro-tem Perry Lunsford made the Motion to set all the Work Session and Regular Council Meeting dates as presented on attached schedule. Councilwoman Helen Robertson gave the Second. All Council present voted 'aye' and the Motion passed.

At this time, the honorable-mayor Jefferson R. Riley announced with great sadness the passing of a former City Councilman and current Tree Board member, Mr. J.W. Kinard. He noted that Mr. Kinard was always encouraging and always had a smile on his face. He shared that Mrs. Gail Griffith and Mr. Lamar Sowell, both long-time residents of Mansfield, also passed away. Lastly he announced the passing of Mr. Stanly Edwards, the father of District 1 Commissioner Stan Edwards. He shared that Elder Mr. Edwards was well respected and that he had personally learned a lot from him.


The meeting was adjourned.



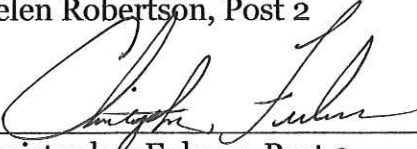
Jefferson Riley, Mayor



Perry Lunsford, Mayor Pro-Tem, Post 1



Helen Robertson, Post 2



Christopher Fulmer, Post 3

ABSENT

Lisa Dunn, Post 4



Bryan Hale, Post 5

STATE OF THE CITY
MANSFIELD, GEORGIA
JANUARY 9, 2017
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❖ Finance

- January 2016 – June 2016 Audit – presented by Mr. Dale Rector of Rector, Reeder & Lofton
- Water & Sewer checking balance as of 12/31/16 \$91,478.08
- Electric checking balance as of 12/31/16 \$341,274.57
- Garbage checking balance as of 12/31/16 \$3,788.73
- General checking balance as of 12/31/16 \$186,400.37
- Certificates of Deposit balance as of 12/31/16 \$704,965.88
- SPLOST balance as of 12/31/16 \$230,965.35
- LOST balance as of 12/31/16 \$57,277.47
- Sinking Fund balance as of 12/31/16 \$15,480.73
- The City needs to create a procedure for determining the budget

❖ Water & Sewer Department

- Actively repairing manhole problems discovered by the Gravity Sewer Smoke Test
- Painting Fire Hydrants and looking for issues that may need repaired
- Installed Creek Pump to reduce the amount of potable water used during treatment process
- Installed a new pump at treatment plant
- Installed 3 new Water Taps – 2 on Spears Lane and 1 on Marks Rd (there are plans for 1 more on Marks Rd)
- Repaired a few Water Main leaks – Includes replacing 2 Fire Hydrants
- Repaired 6" Force Main leak
- Installed 1 new cut-off valve and actively mapping City's valves and what lines they affect
- Repaired 2" water valve supplying Beaver Lab
- Replaced Blower #2 at Sewer Treatment Plant & Repaired Blower #1 Motor
- Capped abandoned Well #3 on Kellogg Ave
- Tore down brick bldg. that housed Well #3
- Had an EPD audit on the Sewer Treatment records and because Tim Thompson has done such a good job of recording keeping the audit will be done every 5 years instead of every 2 years
- The City needs to purchase locating equipment – Approximately \$3,000
- The sewer storage tanks need to be sandblasted and painted – Bid process (can we have stainless steel inserts built cheaper?)
- ECG is doing a Rate Survey for our Water & Sewer Rates

❖ Electric Department

- Electrical Distribution System One Line Diagram mapping by ECG is complete – we have truck maps and large maps at City Hall
- Restructured and simplified Electric Rates
- Performing a Pole Inventory and have elected to join ECG's Pole Attachment Service – this will generate more revenue for the City in actual dollars and upgraded poles by AT&T and Comcast
- The City of Griffin donated 406 refurbished and tested digital electric meters Value = Approx. \$66,990.00 (\$165/meter)
- Actively identifying and replacing old analog meters with the digital meters
- The City needs to continue to actively locate areas where electric is being 'lost'
- ECG has suggested a 'meter' inventory – this is done in-house by John & Sam

❖ Road & Sidewalk Department

- Replaced 'warning' signs with required reflective warning signs – 2016 LMIG OSS Grant
- Installed speed humps – 2016 LMIG OSS Grant
- Replaced missing street name signs and wooden poles
- Restriped Highway 213 and installed Crosswalks – 2016 LMIG Grant
- Lloyd Road has been resurfaced by the County with no expense to the City
- Added additional parking on City right-of-way along Harris Building (First Avenue E)
- The City plans to continue to replace and install Sidewalks
- The bucket truck has been set up for emergencies
- We have received the 2017 LMIG funds i/a/o \$9,288.18 – the City is required to match 30% bringing our total amount to \$12,074.63. It also must be spent as indicated on the Project Sheet
- The City needs to purchase a new, small dump truck
- The City needs to dispose of equipment not working or being used

❖ Garbage Department

- The City privatized the garbage service and contracted Burgess Hauling – they are servicing 223 cans (as of 12/31/16) – still working out 'small kinks'
- The City needs to be diligent on preventing illegal dumping of trash and tires – we have had reports of illegal dumping on Bruce Eaton Estate on Highway 11, we have called the family and asked them to block the entrance to property. John & Sam have picked up tires thrown around the City as well – this is a result of the County closing the satellite dumps

❖ Parks & Recreation Department

- City Center - hope to start the project sometime in January
- Nonie Needham Nature Trail is complete
- Mansfield's portion of Newton Trail - \$1 annual lease to be signed in a few days
- National Registry of Historic Places
- Applied for Recreational Trail Program Grant with NEGRC
- The City needs to maintain the park & trail
- The City needs to prevent people from entering the park after hours
- The City needs to review the National Registry application and submit it

2017 Work Session & Council Meeting Schedule

January	1/5/2017	1/9/2017
February	2/9/2017	2/13/2017
March	3/9/2017	3/13/2017
April	4/6/2017	4/10/2017
May	5/11/2017	5/15/2017
June	6/8/2017	6/12/2017
July	7/6/2017	7/10/2017
August	8/10/2017	8/14/2017
September	9/7/2017	9/11/2017
October	10/5/2017	10/9/2017
November	11/9/2017	11/13/2017
December	12/7/2017	12/11/2017