

Present: COUNCIL: Mayor Robert W. Culpepper, Councilman Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; VISITORS: Tripp Loneragan, Robert Fields, David Sward, Will Butler, Phil Turner, Mike Rorick, and James Thomas, Jr.

The Work Session was called to order by Mayor Culpepper at 6:30 p.m.

The Invocation was given by Councilman Dixon.

The Pledge of Allegiance was led by Mayor Culpepper.

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**2013 Council Committees:** There will be no changes; same as 2012.

**2013 Mayor Pro tem Appointment:** Councilman Thigpen will be nominating Councilman Dixon; same as 2012.

**2013 Election:** Mayor Culpepper, Councilman Dixon and Councilman Thigpen are up for re-election. The qualifying fees are \$144.00 for Mayor and \$108.00 for Councilman. Qualifying will take place August 26-28, 2013 from 8:30 a.m. to 4:30 p.m.

**Contract for Grant Administration-TE Project:** This will be a contract for technical assistance from the Regional Commission for the S. Hicks project. We received a \$200,000.00 TE grant from DOT; we are required to match \$40,000.00. These funds are designated in the 2011-2016 SPLOST. The contract amount is to not exceed \$15,000.00. We received the grant with the 2011 round of applications; you can apply every two years. Mayor Culpepper asked are we where we can make application for the next round. City Manager Rizner stated you can apply every other year; this would be the year. He was not sure if it was open yet or not.

**Variance Request-Cottages at Sandy Run Creek:** This request is in addition to requests that were heard at the August 7, 2012 and September 4, 2012 Planning Commission meetings and the subsequent September 17, 2012 Council meeting. During the Plan Review for this project it was found that the proposed side yard setbacks of four feet were never explicitly discussed with the Planning Commission. Documentation was provided to staff and language in the staff report also provided information on the setback variance. The minutes of the Planning Commission meetings also confirmed that this request was not explicitly discussed. The required side yard setbacks for the R-4 (Townhouse Residential) are 10 feet. This request is asking for a 6 foot variance on the side yard setbacks. After reviewing, the Planning Commission and Staff are making a recommendation for approval.

NEW BUSINESS (cont'd):

**Surplus Vehicles:** City Manager Rizner addressed this item. The request is to surplus a 2003 and 2006 Crown Victoria in the Police Department; they both have continued mechanical issues. They have already been replaced with the 2007 Dodge Chargers that were purchased at the end of 2012. They will be included in the surplus sale. The Mayor requested that any funds received be used to paint the vehicles.

**Other:** City Manager Rizner and Councilman Blalock had a discussion about making our meetings more efficient. They would like consideration of using a consent agenda. City Attorney Nelson commented that we will have to check with our Charter to see what it allows for; he is in agreement for a possible change. City Manager Rizner asked City Attorney Nelson about how to get something on a Consent Agenda; do you have to have Committee meetings first. This will be looked at as well. It was also suggested to look at the possibility of doing one meeting.

Being no further business before Council for discussion, Councilman Dixon made the motion to adjourn the meeting with a ten minute break; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Work Session adjourned at 6:55 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem met for their Regular meeting on Monday, January 28, 2013 at Harlem City Hall following the Work Session that was scheduled at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Councilman Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; VISITORS: Tripp Lonergan, Robert Fields, David Sward, Will Butler, Phil Turner, Mike Rorick, and James Thomas, Jr.

The meeting was called to order by Mayor Culpepper at 7:05 p.m.

**Approve Agenda:** Councilman Thigpen made the motion to approve the Agenda as presented; 2<sup>nd</sup> by Councilman Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Dixon made the motion to approve the Called Meeting, Regular Meeting and Executive Session minutes for December 17, 2012 as written; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of December 2012:

Public Works Department	Robert Fields, Public Works Director
Police Department	David Sward, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning Department	Will Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Museum	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**2013 Council Committees:** Councilman Thigpen made the motion to approve the following Council Committees for 2013:

- Administrative Committee: Councilman Rudolph Dixon, Chairman  
Mayor Robert W. Culpepper, Vice-Chairman
- Emergency Services Committee: Councilman John Thigpen, Chairman  
Mayor Robert W. Culpepper, Vice-Chairman
- Public Works Committee: Councilman Tom Blalock, Chairman  
Mayor Robert W. Culpepper, Vice-Chairman

NEW BUSINESS (cont'd):

**2013 Council Committees (cont'd):**

- Community Services Committee: Councilman Gregg Stokes, Chairman  
Mayor Robert W. Culpepper, Vice-Chairman

The motion was 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**2013 Mayor Pro tem Appointment:** Councilman Thigpen made the motion to nominate and approve the nomination of Councilman Rudolph Dixon for Mayor Pro tem; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**2013 Election:** Councilman Blalock made the motion to approve the qualifying fees as set forth by the Secretary of State; 2<sup>nd</sup> by Councilman Stokes. Discussion: Fees are set at 3% of the gross yearly income. The fees for Mayor are \$144.00 and for Councilman is \$108.00. Qualifying is set for August 26-28 from 8:30 a.m. to 4:30 p.m. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Contract for Grant Administration-TE Project:** Councilman Thigpen made the motion to authorize the signing of the contract with the Regional Commission for the administration of the TE Project; 2<sup>nd</sup> By Mayor Pro tem Dixon. Discussion: The contract is for up to \$15,000.00 and can be used as part of the required match; the funds will come from the 2011-2016 SPLOST fund. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Variance Request-Cottages at Sandy Run Creek:** Councilman Thigpen made the motion to approve the recommendation of the Planning Commission to approve the variance request for the side yard setbacks from 10 feet to 4 feet; 2<sup>nd</sup> by Mayor Pro tem Dixon. Discussion: Councilman Blalock wanted to know if this would have an effect on our ability to provide fire service/protection; Fire Chief Lonergan responded that it would not affect their ability to serve the residents. They will also be complying with the Fire Marshalls recommendations of an appropriate fire rated design (U-305 wall design with 4 feet to the property lines for each end wall and no penetrations through the end walls. This wall is a one hour rated wall.) Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Surplus Vehicles:** Councilman Stokes made the motion to authorize the surplus of the 2003 and 2006 Ford Crown Victoria from the police department; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

NEW BUSINESS (cont'd):

**Announcements:**

February 5	Planning & Zoning Meeting; 6:00 p.m.; City Hall
February 11	Work Session/Council Meeting; 6:30 p.m.; City Hall
February 18	City Offices Closed-President's Day
February 19	Arbor Day Program-Pioneer Garden Club; 4:00 p.m.; City Hall
February 21	STAR Student Program; 7:00 p.m.; Woman's Club
February 25-26	GICH Retreat; Cordele, GA

**Executive Session:** Mayor Pro tem Dixon made the motion to adjourn to Executive Session; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 7:45 p.m.; Executive Session convened at 7:50 p.m.

Mayor Pro tem Dixon made the motion to adjourn Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. Executive Session adjourned at 8:48 p.m. and the Regular meeting reconvened.

City Attorney Nelson reported that there were three Real Estate matters and one Personnel matter discussed and that no final action was taken.

Councilman Thigpen made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Councilman Blalock made the motion to authorize the Budget amendment moving personnel expenses from the Police Department to the Fire Department in the amount of \$22,169.00; 2<sup>nd</sup> by Councilman Stokes. Discussion: This is for the transfer of Chuck Meadows from the Police Department to the Fire Department. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Being no further business before Council, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; VISITORS: Alvin Harris, James Thomas, Jr., David Sward, Will Butler, Tedrick Patterson, Robert Fields, Pam Tucker, Valerie Rowell, Duane Starrenburg, and Mike Rorick.

The Work Session was called to order by Mayor Culpepper at 6:30 p.m.

The Invocation was given by Mayor Pro tem Dixon.

The Pledge of Allegiance was led by Mayor Culpepper.

**Special Recognition:** Police Chief David Sward recognized Officer Tedrick Patterson as employee of the quarter for the Police Department. He presented Officer Patterson with a certificate and gift card.

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Proclamations:**

- **Arbor Day:** February 19, 2013 is being recognized as Arbor Day in the City of Harlem. There will be several trees planted in honor of the occasion.
- **STAR Student Program:** February 21, 2013 is being recognized as Student Teacher Achievement Recognition Day. This is the 52<sup>nd</sup> year that the Harlem Woman's Club has sponsored the program.

**Resolution-Authorize Mayor to Sign Intergovernmental Agreement on Energy Excise Tax:** The Resolution will be approving entering into an Energy Excise Tax Intergovernmental Agreement with the County and the City of Grovetown and authorizing the Mayor to execute on behalf of the City. City Manager Rizner commented that this stems from recent legislation passed by the State.

**Variance- 120 Shady Grove Drive:** Community Development Coordinator Will Butler reported to Council. The applicant is requesting a variance to reduce the required side yard setback from fifteen feet to five feet to allow for construction of a proposed 24'x48' metal storage/workshop building and five feet along the rear property line to move an existing storage building. He is making a recommendation for approval with the conditions that the height of the proposed building shall maintain the height of the existing storage building and that the existing privacy fence shall remain in place.

**Surplus Computers:** City Manager Rizner is asking to have the older computers from the Police and Fire Departments, Public Works, Museum, Senior Center and City Hall be surplus. The computers have been replaced in all departments.

**CDBG Application-Authorize Mayor to Sign Letter of Agreement:** City Manager Rizner reported to Council that this came out of GICH. It is a multipurpose CDBG application for the areas of Evelyn Street, S. Louisville Street to Peachtree Street. The grant is for drainage, sidewalks, infrastructure, and housing improvements. It is an \$800,000.00 grant with a match by the City of \$40,000.00. There is a \$3,500.00 application fee. The agreement is between the City and the Regional Commission.

**Columbia County Emergency Evacuation Plan Agreement-Pam Tucker:** Ms. Tucker addressed Council. This is an update of the November 2005 plan and replaces it completely. The population in the area increased from 7,000 to 12,000.

**Other:** There was none at this time.

Being no further business before Council for discussion, Mayor Pro tem Dixon made the motion to adjourn the Work Session and to resume with the Regular meeting after a five minute break; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem met for their Regular meeting on Monday, February 11, 2013 at City Hall following the Work Session that began at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; VISITORS: Alvin Harris, James Thomas, Jr., David Sward, Will Butler, Robert Fields, Pam Tucker, Valerie Rowell, Duane Starrenburg, and Mike Rorick.

The meeting was called to order by Mayor Culpepper at 7:07 p.m.

**Agenda Approval:** Councilman Thigpen made the motion to approve the Agenda as presented; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Mayor Pro tem Dixon made the motion to approve the Minutes of the Regular and Executive Session meetings on January 28, 2012 as written; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of January 2013:

Public Works Department	Robert Fields-Public Works Director
Police Department	David Sward, Sr.-Police Chief
Fire Department	Gregg Stokes-Asst. Fire Chief
Planning & Zoning Department	Will Butler-Community Development Coordinator
Administrative & Museum Departments	Jason Rizner-City Manager

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Proclamations:**

- **Arbor Day:** Councilman Thigpen made the motion to approve the Proclamation recognizing February 19, 2013 as Arbor Day and to authorize the Mayor to sign it; 2<sup>nd</sup> Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.
- **STAR Student Program:** Councilman Stokes made the motion to approve the Proclamation recognizing February 21, 2013 as Student Teacher Achievement Recognition Day and to authorize the Mayor to sign it; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.



NEW BUSINESS (cont'd):

**Resolution-Authorize Mayor to Sign Intergovernmental Agreement on Energy Excise Tax:** Councilman Blalock made the motion to approve and authorize the Mayor to sign the Intergovernmental Agreement on Energy Excise Tax with Columbia County and the City of Grovetown; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Variance-120 Shady Grove Drive:** Councilman Thigpen made the motion to approve the variance request of Steve Brzozowski of 120 Shady Grove Drive; 2<sup>nd</sup> by Councilman Stokes. Discussion: There are two conditions: (1.) the new building shall maintain the same height as the building it is replacing, and (2.) the privacy fence shall remain in place all times. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Surplus of Computers:** Councilman Stokes made a motion to approve the surplussing of the computers as described by City Manager Rizner; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**CDBG Application-Authorize Mayor to Sign Letter of Agreement:** Mayor Pro tem Dixon made the motion to authorize the Mayor to sign the Letter of Agreement with the Regional Commission for the application of a CDBG Multi-purpose grant; 2<sup>nd</sup> by Councilman Thigpen. Discussion: The cost of the application is \$3,500.00. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Columbia County Emergency Evacuation Plan Agreement-Pam Tucker:** Councilman Blalock made the motion to authorize the Mayor to sign the Emergency Evacuation Plan Agreement; 2<sup>nd</sup> by Councilman Stokes. Discussion: This is an update of the Plan from November 2005. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Announcements:**

February 18	City Offices Closed-President's Day
February 19	Arbor Day Program-Pioneer Garden Club; 4:00 p.m., City Hall
February 21	STAR Student Program; 7:00 p.m., Woman's Club
February 25-26	GICH Retreat; Cordele
March 5	Planning & Zoning Meeting; 6:00 p.m.; City Hall
March 14	GICH Meeting; 6:00 p.m., City Hall
March 18	Work Session/Council Meeting; 6:30 p.m.; City Hall
March 25	HPC Meeting; 6:30 p.m., City Hall

**Other:** There was none at this time.

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Being no further business before Council, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Robert W. Culpepper and City Manager Jason M. Rizner; VISITORS: Phil Turner, Police Chief David Sward, Sr., Community Development Coordinator William Butler, Wendy Wallace, James Thomas, Jr., Fire Chief Tripp Lonergan, Mike Rorick, Daniel Thornton, and Public Works Director Robert Fields.

The meeting was called to order by Mayor Pro tem Dixon at 6:30 p.m.

The Invocation was given by Mayor Pro tem Dixon.

The Pledge of Allegiance was led by Mayor Pro tem Dixon.

**Special Recognition:** Police Officer Wendy Wallace was recognized as Officer of the 1<sup>st</sup> Quarter 2013. She was presented with a Certificate of Appreciation from the City and a \$25 gift card from Police Chief David Sward, Sr.

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Ordinance-1<sup>st</sup> Reading:**

- **Foreclosure and Vacant Property Registration-Councilman Thigpen:** This is an ordinance that relates to mortgages, conveyances to secure debt, and liens; to provide for vacant and foreclosed property registries; to provide for definitions; to provide for guidelines for vacant and foreclosed property registries; to provide for exemptions; to provide for maximum fees and penalties for registration and failure to register; to provide for appellate rights; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

**Resolution-Georgia Cities Week-Councilman Stokes:** This resolution is for the recognition of the week of April 20-27, 2013 as Georgia Cities Week. It encourages all citizens and City Government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

**Conditional Use 2013-02-04; 145 Peachtree Street-William Butler:** The applicant is requesting a home business use for a landscaping and lawn maintenance company. In addition, the applicant is also requesting to store a 5' x 8' enclosed trailer and F-150 truck bearing the company's logo on the property. The Planning & Zoning Commission is recommending approval based on the recommendations and conditions stated in the Staff Report and to include as a condition the trailer shall not be parked for no more than three days on the premises. Those conditions consist of the following:

- One business sign, not totaling more than two square feet, shall be permitted to be placed on the premises;

NEW BUSINESS (cont'd):

**Conditional Use-145 Peachtree Street (cont'd):** Conditions continued:

- When not in use, any trailer associated with the business shall be either placed in a garage or concealed from view;
- Displays shall only be used as representations of the businesses work, not as items for sale;
- All employees shall park their personal vehicles off-street.

**Variance 2013-02-05; 285 W. Milledgeville Road-William Butler:** The applicant is requesting a decrease in the parking requirements for a proposed use of the subject property as indoor batting/pitching cages. The proposed use is permitted as an "indoor amusement or entertainment facility including theaters, health studios" in the B-2 zoning classification and does not require a conditional use. Concerning the existing building, applicant has stated that plans are to enclose the open roof, block in all window openings, and increase the number of rollup door openings along the S. Hatcher Street elevation from three to four. However, the design of the building is not within the purview of the Planning & Zoning Commission and falls under the Historic Preservation Commission in this case. The Planning & Zoning Commission is recommending approval based on the recommendations and conditions stated in the Staff Report. Those conditions consist of the following:

- The parking lot shall be constructed of either asphalt or concrete;
- The number of parking spaces shall be either nine or five dependent on the Harlem Historic Preservation Commission decision on moving the S. Hatcher Street elevation;
- If no application is made to the Harlem Historic Preservation Commission, the number of parking spaces shall be nine;
- This variance shall only apply for the stated use. If the use changes, a reassessment of the available parking shall be required.

**Other:** There was none at this time.

Being no further business for discussion, Councilman Thigpen made the motion to adjourn the Work Session and to reconvene for the Regular meeting after a five minute break; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Work Session adjourned at 6:40 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, March 18, 2013 at City Hall following the Work Session that began at 6:30 p.m. with Mayor Pro tem Rudolph Dixon presiding.

Present: COUNCIL: Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Robert W. Culpepper and City Manager Jason M. Rizner; VISITORS: Phil Turner, Police Chief David Sward, Sr., Community Development Coordinator William Butler, Wendy Wallace, James Thomas, Jr., Fire Chief Tripp Lonergan, Mike Rorick, Daniel Thornton, and Public Works Director Robert Fields.

**Approve the Agenda:** Councilman Thigpen made the motion to approve the Agenda as presented with the exception of "Special Recognition" which was taken care of in the Work Session; 2<sup>nd</sup> Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Blalock made the motion to approve the Minutes of the February 11, 2013 Regular meeting as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Special Presentation-Tree City USA-Councilman Blalock:** The City of Harlem has been recognized as a "Tree City USA" for six years. We have been presented with a flag. Councilman Blalock also recognized Public Works Director Robert Fields and his department on their work and the planting of the trees at Fire Station #2 on February 19, 2013.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of February 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	David Sward, Sr., Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning Department	William Butler, Community Development Director
Administrative and Museum	N/A

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Ordinance-1<sup>st</sup> Reading:**

- **Foreclosure and Vacant Property Registry:** Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading of the Foreclosure and Vacant Property Registry Ordinance; 2<sup>nd</sup> Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Resolution-Georgia Cities Week:** Councilman Stokes made the motion to approve the adoption of the Resolution recognizing the week of April 20-27, 2013 as Georgia Cities Week; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Conditional Use 2013-02-04; 145 Peachtree Street:** Councilman Thigpen made the motion to approve Conditional Use 2013-02-04 request for a home business use for landscaping and lawn maintenance company with the provisions and conditions included in the Staff Report and the additional condition for the parking of the trailer as recommended by the Planning & Zoning Commission; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Variance 2013-02-05; 285 W. Milledgeville Road:** Councilman Blalock made the motion to approve Variance 2013-02-05 request for a decrease in the parking requirements for a proposed use for an indoor batting/pitching cages with the provisions and conditions included in the Staff Report as recommended by the Planning & Zoning Commission; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Announcements:**

March 25	HPC Meeting; 6:30 p.m., City Hall
April 2	Planning & Zoning Meeting; 6:00 p.m., City Hall
April 9	Administrative Committee Meeting; 9:00 a.m., City Hall
April 9	Community Services Committee Meeting; 2:00 p.m., City Hall
April 11	GICH Meeting; 6:00 p.m., City Hall
April 15	Work Session/Council Meeting; 6:30 p.m.; City Hall
April 16	Public Safety Committee Meeting; 4:00 p.m., City Hall
April 16	Public Works Committee Meeting; 2:00 p.m., City Hall
April 20-27	Georgia Cities Week
April 22	HPC Meeting; 6:30 p.m., City Hall
April 26	Quarterly Review Meeting; 8:30 a.m., City Hall

**Other:** There was none at this time.

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Being no further business, Councilman Thigpen made the motion to adjourn the meeting; 2nd by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative. The meeting adjourned at 7:10 p.m.

Respectively submitted,

Debra E. Moore  
City Clerk

Present: COUNCILMEMBERS: Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Barry Fleming; ABSENT: Mayor Robert W. Culpepper; VISITORS: David Sward, William D. Butler, Phil Turner, Robert Fields, Tripp Lonergan, and James Thomas, Jr.

The Work Session was called to order by Mayor Pro tem Dixon at 6:30 p.m.

The Invocation was given by Mayor Pro tem Dixon.

The Pledge of Allegiance was led by Councilman Blalock.

UNFINISHED BUSINESS:

**Ordinance-2<sup>nd</sup> Reading:**

- **Foreclosure and Vacant Property Registry:** This ordinance is mandated by the State. This is an ordinance by the Mayor and City Council relating to mortgages, conveyances to secure debt and liens; to provide for vacant and foreclosed property registries; to provide for definitions; to provide for guidelines for vacant and foreclosed property registries; to provide for exemptions; to provide for maximum fees and penalties for registration and failure to register; to provide for appellate rights; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolution-Historic Preservation Month:** This resolution is to recognize the month of May 2013 as Historic Preservation Month in Harlem.

**Committee Assignments:** All committees will be enlarged to include all Councilmembers; gives them the opportunity to participate but they are not required to attend. There will still be a Councilmember designated as the Chairman and the Mayor will still be the Vice-Chairman.

**Surplus:** City Manager Rizner is requesting to surplus Station #2 to be able to have it removed to make way for the TE Project. It has been suggested to put up signage requesting bids to take down and remove.

As there was no further business for discussion, Councilman Blalock made a motion to adjourn the work session and to resume with the Regular meeting after a five minute break; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The work session adjourned at 6:40 p.m.

Debra E. Moore  
City Clerk



The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, April 15, 2013 at City Hall following the Work Session with Mayor Pro tem Dixon presiding.

Present: COUNCILMEMBERS: Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Barry Fleming; ABSENT: Mayor Robert W. Culpepper; VISITORS: David Sward, William D. Butler, Phil Turner, Robert Fields, Tripp Lonergan, and James Thomas, Jr.

The meeting was called to order by Mayor Pro tem Dixon at 6:45 p.m.

**Approve Agenda:** Councilman Thigpen made the motion to approve the Agenda as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Blalock made the motion to approve the minutes of the March 18, 2013 meeting as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of March 2013:

Public Works Department*	Robert Fields, Public Works Director
Police Department	David Sward, Police Chief
Fire Department**	Tripp Lonergan, Fire Chief
Planning & Zoning	Will Butler, Community Development Coordinator
Administrative & Museum	Jason Rizner, City Manager

\*There were questions on back flow preventers for sewer; Mr. Lonergan responded that there are. The estimated cost is \$30 per and that it takes about 20 minutes to install. There are some problems on S. Fairview in Shady Grove.

\*\*ISO pre-inspection is scheduled for August. The rating will not change for a year after inspection.

Phil Turner gave an update on Harvey Minton. He is currently in critical condition and has been brought home; he is not expected to survive another 24 hours. Mr. Minton is the Vice-chairman of the Historic Preservation Commission.

UNFINISHED BUSINESS:

**Ordinance-2<sup>nd</sup> Reading:**

- **Foreclosure and Vacant Property Registry:** Councilman Thigpen made the motion to approve the 2<sup>nd</sup> Reading of the Foreclosure and Vacant Property Registry ordinance, authorize the Mayor to sign, and for the fees to be set by the City Manager; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolution-Historic Preservation Month:** Councilman Stokes made the motion to adopt the Resolution designating the month of May as Historic Preservation Month in the City of Harlem; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Committee Assignments:** Councilman Blalock made the motion to approve the new Committee Assignments to include all members of Council; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Surplus-Old Fire Station #2 Building:** Councilman Thigpen made the motion to approve the surplus of old Fire Station #2 building and to approve the take down and removal of as discussed in Work Session; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Announcements:**

April 16	Public Works Committee Meeting; 2:00 p.m.; City Hall
April 16	Public Safety Committee Meeting; 4:00 p.m.; City Hall
April 18	GICH Meeting; 6:00 p.m.; City Hall
April 19	City Clock and Mayors Tribute Dedication; 11:00 a.m.; City Hall
April 20-27	Georgia Cities Week
April 22	HPC Meeting; 6:30 p.m.; City Hall
April 26	Quarterly Review Meeting; 8:30 a.m.; City Hall
May 7	Planning & Zoning Meeting; 6:00 p.m.; City Hall
May 9	GICH Meeting; 6:00 p.m.; City Hall
May 20	Work Session/Council Meeting; 6:30 p.m.; City Hall
May 27	City Offices Closed-Memorial Day
May 28	HPC Meeting; 6:30 p.m.; City Hall

**Executive Session:** Councilman Thigpen made the motion to adjourn to Executive Session; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 7:20 p.m.

NEW BUSINESS (cont'd):

**Executive Session (cont'd):** Councilman Thigpen made the motion to adjourn Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. Executive Session adjourned at 8:20 p.m.

City Attorney Fleming reported that there was one personnel item discussed and that no final action was taken.

Councilman Blalock made the motion to authorize the Mayor to sign the Affidavit acknowledging the report of the City Attorney; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Being no further business, Councilman Thigpen made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Pro tem Rudolph Dixon; VISITORS: Kevin Stokes, Gary Jones, Robert Fields, William Butler, Linda Culpepper, Phil Turner, Jeff McNair, Larry Prather, Daniel Thornton, Jeff Thornton, Art Barrera, Cyndi Brush, Michael Dorn, Paul Gant, and Susan Barry.

The meeting was called to order by Mayor Culpepper at 6:30 p.m.

The Invocation was given by Councilman Blalock.

The Pledge of Allegiance was led by Mayor Culpepper.

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Modification of Cornerstone Creek Covenants-Will Butler:** Planning and Zoning met to review MOD-2013-3-26. The petitioner is proposing an amendment to Section 2.05 of the Cornerstone Creek Protective Covenants for section one. He is requesting to replace the last line "All exterior construction shall be brick with the exception of gables and soffits, which can be vinyl, hardi plank, or the equivalent thereof" with "All exterior construction shall be brick, hardi plank, stone, stucco or a combination of said material, with the exception of gables and soffits, vinyl may be used".

The recommendation from the Planning and Zoning Commission for approval is as follows:

1. In Phase I of the development, all exterior construction shall be three sides' brick. Exterior accents not totaling more than 30% of the front façade are permitted to be constructed of stone, hardi plank, or brick. Gables and soffits shall be constructed of vinyl, hardi plank, or the equivalent.
2. In Phase II of the development, all exterior construction shall be brick, hardi plank, stone, stucco, or a combination of said materials with the exception of gables and soffits, where vinyl or the equivalent may be used.

City Attorney Fleming wanted to clarify what was before Council. Any changes to a PUD have to go to Planning and Zoning and then to Council for final approval. The applicant originally came before the Commission on Phase I; all requirements (advertising, signage, hearing, etc.) took place. Both Phase I and II ended up being discussed. We advertised for Phase I only. Phase II is not before Council tonight; the applicant will have to come back for anything pertaining to Phase II.

The applicant, Larry Prather, addressed Council. Phase I and Phase II are both platted but Phase II has never been approved. He stated that it had come before the Planning and Zoning Commission, but had never been approved. There are currently no covenants for Phase II; Phase II is not before Council tonight.

**Modification to Cornerstone Creek Covenants (cont'd):** Michael Monroe, resident of Cornerstone Creek, addressed Council. When he purchased his home, he was told that the neighborhood would be all brick. He was also under the impression that Phase II would be the same as Phase I. He would like to see that when the Phase II Covenants are brought forward for approval that only a certain percentage of the homes in Phase II could be "other options".

**HPC Appeal for 285 W. Milledgeville Road-Will Butler:** Mr. Daniel Thornton applied for a Certificate of Appropriateness for modifications to the existing structure and site changes at 285 W. Milledgeville Road. His request was not approved by the Commission.

City Attorney Fleming gave an overview. The property is located in a Historic area and the owner has to go before the Historic Preservation Commission when making changes to the exterior materials or site changes. This request was not approved. The Commission is making a suggestion to Council to start demolition by neglect. There is a process that has to be gone thru. With the denial of the COA, Council will need to decide whether to proceed with the process (suggestion). Council would need to find that the Commission abused their discretion based on it being arbitrary, unjustifiable, and/or unreasonable.

The request was recommended for approval with conditions by staff. The request was amended to include metal sheeting for the material to replace the back wall. Councilman Thigpen has looked at the building; what is the purpose of tearing it down. Mr. Butler stated that they would not have to build it back the same. City Attorney Fleming commented that if they were to tear it down, they would have to rebuild to fit the area. Mayor Culpepper questioned the stability of the walls. The rear wall needs to come down. This is included with the original plan.

Phil Turner, Historic Preservation Commission Chairman, addressed Council. The Commission did not make a "suggestion"; they made findings. They made a denial of the COA and they determined the property to be in a condition of demolition by neglect. How does the government determine the "abuse by discretion"? They need to look at the record of the case to include findings (minutes) and to show no evidence. Can the government overrule just because it does not like the decision. The reason the COA was turned down was that it was found insufficient in restoration and insufficient in remediation. He has the expectation that Council will affirm the HPC decision and will start the proceedings to have the building demolished.

Councilman Thigpen thoughts the HPC were about preserving property not demolishing it. Would we and the property owner not be better served by working together?

Mr. Turner read from the City Code pertaining to "unfit buildings". The building is not safe under the Code and it has been blight on Harlem for years.

**HPC Meeting Attendance:** Chairman Turner is requesting that a member of Council to be in attendance at the Historic Preservation Commission meetings.

**Historic Preservation Commission Appointment:** Mayor Culpepper will be recommending Duane Starrenburg for nomination.

**Intergovernmental Agreement-Purchase of 2005 Ford Explorer:** City Manager Rizner will be requesting the approval of the Intergovernmental Agreement with Columbia County for the purchase of a 2005 Ford Explorer for \$500.00; the Blue Book Value is \$3,900.00. Payment is not required until our 2014 Budget year. We will be able to put the Charger that the Chief is currently driving into the rotation of vehicles; he will be driving the Explorer.

**Other-Verizon Tower-GMA:** City Attorney Fleming addressed Council. The agreement has been negotiated for \$1,800.00 per month. There are some outstanding issues with wiring and if the structure can handle the addition of the equipment. He recommends approving a five year contract with four five year renewals; the contract would be for a total of 25 years. Council would need to approve and authorize the Mayor to sign with the City Manager and City Engineer approval. The Mayor did not understand what the issue would be about the equipment. City Manager Rizner thought Council may want to have a discussion on the gross receipts percentage. With the increase from \$800.00 per month to \$1,800.00 per month we would no longer have the gross receipts percentage. Council would like to put back in the fees. The gross receipts and equipment issue come from others leasing the space from Verizon and being placed on the tower/tower railing.

Being no further business for discussion, Councilman Blalock made a motion to adjourn the Regular meeting with a five minute break; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Commissioners Blalock, Stokes and Thigpen voting in the affirmative. The Work Session adjourned at 7:25 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, GA met for their Regular meeting on Monday, May 20, 2013 at City Hall following the Work Session held at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Pro tem Rudolph Dixon; VISITORS: Kevin Stokes, Gary Jones, Robert Fields, William Butler, Linda Culpepper, Phil Turner, Jeff McNair, Larry Prather, Daniel Thornton, Jeff Thornton, Art Barrera, Cyndi Brush, Michael Dorn, Paul Gant, and Susan Barry.

The meeting was called to order at 7:40 p.m.

**Approve Agenda:** Councilman Thigpen made the motion to amend the Agenda to include Executive Session for Legal and Personnel and to include the Verizon Contract; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Blalock made the motion to approve the Minutes of the April 15, 2013 Regular meeting as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Public Comment:** Phil Turner addressed Council about doing a planting in memory of Harvey Minton at the next Arbor Day holiday. Harvey Minton recently passed away. He was the Vice-Chairman of the Historic Preservation Commission and had served for several years.

**Department Reports:** The following departments gave reports for the month of April 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Interim Police Chief
Fire Department	Kevin Stokes, Fireman
Planning & Zoning Department	William Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Museum	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Modification to Cornerstone Creek Covenants:** Councilman Thigpen made the motion to approve the modification request to the Covenants for Phase I to include all exterior construction shall be three sides' brick. Exterior accents not totaling more than 30% of the front façade are permitted to be constructed of stone, hardy plank or brick. Gables and soffits shall be constructed of vinyl, hardy plank, or the equivalent; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**HPC Appeal for 285 W. Milledgeville Road:** Councilman Thigpen was at a loss as to what to do; he did not feel that Council had the authority to tell Mr. Thornton to take the building down. City Attorney Fleming pointed out the procedures that were in City Code Chapter 150 Building Regulations. HPC Chairman Turner asked to address Council; he was permitted. His comments included that Council has put the cart before the horse. The Commission has a finding of the building in question being in a condition of demolition or neglect. Mayor Culpepper would like to send it back to the Commission for reconsideration. Councilman Thigpen made the motion to send the application back to be re-heard by the Historic Preservation Commission to work out a resolution; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes, and Thigpen voting in the affirmative. The application will be sent back to be re-heard and reconsidered by the Historic Preservation Commission. This item will be put back on the June Council meeting Work Session and Agenda. Daniel Thornton's son, Jeff Thornton, addressed Council. The City has his Grandfather remove the roof. The building has been unused for 20-30 years; they now have a business to go in there. Councilman Blalock commented that he did not feel that the metal wall was appropriate.

**Historic Preservation Commission Appointment:** Mayor Culpepper is putting forth Duane Starrenburg for nomination. Councilman Blalock made the motion to approve the nomination and appointment of Duane Starrenburg to the Historic Preservation Commission; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Intergovernmental Agreement-Purchase of 2005 Ford Explorer:** Councilman Thigpen made the motion to approve and authorize the Mayor to sign the Intergovernmental Agreement with Columbia County for the purchase of a 2005 Ford Explorer for \$500.00; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Announcements:**

May 27, 2013	City Offices Closed for Memorial Day
May 28, 2013	HPC Meeting; 6:30 p.m.; City Hall
June 4, 2013	Planning & Zoning Meeting; 6:00 p.m.; City Hall
June 13, 2013	GICH Meeting; 6:00 p.m.; City Hall
June 17, 2013	Work Session/Council Meeting; 6:30 p.m.; City Hall

**Other-Verizon Contract:** Councilman Blalock made the motion to authorize the Mayor to sign the contract with Verizon contingent upon the approval of the City Engineer and City Attorney; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Executive Session-Legal and Personnel:** Councilman Thigpen made the motion to adjourn to Executive Session; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 8:35 p.m.; Executive Session convened at 8:40 p.m.



**Executive Session (cont'd):** Councilman Thigpen made the motion to adjourn Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative. Executive Session adjourned at 9:36 p.m.; the Regular meeting reconvened at that time.

City Attorney Fleming reported that there were two personnel and one legal issue discussed with no final action taken.

Councilman Blalock made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

Being no further business before Council, Councilman Blalock made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 9:36 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: Councilmembers: Mayor Robert W. Culpepper, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Pro tem Rudolph Dixon; VISITORS: Linda Culpepper, Daniel Thornton, Mike Rorick, Will Butler, Robert Fields, Chris Gurley, Gary Jones, Tripp Lonergan and Franklin Jennings.

The work session was called to order at 6:30 p.m. by Mayor Culpepper.

The Invocation was given by Councilman Blalock.

The Pledge of Allegiance was led by Mayor Culpepper.

UNFINISHED BUSINESS:

**HPC Appeal for 285 W. Milledgeville Road:** City Attorney Fleming gave an update to Council on where it stands. No additional action was taken by the Historic Preservation Commission; comes back to Council to be reheard (appeal). Council has to decide whether to uphold, overturn or modify the decision made by the Commission. Mr. Butler will give an updated recommendation. See attached Staff Report.

**Other:** There was none at this time.

NEW BUSINESS:

**Columbia County CVB Agreement:** City Manager Rizner reported that this is a renewal of the existing contract. We currently pay the Convention and Visitors Bureau 2% per night per occupied room.

**Proclamation-Childhood Cancer Awareness Week:** Proclamation recognizes the week of June 23-29, 2013 as Childhood Cancer Awareness Week.

**Ordinances-1<sup>st</sup> Reading:**

- **Home Business Uses Amendment:** Amends the text of Code Sections 152.046, 152.150 and 152.159 pertaining to Home Business Uses. Code Section 152.046 would be amended by changing the need for a Conditional Use permit for Home Occupations in all zone categories to Permitted Use in all zonings. Code Section 152.150 would be amended to include item (N) Internet based business where no foot or vehicle traffic is required. Code Section 152.159 would be amended to include the following:
  - A home business use approved under this section shall only apply to the approved location of the business and to the business owner applying for said use.
  - If a home business use is denied under this section, the applicant may apply for a Conditional Use with the Planning & Zoning Commission pursuant to Sections 152.245 to 152-248.
- **Indoor Firing Ranges Amendment:** Amends the text of Code Sections 152.047 and 152.089 pertaining to Indoor Firing Ranges. Code Section 152.047 would be amended to include the use of Indoor Firing Ranges, subject to 152.089; they would not be allowed in the P-1 zoning

NEW BUSINESS (cont'd):

**Ordinances-1<sup>st</sup> Reading (cont'd):**

- **Indoor Firing Ranges Amendment (cont'd):** classification, but would be allowed with a Conditional Use permit in the following zoning classifications: B-1, B-2, B-3, and I-1. Code Section 152.089 would be amended to include the following:
  - Design shall follow guidelines set in place by the Whole Building Design Guide, National Rifle Association, International Building Code, and OSHA.
  - Property owners within a 200 yard radius of the property line shall be informed of the intentions to construct an indoor firing range.
  - Proof of insurance will be required upon issuance of initial business license and subsequent withdrawals.

**Proposed Lone Oak Water Expansion:** City Manager Rizner updated Council on this project. Proposing to offer free tap; would have to connect. Mayor Culpepper suggested including Brown's Road; there has been interest from that area. Councilman Thigpen suggested including Forrest Drive and the Lake Avenue area. The approximate cost of doing the total project would be \$1.36 million; we would need at least 155 of the 404 prospective customers to connect for the project to pay for itself. A second survey will be done that will include the new areas. The calculations do not include revenue from taps. These calculations also do not include the additional areas suggested by Council.

**TE Project-Consulting Agreement:** City Manager Rizner is proposing to contract with Jack Burnside for consulting on the TE Project; he would provide additional guidance and expertise. He would work alongside the Regional Commission. The base cost would be \$15,000.00. His involvement is expected to expedite the grant process and flexibility in the project's scope and potentially result in additional funding. There is a landscape architect included in Section II; there should be not additional fees.

**Other:** There was nothing at this time.

Being no further items for discussion, Councilman Thigpen made the motion to adjourn the work session and to reconvene for the Regular meeting in ten minutes; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:00 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, June 17, 2013 at City Hall following the Work Session that was scheduled at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: Councilmembers: Mayor Robert W. Culpepper, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; ABSENT: Mayor Pro tem Rudolph Dixon; VISITORS: Linda Culpepper, Daniel Thornton, Mike Rorick, Will Butler, Robert Fields, Chris Gurley, Gary Jones, Tripp Lonergan and Franklin Jennings.

The meeting was called to order by Mayor Culpepper at 7:10 p.m.

**Approve Agenda:** Councilman Thigpen made the motion to approve the agenda as presented; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Thigpen made the motion to approve the Minutes of the May 20, 2013 Regular meeting and the Minutes of the April 15, 2013 and May 20, 2013 Executive Sessions as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of May 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning Department	Will Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Community Services Department	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**HPC Appeal for 285 W. Milledgeville Road:** Councilman Thigpen made the motion that Council finds the Historic Preservation Commission abused their discretion in their finding for disapproval for the Certificate of Appropriateness application for 285 W. Milledgeville Road and made the motion to approve the application based on the recommendations in the Staff Report (see attached) as presented; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Other:** There was none at this time.

**NEW BUSINESS:**

**Columbia County CVB Agreement:** Councilman Thigpen made the motion to renew the agreement with the Columbia County CVB and to authorize the Mayor's signature; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Proclamation-Childhood Cancer Awareness Week:** Councilman Blalock made the motion to approve the Proclamation recognizing the week of June 23-29 as Childhood Cancer Awareness Week and to authorize the Mayor's Signature; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Ordinances-1<sup>st</sup> Reading:**

- **Home Business Uses Amendment-**Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading of the text amendment to Code Sections 152.046, 152.150 and 152.159 pertaining to Home Business Uses; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.
- **Indoor Firing Ranges Amendment-**Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading of the text amendment to Code Sections 152.047 and 152.089 pertaining to Indoor Firing Ranges; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Proposed Lone Oak Water Expansion:** Councilman Thigpen made the motion to proceed with the project and survey, waiving of the tap fee with the signing of a contract for a commitment to connect within 60 days of installation; 2<sup>nd</sup> by Councilman Stokes. Discussion: If the residents do not connect within the specified time period, they will have to pay the tap fee that is in place at that time. If a resident wants to tap on to take advantage of the waiving of the fee, but continue using their well, they can, but they will be required to pay the minimum monthly fee that is in place at that time. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**TE Project-Consulting Agreement:** Councilman Blalock made the motion to approve the contract with Jack Burnside in the amount of \$15,000.00 in order to proceed with the TE Project and to authorize the Mayor to sign said contract; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

**Announcements:**

June 24	HPC Meeting, 6:30 p.m., City Hall
July 2	Planning & Zoning Meeting, 6:00 p.m., City Hall
July 4	City Offices Closed-Independence Day
July 8	Tax Hearings, 9:00 a.m. and 6:00 p.m., City Hall
July 9	Administrative Committee Meeting, 9:00 a.m., City Hall
July 9	Community Services Committee Meeting, 4:30 p.m., City Hall
July 11	GICH Meeting, 6:00 p.m., City Hall
July 15	Tax Hearings, 6:00 p.m. and 6:15 p.m., City Hall
July 15	Work Session and Council Meeting, 6:30 p.m., City Hall

NEW BUSINESS (cont'd):

**Announcements (cont'd):**

July 16            Public Safety Committee Meeting, 9:00 a.m., City Hall  
July 16            Public Works Committee Meeting, 2:00 p.m., City Hall

**Executive Session:** Councilman Thigpen made the motion to adjourn the Regular meeting to go into Executive Session; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 7:48 p.m.; Executive Session convened at 8:00 p.m.

Councilman Blalock made the motion to adjourn the Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Stokes, and Thigpen voting in the affirmative. Executive Session adjourned at 9:12 p.m. and the Regular meeting reconvened at that time.

City Attorney Fleming reported that four personnel, one legal and one property items were discussed and that no final action was taken.

Councilman Thigpen made a motion to approve the authorization for the Mayor to sign the Affidavit affirming this report; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Stokes and Thigpen voting in the affirmative.

Being no further business before Council, Councilman Stokes made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilman Blalock, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; CITY STAFF: William D. Butler, Robert H. Fields, Tripp Lonergan and Gary E. Jones; VISITORS: Valerie Rowell, Franklin Jennings and James Thomas, Jr.

The Work Session was called to order by Mayor Culpepper at 6:30 p.m.

Invocation-Mayor Pro tem Dixon  
Pledge of Allegiance-Mayor Culpepper

UNFINISHED BUSINESS:

**Ordinances-2<sup>nd</sup> Reading:**

- **Home Business Use Amendment**-Amends Code Sections 152.046, 152.150 and 152.159 pertaining to Home Business Uses. It will amend 152.046 by changing the need for “conditional uses” to “permitted uses” in the zoning classifications. It will amend 152.150 to include (N) Internet based business where no foot or vehicle traffic is required. It will amend 152.159 to include the following section:
  1. A home business use approved under this section shall only apply to the approved location of the business and to the business owner applying for said use.
  2. If a home business use is denied under this section, the applicant may apply for a Conditional Use with the Planning & Zoning Commission pursuant to Section 152.245-152.248.
  
- **Indoor Firing Range Amendment**-Amends Code Sections 152.047 and 152.089 pertaining to Indoor Firing Ranges. It will amend 152.047 to allow for indoor firing ranges with a “conditional use” in zoning classifications B-1, B-2, B-3 and I-1, but not in P-1. It will amend 152.089 to include the following sections:
  1. Design shall follow guidelines set in place by the Whole Building Design Guide, national Rifle Association, International Building Code, and OSHA.
  2. Property owners within a 200 yard radius of the property line shall be informed of the intentions to construct an indoor firing range.
  3. Proof of insurance will be required upon issuance of initial business license and subsequent renewals.

**Other:** There was none at this time.

NEW BUSINESS:

**HPC Appointments:** The proposed new appointments are Stephaney Crenshaw and Sheri Murphy; the proposed reappointments are Dave Carlsen and Duane Starrenburg. Ms. Crenshaw and Ms. Murphy will be filling the unexpired terms of former members.

NEW BUSINESS (cont'd):

**Planning & Zoning Commission Appointment:** The proposed new appointment is Lance Ellis. The proposed reappointments are Franklin Jennings and Tim Farr; their terms expire this year.

**Purchase of Fire/Rescue Truck-SPLOST:** The proposed purchase is a 2005 F-550. It has about 50,000 miles and will replace Truck 5 (1996 Dodge Utility Truck). The cost is \$25,000.00. If bought new the cost would be about \$200,000.00; used would be \$75,000.00. Truck 5 would be transferred to the Public Works Department. The purchase would be made with funds from SPLOST.

**City Hall Air Conditioner Repairs/Upgrades-SPLOST:** The air conditioning system in the front part of the building is in need of replacement. Cost of the repairs/upgrades is \$7,730.00; funding will come from SPLOST funds.

**Other:** There were none at this time.

Being no further business, Mayor Pro tem Dixon made the motion to adjourn the Work Session and to reconvene in ten minutes for the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 6:45 p.m.

Debra E. Moore  
City Clerk



The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, July 15, 2013 at City Hall following the Work Session that was scheduled at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Barry Fleming; CITY STAFF: William D. Butler, Robert H. Fields, Tripp Lonergan and Gary E. Jones; VISITORS: Valerie Rowell, Franklin Jennings and James Thomas, Jr.

The meeting was called to order by Mayor Culpepper at 7:00 p.m.

**Approve Agenda:** Councilman Stokes made the motion to approve the Agenda as presented; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Thigpen made the motion to approve the minutes of the Regular and Executive Session June 17, 2013 meeting as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of June:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning Department	William Butler, Community Development Coordinator
Administrative & Community Services	Jason M. Rizner, City Manager

UNFINISHED BUSINESS:

**Ordinances-2<sup>nd</sup> Reading:**

- **Home Business Use Amendment**-Amends Code Sections 152.046, 152.150 and 152.159 pertaining to Home Business Uses. It will amend 152.046 by changing the need for "conditional uses" to "permitted uses" in the zoning classifications. It will amend 152.150 to include (N) Internet based business where no foot or vehicle traffic is required. It will amend 152.159 to include the following section:
  1. A home business use approved under this section shall only apply to the approved location of the business and to the business owner applying for said use.
  2. If a home business use is denied under this section, the applicant may apply for a Conditional Use with the Planning & Zoning Commission pursuant to Section 152.245-152.248.

**Ordinances-2<sup>nd</sup> Reading (cont'd):**

- **Home Business Use Amendment (cont'd):** Councilman Thigpen made the motion to approve the 2<sup>nd</sup> Reading of the Ordinance amending Code Sections 152.046, 152.150, and 152.159; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.
  
- **Indoor Firing Range Amendment-**Amends Code Sections 152.047 and 152.089 pertaining to Indoor Firing Ranges. It will amend 152.047 to allow for indoor firing ranges with a “conditional use” in zoning classifications B-1, B-2, B-3 and I-1, but not in P-1. It will amend 152.089 to include the following sections:
  1. Design shall follow guidelines set in place by the Whole Building Design Guide, national Rifle Association, International Building Code, and OSHA.
  2. Property owners within a 200 yard radius of the property line shall be informed of the intentions to construct an indoor firing range.
  3. Proof of insurance will be required upon issuance of initial business license and subsequent renewals.

Councilman Stokes made the motion to approve the 2<sup>nd</sup> Reading of the Ordinance amending Code Sections 152.047 and 152.089; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Other:** There was none at this time.

**NEW BUSINESS:**

**HPC Appointments:** Councilman Thigpen made the motion to approve the appointments of Stephaney Crenshaw and Sheri Murphy to fill the unexpired terms and to approve the reappointment of Dave Carlsen and Duane Starrenburg; 2<sup>nd</sup> by Mayor Pro tem Dixon. Discussion: Stephaney Crenshaw’s term will expire in 2015; Sheri Murphy’s term in 2014; Dave Carlsen’s and Duane Starrenburg’s term in 2016. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Planning & Zoning Commission Appointments:** Councilman Thigpen made the motion to approve the appointment of Lance Ellis to fill the unexpired term and to approve the reappointment of Franklin Jennings and Tim Farr; 2<sup>nd</sup> by Mayor Pro tem Dixon. Discussion: Lane Ellis’s term expires in 2014; Franklin Jennings’s and Tim Farr’s in 2017. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Purchase of Fire/Rescue Truck-SPLOST:** Councilman Thigpen made the motion to approve the purchase of the 2005 Ford 550 in the amount of \$25,000.00 from SPLOST funds; 2<sup>nd</sup> by Councilman Stokes. Discussion: The apparatus is being purchased from the City of Social Circle. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

NEW BUSINESS (cont'd):

**City Hall Air Conditioner Repairs/Upgrades-SPLOST:** Mayor Pro tem Dixon made the motion to approve the payment for the repairs/upgrades to the City Hall air conditioning system in the amount of \$7,730.00 from the SPLOST fund; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Announcements:**

July 16 Public Safety Committee Meeting; 9:00 a.m.; City Hall  
July 16 Public Works Committee Meeting; 2:00 p.m.; City Hall  
July 29 HPC Meeting; 6:30 p.m.; City Hall (rescheduled)  
Aug 2 Employee Luncheon; 12:00 p.m.; Senior Center  
Aug 6 Planning & Zoning Meeting; 6:00 p.m.; City Hall (cancelled)  
Aug 8 GICH Meeting; 6:00 p.m.; City Hall  
Aug 19 Work Session/Council Meeting; 6:30 p.m.; City Hall  
Aug 26-28 Election Qualifying; 8:30 a.m.-4:30 p.m.; City Hall

**Executive Session:** Councilman Blalock made the motion to adjourn to Executive Session; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 7:35 p.m.

Executive Session was called to order at 7:40 p.m. Councilman Thigpen made the motion to adjourn Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. Executive Session adjourned at 8:46 p.m.; the Regular meeting reconvened.

City Attorney Fleming reported that one legal matter was discussed and that no final action was taken.

Councilman Blalock made the motion to authorize for the Mayor to sign the Affidavit to affirm this report; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Being not further business, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCILMEMBERS: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Public Works Director Robert Fields, Police Chief Gary Jones and Fire Chief Tripp Lonergan.

The Work Session was called to order by Mayor Culpepper at 6:30 p.m.

Invocation: Mayor Pro tem Dixon  
Pledge of Allegiance: Mayor Culpepper

UNFINISHED BUSINESS:

**Other:** N/A

NEW BUSINESS:

**Audit Approval:** Presented at Council Quarterly meeting; official acceptance.

**Sign Ordinance-1<sup>st</sup> Reading-Councilman Thigpen:** This is the 1<sup>st</sup> Reading of the ordinance to amend the code of Harlem, Georgia, Title XV, Chapter 152 Sections 005, 165-170 and Chapter 153 Section 07; and to repeal conflicting provisions; and for other purposes.

**Proposed Donation Bin Ordinance-Councilman Thigpen:** Per Code Section 152.227(B), if Council initiates a text amendment to the Zoning Ordinance, it shall be transmitted to the Planning and Zoning Commission for review and recommendations. Council will need to make a motion to transmit the proposal. Once the Commission reviews the proposal and makes any recommendations, Council will have the 1<sup>st</sup> Reading.

**October Meeting Date Change-City Manager Rizner:** Due to the Council Budget and Planning Retreat falling on the 21<sup>st</sup> of October, City Manager Rizner is requesting that the October Council meeting date be changed to Tuesday, October 15<sup>th</sup>.

**HPC Appointment-Mayor Culpepper:** Mayor Culpepper is nominating Mary Campbell to fill the Seat 5 unexpired term which ends in 2014. She is a retired History Teacher and a lifelong resident of Harlem.

**GEFA Note Payoff-City Manager Rizner:** City Manager Rizner is proposing the payoff of the loan through GEFA for the 2001 water system improvements. The current payoff is \$1,057,586.30; the funds are available in the water and sewer fund. There will be a savings of an estimated \$300,000.00 in interest.

**Other:** N/A

Being no further items for discussion, Mayor Pro tem Dixon made the motion to adjourn the work session and to reconvene in ten minutes for the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. The meeting adjourned at 6:40 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem met for their Regular meeting on Monday, August 19, 2013 at City Hall following the Work Session held at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCILMEMBERS: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Public Works Director Robert Fields, Police Chief Gary Jones and Fire Chief Tripp Lonergan.

The meeting was called to order by Mayor Culpepper at 6:50 p.m.

**Approve Agenda:** Mayor Pro tem Dixon made the motion to approve the agenda as presented; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Blalock made the motion for the approval of the minutes of the following meetings: July 8<sup>th</sup> and 15<sup>th</sup> Tax Millage Rate Hearings, July 15<sup>th</sup> Called Meeting, July 15<sup>th</sup> Regular Meeting, July 15<sup>th</sup> Executive Session and the August 9<sup>th</sup> Council Quarterly Review and August 9<sup>th</sup> Executive Session as written; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Oath of Office-Police Chief:** Mayor Culpepper administered the Oath of Office to Gary Jones, the new Police Chief.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of July 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning Department	Will Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Community Services Department	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Other:** N/A

NEW BUSINESS:

**Audit Approval:** Councilman Thigpen made the motion to accept and approve the FYE December 31, 2012 Audit; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**NEW BUSINESS (cont'd):**

**Sign Ordinance:** Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading of the ordinance to amend the code of Harlem, Georgia, Title XV, Chapter 152 Sections 005, 165-170 and Chapter 153 Section 07; and to repeal conflicting provisions; and for other purposes; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Proposed Donation Bin Ordinance:** Councilman Blalock made the motion to transmit the proposed Bin Ordinance to the Planning and Zoning Commission for review and recommendations; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**October Meeting Date:** Mayor Pro tem Dixon made the motion to approve the change in the October meeting date from Monday, October 21<sup>st</sup> to Tuesday October 15<sup>th</sup>; 2<sup>nd</sup> by Councilman Stokes. Discussion: Requested change due to conflict with Council Budget and Planning Retreat and Columbus Day holiday on the 14<sup>th</sup>. There is no change to the time and location. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**HPC Appointment:** Councilman Stokes made the motion to approve the appointment of Mary Campbell to the unexpired term of Seat 5 of the HPC Commission; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**GEFA Note Payoff:** Councilman Blalock made the motion to approve the payoff of GEFA 2000L63WS note as proposed; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative.

**Announcements:**

August 26-28	Election Qualifying, 8:30 a.m. – 4:30 p.m., City Hall
August 26	HPC Meeting, 6:30 p.m., City Hall
September 2	City Offices Closed-Labor Day
September 3	Planning & Zoning Meeting, 6:00 p.m., City Hall
September 7	Woodmen of the World 9/11 Ceremony, 10:00 a.m., Harlem Lodge
September 10-12	GICH Retreat, Rome
September 16	Work Session/Council Meeting, 6:30 p.m., City Hall

**Executive Session:** Mayor Pro tem Dixon made the motion to adjourn to Executive Session for Personnel; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Regular meeting adjourned at 7:15 p.m.

Councilman Blalock made the motion to adjourn Executive Session and to reconvene the Regular meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. Executive Session adjourned at 7:30 p.m. and the Regular meeting resumed.

NEW BUSINESS (cont'd):

**Executive Session (cont'd):**

City Attorney Nelson report that one personnel item was discussed and that no final action was taken.

Councilman Thigpen made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Other-Public Comment:** Tim Logan, 955 Lake Ave, Harlem, GA 30814-Out of City Water Rates- Commented on the rates being higher outside of the City. Stated that he did not know the rates and if he did when he signed up, he would not have. Councilman Blalock questioned the City Clerk; the rates are given at the time of sign-up. There is a customer packet that is given to new customers at the time of sign-up that includes the water rates at that time. Also, any rate increases are printed in the newsletter.

Being no further business, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk



Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, and Councilman John Thigpen; ABSENT: Councilman Gregg Stokes; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Public Works Director Robert Fields, Police Chief Gary Jones and Fire Chief Tripp Lonergan; VISITORS: James Thomas, Mike Rorick, Lee Ann Meyer, and Trinia Greene.

The meeting was called to order by Mayor Culpepper at 6:30 p.m.

Invocation: Mayor Pro tem Dixon  
Pledge of Allegiance: Mayor Culpepper

UNFINISHED BUSINESS:

**Sign Ordinance-2<sup>nd</sup> Reading:** This ordinance is to amend the code of Harlem, GA Title XV Chapter 152 Section 005; Sections 165-170 and to amend Chapter 153. It is also to repeal conflicting provisions and for other purposes. Section 005 is being amended by deleting definitions and inserting new ones. Sections 165-170 are being amended by deleting the provisions in the section in their entirety and inserting new provisions. Chapter 153 is being amended to include Section 07 Signs in Historic Districts. The amendments have gone before the Planning & Zoning Commission and Historic Preservation Commission, respectively, for recommendations. They are both recommending for approval.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolution-Sign Permit Fee:** The resolution is to set a sign permit fee according to Code Section 152.166. The sign permit fee will be set at \$25.00 pursuant to Code Section 152.168 and \$75.00 pursuant to Code Section 153.07 (Historic District). Councilman Thigpen questioned if there was a fee for temporary signs; there is no fee for temporary/informational signs. Councilman Blalock questioned what size sign required a fee; signs bigger than temporary real estate signs.

**Ordinances-1<sup>st</sup> Reading:**

- **Amendment to Conditional Uses-Commercial:** Currently the Code of Ordinances permits professional offices in the Downtown Business (B-1) zoning classification. The Table of Conditional Uses indicates that professional offices in the B-1 classification require a conditional use permit. This ordinance amends the Conditional Use table to allow for Professional Offices in the B-1 zoning classification without a conditional use permit. The amendment has been reviewed and recommended for approval by the Planning & Zoning Commission.
- **Donation Bin:** This ordinance is designed to regulate the number, design, size, location and placement of donation bins. All donation bins will be required to get an annual permit and the owner of the bin would be required to maintain insurance coverage. Donation bins would be required to be screened from the public right-of-way. Owner information would be required to be displayed clearly and conspicuously. In the event a permit is denied by the Planning & Zoning Commission, the applicant may appeal to that decision to the City Council. The

NEW BUSINESS (cont'd):

**Ordinances-1<sup>st</sup> Reading (cont'd):**

- **Donation Bin (cont'd):** ordinance has been reviewed and recommended for approval by the Planning and Zoning Commission.

**Columbia County Mutual Aid Fire Agreement:** This is a renewal of the current agreement. This is a five-year agreement with a sixty day out clause.

**Public Safety Building and Fire Station #2-Remaining Funds:** The current remaining balance in the construction account is \$85,491.98. The following items are being recommended for approval:

- Ice Machine Room Renovations - \$6000.00
- Landscaping and Irrigation - \$3500.00
- Lighting - \$20,000.00

There is an undetermined amount for fees for the bond attorney on the property at Station #2.

**Other:** There was nothing at this time.

Being no further business for discussion, Mayor Pro tem Dixon made a motion to adjourn the Work Session and to reconvene for the Regular meeting after a ten minute break; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative. The Work Session adjourned at 6:50 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, September 16, 2013 at City Hall following the Work Session that was scheduled at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, and Councilman John Thigpen; ABSENT: Councilman Gregg Stokes; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Public Works Director Robert Fields, Police Chief Gary Jones and Fire Chief Tripp Lonergan; VISITORS: James Thomas, Mike Rorick, Lee Ann Meyer, and Trinia Greene.

The meeting was called to order by Mayor Culpepper at 7:00 p.m.

**Agenda Approval:** Mayor Pro tem Dixon made the motion to approve the agenda as presented; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Thigpen made the motion to approve the minutes of the August Regular meeting and Executive Session as written; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilman Blalock, Dixon, and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of August 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning Department	Will Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Community Services Department	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Sign Ordinance-2<sup>nd</sup> Reading:** Councilman Thigpen made the motion to approve the 2<sup>nd</sup> Reading of the Sign Ordinance and to authorize the Mayor's signature; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolution-Sign Permit Fee:** Councilman Blalock made the motion to approve the Resolution establishing a sign permit fee of \$50.00 per code section 152.168 and \$75.00 per code section 153.07 for the Historic District and to authorize the Mayor's signature; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Ordinances-1<sup>st</sup> Reading:**

- **Amendment to Conditional Uses-Commercial:** Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading of the ordinance to amend code section 152.047 to allow Professional Offices in the B-1 zoning classification without a conditional use permit; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.
- **Donation Bin:** Mayor Pro tem Dixon made the motion to approve the 1<sup>st</sup> Reading of the ordinance amending Code Section 152.005, 152.047 and 152.090 to include the definitions, regulations, permitting, etc. for Donation Bins; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Columbia County Mutual Aid Fire Agreement:** Councilman Thigpen made the motion to approve the renewal of the Mutual Aid Fire Agreement with Columbia County and to authorize the Mayor's signature; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Public Safety Building and Fire Station #2-Remaining Funds:** Councilman Blalock made the motion to approve the following recommended expenditures from the balance of the construction account:

- Ice Machine Room Renovations - \$6000.00
- Landscaping and Irrigation - \$3500.00
- Lighting - \$20,000.00

The motion was seconded by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative.

**Announcements:**

September 23	HPC Meeting; 6:30 p.m.; City Hall
October 1	P & Z Meeting; 6:00 p.m.; City Hall
October 5	25 <sup>th</sup> Annual Oliver Hardy Festival
October 8	Administrative Committee Meeting; 9:00 a.m.; City Hall
October 8	Community Services Committee Meeting; 2:00 p.m.; City Hall
October 10	GICH Meeting; 6:00 p.m.; City Hall
October 14	City Hall closed in observance of the Columbus Day Holiday
October 15	Public Safety Committee Meeting; 9:00 a.m.; City Hall
October 15	Public Works Committee Meeting; 2:00 p.m.; City Hall
October 15	Work Session/Council Meeting; 6:30 p.m.; City Hall
October 20-22	Retreat; Athens

**Executive Session:** There were no items for Executive Session, so it was not held.

**Other:** There was none at this time.

Being no further business before Council, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, and Thigpen voting in the affirmative. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Police Chief Gary Jones and Public Works Director Robert Fields; VISITORS: Pam Tucker and Chris Gurley.

The work session was called to order by Mayor Culpepper at 6:30 p.m.

Invocation: Mayor Pro tem Dixon  
Pledge of Allegiance: Mayor Culpepper

UNFINISHED BUSINESS:

**Ordinances-2<sup>nd</sup> Reading:**

- **Downtown Professional Text Amendment:** This ordinance amends Code Section 152.047, the conditional use table, to clarify that professional offices are permitted in the Downtown Business (B-1) zoning classification as a matter of right and does not require a conditional use permit.
- **Donation Bins:** This ordinance amends Code Section 152.005 and 152.090. This sets the definition, regulations, required permitting, licensing, etc. for donation bins.

**Other:** There was none at this time.

NEW BUSINESS:

**Amendment to Columbia County Fleet Services Agreement-Pam Tucker:** This is the third and final renewal of the original contract that was a 2-year agreement that began in 2009.

**CDBG Application-Letter of Agreement:** The City is applying for a 2014 Community Development Block Grant for housing and infrastructure issues in the South Louisville Street, Evelyn Street, and Stone Street area. The Letter of Agreement authorizes the CSRA Regional Commission to apply for and, if awarded, administer the grant on the City's behalf. The fee for these services is \$3,500.00 and would be billed upon submission of the application in April 2014. The grant is for \$800,000.00.

**Public Safety Building-Remaining Funds:** This is an additional request for approval by Council to expend remaining construction funds on the following:

- Irrigation System for Fire Station #2 - \$3,500.00
- Two-way Radio equipment for Dispatch - \$650.00

These are not-to-exceed amounts. This would leave an approximate balance of \$51,841.00 in the construction account.

**Conditional Use-190 E. Milledgeville Road:** Conditional Use Application CU 2013-08-06; Location: 190 E. Milledgeville Road; Zoning: B-3 General Business-The request is for an indoor firing range for pistols and rifles (limited to 5.56mm, .223, and smaller).

NEW BUSINESS (cont'd):

**Conditional Use-190 W. Milledgeville Road (cont'd):** The Planning and Zoning Commission are recommending it for approval with the following conditions:

- Proposed wood on the baffles, shield, and booths shall be increased to 1" at a minimum. If the applicant wishes to increase the thickness, that is acceptable.
- An acoustical material of the applicants choosing shall be applied to all shooting booths.
- Rifles limited to 5.56mm, .223, and smaller are permitted.
- Armor piercing ammunition of any kind is not permitted to be used within the range.
- Before issuance of building permits, verification by an HVAC professional on the suitability of the ventilation system shall be required and reviewed by Staff.

**TE Consultant Selection:** Per TE Program guidelines, Requests for Proposals were sent to five engineering firms; only one response was received from G. Ben Turnipseed Engineers. It is recommended to appoint them to assist the City in the FY2011 TE Project.

**Other:** There was none at this time.

Being no further business for discussion, Mayor Pro tem Dixon made the motion to adjourn the Work Session and to resume after a ten minute break for the Regular meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The Work Session adjourned at 6:45 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Tuesday, October 15, 2013 at City Hall following the Work Session that started at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes, and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Adam Nelson; CITY STAFF: Community Development Coordinator William Butler, Police Chief Gary Jones and Public Works Director Robert Fields; VISITORS: Pam Tucker and Chris Gurley.

The meeting was called to order by Mayor Culpepper at 6:55 p.m.

**Approve Agenda:** Councilman Blalock made a motion to move Item #1 Amendment to Columbia County Fleet Services Agreement under New Business to prior to Item #3 Approval of the Minutes; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Councilman Blalock made a motion to approve the Agenda as amended; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Amendment to Columbia County Fleet Services Agreement-Pam Tucker:** Councilman Thigpen made the motion to approve the third and final renewal of the Columbia County Fleet Services Agreement and to authorize the Mayor to sign the agreement; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative.

**Approval of the Minutes:** Mayor Pro tem Dixon made the motion to approve the minutes of the September 16, 2013 Regular Meeting as written; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** There was none at this time.

**Department Reports:** The following departments gave reports for the month of September 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Planning & Zoning Department	William Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager
Community Services Department	Jason Rizner, City Manager



UNFINISHED BUSINESS:

**Ordinances-2<sup>nd</sup> Reading:**

- **Downtown Professional Text Amendment:** Councilman Thigpen made the motion to approve the 2<sup>nd</sup> Reading of the ordinance to amend Code Section 152.047 to clarify that Professional Offices are permitted in the B-1 Downtown Business District without a conditional use; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative.
- **Donation Bin:** Councilman Blalock made the motion to approve the 2<sup>nd</sup> Reading of the ordinance to amend Code Sections 152.005 and 152.090 to establish the regulations, required permitting, licensing, etc. for Donation Bins; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Other:** There was none.

NEW BUSINESS:

**CDBG Application-Letter of Agreement:** Councilman Thigpen made the motion to approve and authorize the Mayor to enter into the agreement for the CSRA Regional Commission to apply for a 2014 Community Development Block Grant; 2<sup>nd</sup> by Mayor Pro tem Dixon. Discussion: The fee of \$3,500.00 will be billed when the application is submitted. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Safety Building-Remaining Funds:** Councilman Blalock made the motion to approve the expenditures for a sprinkler system at Station #2 and two-way radio equipment for dispatch up to the amounts of \$3,500.00 and \$650.00 respectively; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Conditional Use-190 E. Milledgeville Road:** Councilman Thigpen made the motion to approve Conditional Use Application CU 2013-08-06 with the following conditions:

- Proposed wood on the baffles, shield, and booths shall be increased to 1" at a minimum. If the applicant wishes to increase the thickness, that is acceptable.
- An acoustical material of the applicants choosing shall be applied to all shooting booths.
- Rifles limited to 5.56mm, .223, and smaller are permitted.
- Armor piercing ammunition of any kind is not permitted to be used within the range.
- Before issuance of building permits, verification by an HVAC professional on the suitability of the ventilation system shall be required and reviewed by Staff.

The motion was 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative.

