

City of Guyton, Georgia

Working Together to Make a Difference



Minutes of the Guyton City Council Meeting held on Tuesday, February 23, 2016 at Guyton City Hall at 8:00 am.

Present: Mayor Jeff Lariscy, Councilmen Steve Collins, Councilmen Franklin Goldwire, City Attorney Ray Smith, City Manager Robert Black, City Clerk Lauree Morris as well as citizens.

Mayor Lariscy called the meeting to order followed by a moment of repose for those who may practice some other faith.

Mayor Lariscy asked Robert Hunter to lead the invocation. The Pledge of Allegiance was led by Mike O'Neal, Public Works Superintendent.

Mayor Lariscy asked for consideration to amend the Agenda to add New Business 12G, and called for a motion to approve the Amended Agenda. Councilmen Goldwire so moved. Councilmen Collins seconded, and the motion passed.

Councilmen Goldwire made a motion to approve the Minutes of the February 9, 2016 meeting and Councilmen Eaton seconded. Motion carried.

PLANNING AND ZONING: No report.

LEISURE SERVICES COMMISSION: Chairmen Robert Hunter stated the commission held their monthly meeting. He provided an update on line dancing and said it was going good although there was an issue with the heater in the Civic Center. Superintendent O'Neal stated he had looked at the heater and it was working fine. He and Mr. Hunter both stated that perhaps the dancers turn the unit on when they arrive and the space doesn't have time to warm up. This is unlike last year when we had the issue of the basketball teams leaving the units running. Superintendent O'Neal stated he will continue to keep watch on this issue.

Councilmen Collins asked Mr. Hunter what Leisure Services is responsible for, and Mr. Hunter provided the highlights: line dancing, Zumba, bingo, community picnic (games, water slides, food), Easter egg hunt, Christmas parade, MLK parade, float in Stand Up For America Day parade, oversight over the Recreation Department. Councilmen Collins thanked him for the information.

HISTORIC PRESERVATION COMMITTEE: No report.

OLD BUSINESS:

Manager Black called for a discussion of public awareness campaign for street numbering on houses, per Chapter 7-3 of the City of Guyton Ordinances. Manager Black stated that we are putting a notice on the water bills this month to raise awareness. We will also put a notation on the City sign and the website regarding this matter, and have copies of the Ordinance in the lobby at City Hall. After much discussion, it was decided that we will look into amending this ordinance to include houses that are off the street.

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Manager Black called for the second reading and approval of the Amendment to City of Guyton Personnel Policy to add Chapter 13, City of Guyton Vehicle Use and Policy. Although the policy calls for twenty (20) miles, Mayor Lariscy indicated that the Brooklet Police Department has agreed to let us leave our vehicles there, and even though this is twenty-one (21) miles; all agree to this agreement. The federal guideline for mileage pay was discussed. It was noted that this should be a stipend and not an hourly rate. The liability issues around this situation was discussed – both the leaving car off site and driving home. Councilmen Goldwire moved to table the second reading in order for Attorney Smith to review the matter further. Councilmen Collins seconded, and the motion passed. Attorney Smith noted that it would be approximately one (1) month before he could research this issue.

Manager Black called for a second reading and approval of the City of Guyton Credit Card Policy. It was stated that the City did not have a credit card policy before this, and according to Georgia law we are required to. Councilmen Goldwire moved to approve the City of Guyton Credit Card Policy. Councilmen Collins seconded and the motion passed.

Manager Black called for a second reading and approval of the City of Guyton Travel Policy. After some discussion, Councilmen Collins moved to accept the City of Guyton Travel Policy. Councilmen Goldwire seconded and the motion passed.

Manager Black asked for consideration to the Budget Amendment for Fiscal Year 2014/2015. Mayor Lariscy advised that this is the final budget amendment, and this action is needed in order to bring the actual spending in line with the budget, which is in compliance with the law. This action will alleviate a "finding" in the audit for non-compliance. Donald Caines, our auditor from Caines and Hodges, informed all that technically we are not supposed to overspend, that we are to amend first and then spend; however, state laws allow a budget to be amended at any time. He also stated that there will always be issues of over or under spending. Councilmen Collins asked if the 2014/2015 errors are now being corrected with this budget amendment and whether or not that is legal and acceptable. To which, Mr. Caines stated yes. Councilmen Collins moved to approve the Budget Amendment. Councilmen Goldwire seconded and the motion passed.

Manager Black called for a discussion of Council's intent regarding payment of invoices for Guyton's cash match of the 2015 CDBG funding; identification and approval of which Guyton fund said match invoices shall be remitted from. The council discussed that the original intent was for SPLOST funds to pay for the match for CDBG projects. Clerk Morris has verified that there is SPLOST funds available. Mayor Lariscy asked for a motion to pay the match funds from SPLOST. Councilmen Goldwire so moved. Councilmen Collins seconded and the motion passed.

Mayor Lariscy called for a discussion and approval of change of time for Council meeting on fourth Tuesdays from 8 am to 7 pm. After much discussion, Councilmen Collins made a motion to accept this change. Before the matter was seconded, the motion was amended and restated by Councilmen Collins to change the fourth Tuesday meeting time from 8 am to 7 pm on a six (6) month basis. Councilmen Goldwire seconded and the motion passed.

NEW BUSINESS:

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Manager Black verbally presented the resignation from Councilmen Ulysses Eaton and called for a discussion of same including how he is to be replaced. After discussion on how our Charter allows us to proceed, Councilmen Goldwire moved to accept Eaton's resignation and move forward with finding a replacement through a review of resumes from qualified candidates and approval of replacement through council. Councilmen Collins seconded and the matter was approved.

Manager Black called for a discussion of current fiscal year budget to date and referred to the documentation he previously provided to the council members and department heads. Manager Black stated we are consistently working on ways to improve our procedures to ensure fiscal responsibility. He also stated that we are working hard on getting the accounting system to where it needs to be.

Manager Black called for a discussion and approval of the Guyton Record Retention Schedule Resolution. Mayor Lariscy stated that this Resolution is being brought so that we are in compliance with the law. Mayor Lariscy also stated that the revision and adoption of the Revised Position Classification Plan for City Clerk for appointment as Records Manager and Georgia Open Records Act Officer is consistent with the pending resolution. Councilmen Collins moved to adopt the Guyton Record Retention Schedule and the Revised Position Classification Plan for the City Clerk. Councilmen Goldwire seconded and the matter was approved.

Manager Black called for a discussion and approval of Fire Department Standard Operating Procedures regarding Pre-Fire Plans, which is a new addition to the Fire Department procedures. Fire Chief Jarriel stated that ISO advised us to take this action during their review. Councilmen Goldwire moved to approve the Pre-Fire Plans as an addition to the Fire Department Standard Operating Procedures. Councilmen Collins seconded and the matter was approved.

Manager Black called for a discussion and approval of Fire Department Standard Operating Procedures for Drivers Training. Fire Chief Jarriel stated the previous policy did not fit the needs of the Fire Department. He also stated that in November of 2015, the previous Mayor temporarily approved this matter. Chief Jarriel stated that the policy change has worked out tremendously well during the ISO investigation and with the volunteers, both new and old. He asked that the present council adopt this permanently. Councilmen Collins moved to approve the changes to the Fire Department Standard Operating Procedures for Drivers Training. Councilmen Goldwire seconded and the matter was approved.

Fire Chief Jarriel thanked the Mayor and Council for all of their support especially during the recent ISO investigation. He also took a moment to introduce a valuable Fire Department volunteer, Allison Bruton. He stated that her help during the ISO process and in the office has been tremendous.

Manager Black called for a discussion and approval of Resolution Declaring the City's Intent to Issue Revenue Bonds in the Aggregate Principal Amount of Approximately \$10,000,000 to Refund Certain Outstanding Revenue Bonds Related to the City's Water and Sewer System. Mayor Lariscy stated that we were recently approached and advised that a refinance will save the City millions of dollars, and that an adoption of this resolution will help us move forward with that. Councilmen Goldwire moved to accept the Resolution. Councilmen Collins seconded and the matter was approved.

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Councilmen Goldwire provided a financial report.

The dates to remember were recapped by Mayor Lariscy as follows:

- Tuesday, March 8, 10 am – Seniors In the Know Event
- Tuesday, March 8, 7 pm – City Council Meeting
- Wednesday, March 16, 4 pm – Guyton Municipal Court
- Tuesday, March 22, **7 pm** (per recent change) – City Council Meeting
- Friday, March 25 – City Hall closed for Good Friday
- Monday, March 28, 4 to 6 pm – Community Easter Egg Hunt

Mayor Lariscy called for additional comments relating to the Agenda. After none, Councilmen Collins requested an Executive Session [real estate and litigation]. Mayor Lariscy called for a motion on the same, which was made by Councilmen Goldwire and seconded by Councilmen Collins. Said motion was approved by all.

After returning from Executive Session into Regular Session, with no additional business, comments or votes, Mayor Lariscy called for a motion to adjourn the meeting. Councilmen Goldwire made the motion, which was seconded by Councilmen Collins and approved. Meeting adjourned.



Jeff Lariscy, Mayor



Lauree Morris, City Clerk

