

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; COUNCIL STAFF: Interim City Manager Carter Crawford, City Clerk Debra E. Moore and City Attorney Barry Fleming; CITY STAFF: Fire Chief Tripp Lonergan, Public Works Director Robert Fields, Police Chief Chuck Meadows and Community Development Director David Jenkins.

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

The Invocation was given by City Attorney Fleming.

The Pledge of Allegiance was led by Mayor Culpepper.

**Presentation – Georgia Power Fixed Base Network:** David Thomas of Georgia Power gave a presentation on their Advanced Metering Infrastructure. The City would partner with Georgia Power to go to a Fixed Base Network for reading water meters. The City would also partner with Utility Solutions of America for installation, Sensus and HD Supply for the software, data housing, meter products and billing integration. The City is currently a customer of Sensus and HD Supply. The benefits of going to this system allows access anywhere, 8760 reads per year, we would be proactive and not reactive when issues arise, alarms, reduced number of write-offs, analytics, less human error and move in/out reads. They offer two options: GPC – Network, Transmitters & Data – GPA would lease the meters to the utility; GPC – Network, Transmitters & Data – Utility owns meters. Our current meters are compatible with the program; we would need to retro fit with the transmitters. Georgia Power will need to do a propagation study and would come back to the City with more information (costs, etc.). We have already provided them with our meter information (sizes and quantity). Georgia Power also provided a residential meter accuracy analysis.

UNFINISHED BUSINESS:

**Resolution – Award Bid – Generators:** Mr. Fields reported to Council that we did put the Generator project out to be re-bid. The bid opening was held on Thursday, November 10 at 2:00 p.m. J & T Service Center, Inc. came in with the low bid of \$128,618.00 with an adder (if needed) of \$3,200.00 for (2) 200 amp plugs. This brought their total bid to \$131,818.00, still being the low bid. Two other bids were received as follows: Lightning Power Electric Industry in the amount of \$139,463.00 and Fleming Construction, Inc. in the amount of \$149,580.00. Council will need to approve the awarding of the bid.

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

NEW BUSINESS:

**Resolution – GCIC and CJIS Policies Adoption:** The Resolution is for the adoption of policies relating to the acquisition, processing and storage of information derived from the Georgia Crime Information Center (GCIC) and Criminal Justice Information System (CJIS) Network. This will be for the processing of alcohol licenses. Council will need to approve the Resolution.

**Resolution – Sandy Run Creek Trail Phase II:** The Resolution is for the agreement between the City of Harlem and the Georgia Department of Natural Resources for the grant to construct .34 miles of 10' wide asphalt, multi-use trail along Sandy Run Creek, and a bridge connecting the trail to residential areas to include benches and bollards. The total grant and contract is for \$100,000.00. Council will need to approve the Resolution.

**Lighting – New Library:** There is no action to be taken on this matter. The issue was resolved prior to the meeting.

**Fiscal Policies:** Mr. Carter presented Council with a Fiscal Policy example that he is recommending that Council approve. It will need to be amended to include Harlem's information.

**2017 Water/Sewer Rate Increase:** The increase for 2017 will be 1.9%; this is the increase imposed by Columbia County to the City. There is no formal action to be taken as we have a Resolution in place that resolves that any increases received by the City will be passed on to the customers.

**Proposed 2017 City Budget:** Mr. Carter reviewed the Budget Assumptions for 2017 as well as the Budget Reductions and Increases. There is a budget hearing set up for public comment on December 12, 2016 at 5:30 p.m.

**October 2016 Budget Summary:** This is informational only; year to date as of October 31, 2016. There is no action to be taken.

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

Being no further business to come before Council, Mayor Pro tem Thigpen made the motion to adjourn the work session and to resume for the Regular meeting after a ten minute break; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The work session closed at 7:05 p.m.

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, November 28, 2016 at the Public Safety Building that was held following the Work Session that was held at 6:30 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; COUNCIL STAFF: Interim City Manager Carter Crawford, City Clerk Debra E. Moore and City Attorney Barry Fleming; CITY STAFF: Fire Chief Tripp Lonergan, Public Works Director Robert Fields, Police Chief Chuck Meadows and Community Development Director David Jenkins.

The meeting was called to order by Mayor Culpepper at 7:15 p.m.

**Approve Agenda:** Mayor Pro tem Thigpen made the motion to approve the Agenda as written; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes, and Thigpen in the affirmative.