**NEW BUSINESS (cont'd):**

**TE Consultant Selection:** Councilman Blalock made the motion to approve the recommendation to appoint G. Ben Turnipseed Engineers as the engineering consultant on the FY2011 TE Project; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Announcements:**

October 20-22	Council Retreat; Athens
October 28	GMA 7 <sup>th</sup> District Meeting; 6:00 p.m.; Thomson
November 2	Fall Festival, 5k Run and Chili Cook-off; 7:00 am - 2:00 pm
November 4	Employee Appreciation Dinner; 6:30 p.m.; Antioch Baptist Church
November 5	Election Day
November 5	Planning & Zoning Meeting; 6:00 p.m.; City Hall
November 11	City Offices Closed-Veterans Day
November 14	GICH Meeting; 6:00 p.m.; City Hall
November 18	Work Session/Council Meeting; 6:30 p.m.; City Hall

**Executive Session:** There was no Executive Session.

**Other:** There was none at this time.

Being no further business before Council, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, and Councilman Gregg Stokes; COUNCIL STAFF: City Manager Jason M. Rizner, Clerk Leona Holley, and City Attorney Adam Nelson; CITY STAFF: Public Work Director Robert Fields, Lieutenant Kelvin Hartwell, Fire Chief Tripp Lonergan and Community Development Coordinator Will Butler; ABSENT: Councilman John Thigpen and City Clerk Debra E. Moore.

The work session was called to order by Mayor Culpepper at 6:35 p.m.

Invocation: Mayor Pro tem Dixon  
Pledge of Allegiance: Mayor Culpepper

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Presentation of 2014 Budget:** City Manager Rizner presented balanced proposed budgets for the General and Water/Sewer Funds. The budget hearing is scheduled for December 9, 2013 at 10:00 a.m. at City Hall. The budget will be voted on at the December 16, 2013 Regular Council meeting.

**Resolution-City of Ethics:** Council will need to approve the City of Ethics Resolution renewal.

**Resolution-Authorize CHIP Application:** Resolution authorizes application for a \$300,000.00 Community Home Investment Program grant. If awarded, the funds would be used to rehabilitate or reconstruct owner-occupied single family homes. There is a \$250.00 application fee. The CSRA Regional Commission will be preparing the application.

**Resolution-Approve CHIP Application Documents and Approve Technical Assistance Contract:** The Resolution is to approve the CHIP application documents and the authorization of the Mayor's signature. It also approves the CSRA Regional Commission to provide technical services with a not-to-exceed of \$10,000.00 in fees to be paid from the General Funds.

**Resolution-Hiring, Salary Classification and Promotion Policy:** The Resolution is for the adoption of a hiring, salary, classification, and promotion policy.

**Resolution-Revised Organizational Chart:** The Resolution is for the adoption of a revised Organizational Chart. The chart reflects the revised job titles from the new job descriptions. It replaces the chart that was adopted in 2012.

**Resolution-Job Descriptions:** The Resolution is for the adoption of new and revised job descriptions. The job descriptions will now include the position's grade, supervisor, pay category (hourly/salaried), ADA information, and FLSA status (Exempt/Non-Exempt). It also directs that the City Manager will meet with each employee and present them with the appropriate job description. A "preferred qualifications" section has been included.

NEW BUSINESS (cont'd):

**Ordinance-1<sup>st</sup> Reading:**

- **Amend Personnel Policies:** The Ordinance is to amend Chapter 33: Personnel Policies of the Code of Ordinances. The personnel policies will be removed and will be enacted administratively. Code Section 33.01 will be repealed and amended to read as follows:

**33.01 Purpose of Personnel Policies**

As deemed necessary and appropriate, the City Council may establish certain personnel policies, manuals or other controlling documents (including organizational charts and pay scales) for the purpose of providing for an orderly process for administering the personnel system of the City and to provide the fundamental features for an effective system of personnel administration. These personnel policies and procedures are not and do not form an express or implied contract between the City and its employees.

Sections of the Code of Ordinances will be repealed.

**Other: Resolution to Honor Attic Treasures:** Recognizes Attic Treasures for its contributions to the community. They have given over \$100,000.00 to area causes.

Being no further business for discussion, Mayor Pro tem Dixon made the motion to adjourn the meeting with a ten minute break and to resume with the Regular meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, and Stokes voting in the affirmative. The work session adjourned at 6:50 p.m.

As recorded by Leona Holley.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem met for their Regular meeting on Monday, November 18, 2013 following the Work Session that was scheduled at 6:30 p.m. at City Hall with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, and Councilman Gregg Stokes; STAFF: City Manager Jason M. Rizner, Clerk Leona Holley, and City Attorney Adam Nelson; CITY STAFF: Public Work Director Robert Fields, Lieutenant Kelvin Hartwell, Fire Chief Tripp Lonergan and Community Development Coordinator Will Butler; ABSENT: Councilman John Thigpen and City Clerk Debra E. Moore.

The meeting was called to order by Mayor Culpepper at 7:02 p.m.

**Approve Agenda:** Councilman Stokes made the motion to approve the November 18, 2013 agenda as presented; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Approval of the Minutes:** Councilman Blalock made the motion to approve the minutes of the October 15, 2013 Regular meeting; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Public Comment:** Councilman Blalock presented Attic Treasures with a Resolution recognizing them for their services to the Community.

**Department Reports:** The following departments gave reports for the month of October 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Kelvin Hartwell, Police Lieutenant
Fire Department	Tripp Lonergan, Fire Chief
Planning & Zoning	William Butler, Community Development Coordinator
Administrative and Museum	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Other:** There was none at this time.

NEW BUSINESS:

**Presentation of 2014 Budget:** City Manager Rizner presented Council with the proposed balanced budget for 2014 to Mayor and Council. The General Fund Budget is a total of \$2,345,018.00; the Water/Sewer Fund Budget is a total of \$1,296,260.00. There is a budget hearing scheduled for November 9, 2013 at 10:00 a.m. for comments from the public. The budget will be voted on at the December 16, 2013 Regular meeting.

NEW BUSINESS (cont'd):

**Resolution-City of Ethics:** Councilman Stokes made the motion to approve the Resolution renewing the City of Harlem's Code of Ethics; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Resolution-Authorize CHIP Application:** Councilman Blalock made the motion to authorize for the application for a \$300,000 CHIP Grant; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Resolution-Approve CHIP Application Documents and Approve Technical Assistance Contract:** Councilman Stokes made the motion to approve the CHIP Application Documents and to approve to contract with the CSRA Regional Commission for Technical Services not-to-exceed \$10,000.00; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, and Stokes voting in the affirmative.

**Resolution-Hiring, Salary, Classification and Promotion Policy:** Councilman Blalock made the motion to approve the Resolution establishing a hiring, salary, classification, and promotion policy; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, and Stokes voting in the affirmative.

**Resolution-Revised Organizational Chart:** Mayor Pro tem Dixon made the motion to approve the proposed amended Organizational Chart as presented; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Resolution-Job Descriptions:** Councilman Stokes made the motion to approve the revised and new employee Job Descriptions; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Ordinance-1<sup>st</sup> Reading:**

- **Amend Personnel Policies:** Councilman Blalock made the motion to approve the 1<sup>st</sup> Reading of the Ordinance to amend Chapter 33 of the City of Harlem Code of Ordinances repealing and amending code section 33.01 and repealing sections 33.02, 33.10-26, 33.35-53, 33.65-92; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon and Stokes voting in the affirmative.

**Announcements:**

November 22	Employee Luncheon; 12:00 p.m.; Senior Center
November 25	HPC Meeting; 6:30 p.m.; City Hall
November 28-29	Thanksgiving Day Holidays; City Hall Closed
December 3	Planning & Zoning Meeting; 6:00 p.m.; City Hall
December 5	Christmas Tree Lighting; 6:30 p.m.; City Hall
December 9	Budget Hearing; 10:00 a.m.; City Hall
December 12	GICH Meeting; 6:00 p.m.; City Hall

**Announcements (cont'd):**

December 14 Christmas in the Heart of Downtown Harlem; 10:00 a.m. – 3:00 p.m.  
December 16 Work Session/Council Meeting; 6:30 p.m.; City Hall  
December 23 Employee Luncheon; 12:00 p.m.; Senior Center

**Executive Session:** There were no matters to come before Council.

**Other: Resolution to Honor Attic Treasures:** Councilman Blalock made the motion to approve the Resolution Honoring Attic Treasures; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilman Blalock, Dixon, and Stokes voting in the affirmative.

Being no further business before Council, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, and Stokes voting in the affirmative. The meeting adjourned at 7:35 p.m.

As taken by Leona Holley.

Respectfully submitted,

Debra E. Moore  
City Clerk

Called Meeting, City of Harlem, Georgia  
November 27, 2013  
City Hall

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The City Council of the City of Harlem met for a duly advertised Called Meeting on Wednesday, November 27, 2013 at City Hall at 2:00 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, and Councilman Tom Blalock; COUNCIL STAFF: City Clerk Debra E. Moore and City Attorney Barry Fleming; VISITORS: None.

Purpose: Change December Meeting Location

The meeting was called to order by Mayor Culpepper at 2:05 p.m.

Invocation: Mayor Pro tem Dixon  
Pledge of Allegiance: Mayor Culpepper

**Change December Meeting Location:** Council would like to recognize the Harlem High School Softball team for their accomplishment of winning 2<sup>nd</sup> place in the State playoffs. They would like to recognize them during the December Council meeting and would have a need to move to the Courtroom at the Public Safety Building to accommodate the members and their families. Councilman Blalock made the motion to change the location for the December 2013 Council meeting to the Courtroom at the Public Safety Building; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock and Dixon voting in the affirmative.

Being no further business, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock and Dixon voting in the affirmative. The meeting adjourned at 2:07 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk



A duly advertised Budget Hearing for Public Comment was held on Monday, December 9, 2013 at Harlem City Hall at 10:00 a.m.

Present: COUNCIL: Councilman Tom Blalock; STAFF: City Manager Jason M. Rizner and City Clerk Debra E. Moore; VISITORS: N/A

The Hearing was opened at 10:05 a.m. by Councilman Blalock.

Invocation: Councilman Blalock  
Pledge of Allegiance: Councilman Blalock

**2014 Budget:** City Manager Rizner presented the following proposed 2014 Budget:

- |                           |                                 |                                 |
|---------------------------|---------------------------------|---------------------------------|
| • <b>General Fund</b>     | <b>Revenues: \$2,345,018.00</b> | <b>Expenses: \$2,345,018.00</b> |
| • <b>Water/Sewer Fund</b> | <b>Revenues: \$1,296,260.00</b> | <b>Expenses: \$1,296,260.00</b> |

The General Fund reflects an increase of 14.53% over 2013; this is in part to the note payments on the Public Safety Building coming from Reserves. It is fully expected that these payments will be paid from SPLOST proceeds rather than from Reserves.

The Water/Sewer Fund reflects a decrease of 5.55% over 2013; this is in part to a GEFA note payment being paid off in 2013.

**Public Comment:** There was none at this time.

Being nothing further, the Hearing was closed at 10:07 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Barry Fleming; DEPARTMENT HEADS: Police Chief Gary Jones, Fire Chief Tripp Lonergan, Public Works Director Robert Fields and Community Development Coordinator William Butler; VISITORS: Howard Duff, Jay Jones (Attorney for Mr. Duff), Mike Rorick, HHS Principal Dietmar Perez, HHS Softball Coach Mike Leverett and Coaching Staff, HHS Girls Softball Team and families, Tommy Silas, and Rev. Dr. Mike Shearon.

The meeting was called to order by Mayor Culpepper at 6:30 p.m.

Invocation: Mayor Pro tem Dixon

Pledge of Allegiance: Mayor Culpepper

UNFINISHED BUSINESS:

**Ordinance-2<sup>nd</sup> Reading:**

- **Amend Personnel Policies**-The purpose of this Ordinance is to remove the personnel policies from the Code of Ordinances as currently drafted and enact policies administratively. Code section 33.01 Purpose of Personnel Policies is repealed and amended to read as follows:
  - **As deemed necessary and appropriate, the City Council may establish certain personnel policies, manuals or other controlling documents (including organizational charts and pay scales) for the purpose of providing for an orderly process for administering the personnel system of the city and to provide the fundamental features for an effective system of personnel administration. These personnel policies and procedures are not and do not form an express or implied contract between the City and its employees.**
  - **Code Sections 33.02, 33.10 thru 33.26, 33.35 thru 33.53, 33.65 thru 33.92 are hereby repealed.**

This will be the second and final reading and will become effective upon approval by Council. A Resolution will be considered that will adopt the new policies.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolutions:**

1. **Harlem High School Softball Team:** The Resolution is to honor the Harlem High School Girls Softball Team for Their Outstanding 2013 Season. They finished the season with a 32-8 record and as State Runner-up in Class AA. It also recognizes individual players and their awards and accomplishments. Mayor Culpepper read and presented the Resolution to Harlem High School Principal Dietmar Perez and Softball Coach Mike Leverett and staff.

NEW BUSINESS (cont'd):

**Resolutions (cont'd):**

2. **Adopt New Personnel Policies:** The Personnel Policies and Procedures are being removed from the Code of Ordinances. This will allow for any future amendments to be done by Resolution. Some revisions that have been made include the following:
  - Expanding allowable use of sick time to cover immediate family members (Councilman Stokes commented that we need to confirm who the immediate family members are.)
  - Disallowing smoking within 25 feet of the entrance of a city building
  - A revised disciplinary policy
3. **Adopt New Pay Scale Chart:** The current Pay Scale Chart was included with the personnel policies in the Code of Ordinances and is being removed as part of the re-write. The new chart has the same set-up as the previous one (2.5% increase between steps and 5% between grades). The Resolution authorizes the City Manager to place all employees into the appropriate Step/Grade with no decrease in pay. There are three charts-40 hour employees, 86 hour employees and 106 hour employees.

**Budget Resolutions:**

1. **2013 Budget Adjustments:** The requested budget amendments will increase the General Fund budget \$65,591.00; the Water/Sewer Fund budget will decrease by \$145,308.00.
2. **Adopt 2014 Budget:** The Resolution is for the approval of the balance budget for 2014 for both the General Fund (\$2,345,018) and the Water/Sewer Fund (\$1,296,260).

**SPLOST Intergovernmental Agreement Amendment #1:** The Resolution authorizes the Mayor to sign an amendment to the Intergovernmental Agreement between the City of Harlem and Columbia County for Capital Projects to be paid from the distribution of certain proceeds from the Special Purpose Local Option Sales Tax. The proposed changes are as follows:

<u>Project</u>	<u>Original Estimated Cost</u>	<u>Proposed Revision to Cost</u>	<u>Proposed Amended Cost</u>
<b>Tier I</b>			
Vehicles and Equipment	350,000	(25,000)	325,000
Infrastructure (Water & Sewer)	718,224	(525,000)	193,224
Transportation (roads and sidewalks)	200,000	(40,000)	160,000
Public buildings	850,000	630,000	1,480,000
Recreation	250,000	(40,000)	210,000
<b>Total - Tier I</b>	<b>2,368,224</b>	<b>-</b>	<b>2,368,224</b>

NEW BUSINESS (cont'd):

**Agreement for Provision of Services-Festival:** This agreement is for the 2013 Festival. The County provides the City with \$3,000.00 to help offset the costs of holding the Oliver Hardy Festival. Council will need to authorize the Mayor to sign the agreement.

**Intergovernmental Agreement-2005 Ford Explorer:** The agreement is for the purchase of a 2005 Ford Explorer from Columbia County for use in the Police Department. The cost is \$500.00. Council will need to authorize the Mayor to sign the agreement.

**January and February Council Meeting Date:** Due to the observance of the Martin Luther King, Jr. Birthday and President's Day holidays which fall on the third Monday of January and February respectively, the meetings for those months will need to be changed. The meetings will be moved to the fourth Monday of the respective months or January 27<sup>th</sup> and February 24<sup>th</sup>. Council will need to approve.

**Conditional Use-285 Fairview Drive:** Conditional Use application 2013-11-01 was presented to the Planning & Zoning Commission on December 3, 2013 for a recommendation to Council. The application is for an Adult Day Care Center to be located at 285 Fairview Drive. The Planning & Zoning Commission is recommending the application for approval with the following conditions:

- **Any vehicles dropping off or picking up clients, in use by day care staff, or by clients shall be limited to parking only on property owned by the applicant. Said vehicles shall not park in the street or within the right of way.**
- **All state and county guidelines pertaining to the conditional use shall be complied with and evidence presented on an annual basis to the Planning & Zoning Department of the City of Harlem.**
- **Maximum number of clients served at any given time shall be 30.**

**Ordinance-First Reading:**

- **Satellite Dish-**The text amendment is in response to the Federal Communications Commission Over the Air Reception Devices rule that limits the authority of local governments to limit the placement of satellite dishes or delay installation. Code Section 152.080 will be amended by deleting the following sections: 152.080(A) 2, 152.080(A) 3, 152.080(A) 8, and 152.080(B) in its entirety, 152.080(C) in its entirety, and 152.080(D) 5 in its entirety. The amendment was presented to the Planning & Zoning Commission on December 3, 2013 for a recommendation to Council. The Planning & Zoning Commission is recommending the amendment for approval.

**Other:** There was none at this time.

Being no further business for discussion, Mayor Pro tem Dixon made a motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The work session adjourned at 6:53 p.m.

Debra E. Moore, City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, December 16, 2013 at the Public Safety Building Courtroom following the Work Session that began at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem Rudolph Dixon, Councilman Tom Blalock, Councilman Gregg Stokes and Councilman John Thigpen; COUNCIL STAFF: City Manager Jason M. Rizner, City Clerk Debra E. Moore, and City Attorney Barry Fleming; DEPARTMENT HEADS: Police Chief Gary Jones, Fire Chief Tripp Loneragan, Public Works Director Robert Fields and Community Development Coordinator William Butler; VISITORS: Howard Huff, Jay Jones (Attorney for Mr. Huff), Mike Rorick, and Tommy Silas.

The meeting was called to order by Mayor Culpepper at 7:12 p.m.

**Approve Agenda:** Mayor Pro tem Dixon made the motion to approve the agenda as presented; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Approval of the Minutes:** Councilman Stokes made the motion to approve the minutes of the November 18, 2013 Regular meeting and November 27, 2013 Called meeting as written; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Public Comment:** Tommy Silas; 230 E. Trippe Street; Subject: Columbia Theatre-Mr. Silas is interested in organizing a volunteer committee to complete the Theatre. Councilman Blalock commented that we did have a Committee at one time, but they had not met for a long while. Mayor and Council are open to working with the Committee.

**Department Reports:** The following departments gave reports for the month of November 2013:

Public Works Department	Robert Fields, Public Works Director
Police Department	Gary Jones, Police Chief
Fire Department	Tripp Loneragan, Fire Chief
Planning & Zoning Department	William Butler, Community Development Coordinator
Administrative Department	Jason Rizner, City Manager

UNFINISHED BUSINESS:

**Ordinance-2<sup>nd</sup> Reading:**

- **Amend Personnel Policies:** Councilman Thigpen made the motion to approve the 2<sup>nd</sup> Reading of the Ordinance to remove the Personnel Polices from the Code of Ordinances; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Other:** There was none at this time.

NEW BUSINESS:

**Resolutions:**

- 1. Harlem High School Softball Team:** Councilman Stokes made the motion to approve the Resolution recognizing the Harlem High School Softball Team; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.
- 2. Adopt New Personnel Policies:** Councilman Thigpen made the motion to approve the Resolution approving the updated Personnel Policies and Procedures handbook; 2<sup>nd</sup> by Councilman Blalock. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.
- 3. Adopt New Pay Scale Chart:** Councilman Stokes made the motion to approve the New Pay Scale Charts as presented; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Budget Resolutions:**

- 1. 2013 Budget Adjustments:** Councilman Blalock made the motion to approve the 2013 Budget Adjustments as presented; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.
- 2. Adopt 2014 Budget:** Councilman Thigpen made the motion to approve the 2014 Budget as presented; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**SPLOST Intergovernmental Agreement Amendment:** Councilman Thigpen made the motion to approve the SPLOST Intergovernmental Agreement Amendment with Columbia County as presented and to authorize the Mayor to sign said agreement; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Agreement for Provision of Services-Festival:** Councilman Thigpen made the motion to authorize the Mayor's signature to the Agreement for Provision of Services with Columbia County for the Oliver Hardy Festival; 2<sup>nd</sup> by Mayor Pro tem Dixon. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**Intergovernmental Agreement-2005 Ford Explorer:** Councilman Blalock made the motion to approve the Intergovernmental Agreement with Columbia County to purchase a 2005 Ford Explorer in the amount of \$500.00 and to authorize the Mayor to sign the agreement; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilman Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

**January and February Council Meeting Date:** Councilman Stokes made the motion to approve moving the January meeting to the 27<sup>th</sup> and the February meeting to the 24<sup>th</sup> due to the observance of the government holidays in those months; 2<sup>nd</sup> by Councilman Thigpen. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.

Mayor Culpepper recused himself at this time prior to the next agenda item due to a conflict of interest. The meeting was turned over to Mayor Pro tem Dixon at this time to preside over the meeting.

NEW BUSINESS (cont'd):

**Conditional Use-285 Fairview Drive:** Councilman Thigpen made the motion to accept the recommendation of the Planning & Zoning Commission and approve the conditional use application, CU-2013-11-01, for an Adult Day Care Center at 285 Fairview Drive with the following conditions:

- **Any vehicles dropping off or picking up clients, in use by day care staff, or by clients shall be limited to parking only on property owned by the applicant. Said vehicles shall not park in the street or within the right of way.**
- **All state and county guidelines pertaining to the conditional use shall be complied with and evidence presented on an annual basis to the Planning & Zoning Department of the City of Harlem.**
- **Maximum number of clients served at any given time shall be 30.**

The motion was 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes, and Thigpen voting in the affirmative.

Mayor Pro tem Dixon turned the meeting back over to Mayor Culpepper at this time to preside over the meeting.

**Ordinance-1<sup>st</sup> Reading:**

- **Satellite Dish-Councilman Thigpen made the motion to approve the 1<sup>st</sup> Reading to amend Code Section 152.080 Satellite Dish Antennas; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative.**

**Announcements:**

December 23	Employee Luncheon; 12:00 p.m.; Senior Center
December 24 & 25	City Offices Closed-Christmas Holidays
January 1	City Offices Closed-New Year's Holiday
January 7	Planning & Zoning Meeting (Cancelled)
January 9	GICH Meeting; 6:00 p.m.; City Hall
January 20	City Offices Closed-Martin Luther King, Jr. Day
January 28	HPC Meeting; 6:30 p.m.; City Hall

**Executive Session:** N/A

**Other:** Councilmen Thigpen and Stokes reported that he had received a call pertaining to the illumination of the Flag at City Hall. We need to get a dedicated light to keep it illuminated. Councilman Blalock recommended a solar power light. Until such time the Flag will be taken down at dusk and put back up in the mornings. City Manager Rizner will follow-up on this.

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Being no further business before Council for consideration, Mayor Pro tem Dixon made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilman Stokes. Motion carried with Councilmen Blalock, Dixon, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:00 p.m.

Respectively submitted,

Debra E. Moore  
City Clerk