**Approval of the Minutes:** Councilmember Stokes made the motion to approve the minutes of the October 2016 Called and Regular meeting as written; 2<sup>nd</sup> by Councilmember Bennett. Discussion: The Executive session minutes of the Called meeting were not available for review, so therefore could not be approved at this time. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

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

UNFINISHED BUSINESS:

**Award Bid – Generator:** Mayor Pro tem Thigpen made the motion to award the generator project bid to J & T Service Inc. in the amount of \$128,618.00 plus the adder in the amount of \$3,200.00, if needed, as recommended; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

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

NEW BUSINESS:

**Resolution – GCIC and CJIS Policies Adoption:** Mayor Pro tem Thigpen made the motion to approve the Resolution to adopt the GCIC and CJIS Policies as presented; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

**Resolution – Sandy Run Creek Trail Phase II:** Mayor Pro tem Thigpen made the motion to approve the Resolution contracting with the Georgia Department of Natural Resources for a grant in the amount of \$100,000.00 for the Sandy Run Creek Trail Phase II project; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

NEW BUSINESS (cont'd):

**Lighting – New Library:** There was no action to be taken on this item.

**Fiscal Policies:** Councilmember Bellavance made the motion to accept the Fiscal Policies as recommended by Mr. Crawford; 2<sup>nd</sup> by Councilmember Bennett. Discussion: The template will be amended to include the City's information. Motion carried with Councilmember's Bellavance, Bennett, Stokes and Thigpen in the affirmative.

**2017 Water/Sewer Rate Increase:** No action was needed on this item. The increase for 2017 will be 1.9%. This should be in place in April.

**Proposed 2017 City Budget:** There is no action needed at this time. There is a budget hearing scheduled for December 12 at 5:30 p.m. at the Public Safety Building for Public input. The budget will be approved at the December 27, 2016 Regular meeting.

**October 2016 Budget Summary:** This information is for review only; there is no action to be taken.

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

**Department Reports:** The following departments gave reports for the month of October 2016:

Police Department	Chuck Meadows, Police Chief
Public Works Department	Robert Fields, Public Works Director
Fire Department	Tripp Lonergan, Fire Chief
Community Development	David Jenkins, Community Development Director
Administrative Department	Carter Crawford, Interim City Manager

Mr. Crawford expressed his appreciation for his time with the City; his last day is December 2. Chief Lonergan invited Mayor and Council to the Fire Department Christmas dinner on Monday, December 19 at 7:00 p.m.

**Announcements:**

December 1	Christmas Tree Lighting; 6:30 p.m.; City Hall
December 6	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
December 8	Mayor's Christmas Motorcade
December 8	Public Meeting – Water Line Expansion Project Survey; 7:00 p.m.; Harlem School Auditorium (moved to the Gym)
December 10	Christmas in Downtown Harlem Festival; 10:00 a.m. – 4:00 p.m.
December 10	Christmas Parade; 11:00 a.m.
December 12	Budget Hearing; 5:30 p.m.; Public Safety Building
December 14	Urban Redevelopment Agency Board Meeting; 9:30 a.m.; City Hall
December 22	HPC Meeting; 6:30 p.m.; Public Safety Building (cancelled)
December 23 & 26	City Offices Closed – Christmas Holiday

NEW BUSINESS (cont'd):

**Announcements:**

December 27                      Work Session/Council Meeting; 6:30 p.m.; Public Safety Building

**Executive Session:** Mayor Pro tem Thigpen made the motion to go into Executive Session; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen. The Regular meeting adjourned at 7:45 p.m.; Executive Session opened at 7:47 p.m.

Councilmember Stokes made the motion to come out of Executive Session and return to the Regular meeting; 2<sup>nd</sup> by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. Executive Session closed at 8:30 p.m.

City Attorney Fleming reported that there were three Real Estate matters discussed and that no final action was taken.

Councilmember Stokes made the motion to authorize the Mayor to sign the affidavit affirming this report; 2<sup>nd</sup> by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

As there was no further business before Council, Mayor Pro tem Thigpen made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk

The City Council of the City of Harlem, Georgia met for a Called meeting on Tuesday, November 29, 2016 at Harlem City Hall at 4:00 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; COUNCIL STAFF: Interim City Manager Carter Crawford, City Clerk Debra E. Moore and City Attorney Adam Nelson.

**Purpose: Executive Session**

The meeting was called to order by Mayor Culpepper at 4:03 p.m.

The Invocation was given by Mayor Culpepper.

The Pledge of Allegiance was led by Mayor Culpepper.

**Executive Session:** Mayor Pro tem Thigpen made the motion to go into Executive Session; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen. The Called meeting closed at 4:05 p.m. and Executive Session convened at that time.

Mayor Pro tem Thigpen made the motion to come out of Executive Session; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. Executive Session closed at 7:50 p.m. and the Called meeting reconvened.

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

Mayor Pro tem Thigpen made the motion to authorize the Mayor to sign the Affidavit affirming this report; 2<sup>nd</sup> by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

There will be a Called meeting set up to make the appointment for the City Manager position. City Attorney Nelson will look further into any other required notifications.

As there were no further items for discussion, Councilmember Stokes made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk