

The City Council of the City of Harlem, Georgia met for a Called meeting on Friday, October 7, 2016 at City Hall 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, City Attorney Barry Fleming and City Attorney Adam Nelson; CITY STAFF: Community Development Director David Jenkins.

PURPOSE: Ordinance – Second Reading

- Amend Alcohol License

Resolution – Catered Event License Fee
Executive Session

The meeting was called to order by Mayor Culpepper at 6:39 p.m.

The Invocation and Pledge of Allegiance was not done.

Ordinance – Second Reading:

- **Amend Alcohol License:** Code Section 114.066 Temporary Permit for Non-Profit Civic Organizations Requirements is repealed in its entirety and is replaced with **Code Section 114.066 Off-premises Consumption of Malt Beverages, Wine, and Distilled Spirits for Catered Functions; Temporary Permit for Non-profit Civic Organization Requirements.** This will allow for certain situations whereby off-site catering including the serving of alcohol would be permitted following the issuance of an alcohol catering permit. For purposes of this section, the term “catered function” shall include a function held inside a publicly or privately owned building or structure or a function held outside such a building or structure that is located within the City where food and/or alcohol is served. The ordinance provides for resident caterers and non-resident caterers, the requirements for a caterers license, the hours of service, and the requirement of complying with state statutes, provision of a registered agent for non-resident caterers, application procedures, appeal procedures in the event of denial, and the provision for temporary permits for Nonprofit Civic Organizations. Mayor Pro tem Thigpen made the motion to approve the second reading of the ordinance; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Resolution – Catered Event License Fee: The Resolution is establishing a licensing fee for Off-Premises Consumption at authorized catered events. Mayor Pro tem Thigpen made the motion to approve the Resolution establishing the licensing fee for off-premises consumption at authorized catered events and to authorize the Mayor to sign said Resolution; 2nd by Councilmember Stokes. Discussion: The fee has been set at \$25.00. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Executive Session: Mayor Pro tem Thigpen made the motion to go into Executive Session; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. Executive Session convened at 6:41 p.m.

Councilmember Bellavance made the motion to come out of Executive Session; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. Executive Session closed at 7:07 p.m. and the Regular meeting reconvened.

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

Councilmember Stokes made the motion authorizing the Mayor to sign the Affidavit affirming this report; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Mayor Pro tem wanted to commend the Police and Fire Department for their excellent presentations during a recent field trip he took with his granddaughter's Pre-K class. He wanted to have it on the record recognizing Chief Meadows, Records Clerk Kim Beavers, Patrol Officer Brian Williams, and Fire Department Lieutenant Robert Smith and Firefighter Adam Deem for their time and efforts that they put in.

As there were no further items for discussion, Councilmember Bennett made the motion to adjourn the meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:08 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

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: Police Chief Chuck Meadows, Fire Chief Tripp Lonergan, 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.

Audit Presentation – Bonnie Cox, Cherry Bekaert: Ms. Cox presented and reviewed the FYE 12/31/2015 Financial Audit. The City received a clean audit opinion with recommendations to strengthen internal controls over cash receipts.

UNFINISHED BUSINESS:

Ordinances – Second Reading:

- **Amend Public Nuisance:** Currently our Code of Ordinances contains two Nuisance Ordinances. The first is located at Chapter 94 Nuisances within the General Regulations title; the second is located at Chapter 152 Planning & Zoning, paragraphs §152.125 – §152.128. This ordinance is the consolidation of the two sections and addresses and conflicting issues. Code Sections §152.125 thru §152.129 are removed and repealed from the Code of Ordinances. This would constitute the second reading.
- **Annexations:**
 - **6481 Campbell's Way**
 - **837 Appling-Harlem Road**
 - **Highway 47/Appling Harlem Road**
 - **849 Appling Harlem Road**

This ordinance is for the annexation of the following properties:

Owner: Cecelia Jones Clark; Address: 6481 Campbell's Way; Map & Parcel: 031 203; Zoning Classification: R-1A; Acreage: .88 acres

Owner: James R. Dillard & Leslie Ann Dillard: 837 Appling Harlem Road; Map & Parcel: 031A 041; Zoning Classification: R-1A; Acreage: .75 acres

Owner: Jarthur Harris; Address: Highway 47/Appling Harlem Road; Map & Parcel: 031A 040; Zoning Classification: R-1A; Acreage: 3.84 acres

Owner: Alvin K. Harris; Address: 849 Appling Harlem Road; Map & Parcel: 031A 040A; Zoning Classification: R-1A; Acreage: 1.35 acres

The Ordinance is being recommended for approval and this would constitute the second reading.

UNFINISHED BUSINESS (cont'd):

Other: There was nothing at this time.

NEW BUSINESS:

Rezoning – Annexations:

- **Owner: Cecelia Jones Clark; Location: 6481 Campbell's Way; Map & Parcel: 031 203**
- **Owner: James R. and Leslie Ann Dillard; Location: 837 Appling-Harlem Road; Map & Parcel: 031A 041**
- **Owner: Jarthur Harris; Location: Highway 47/Appling Harlem Road; Map & Parcel: 031A 040**
- **Owner: Alvin K. Harris; Location: 849 Appling Harlem Road; Map & Parcel: 031A 040A**

The properties have gone before the Planning & Zoning Commission for a recommendation on rezoning the properties to the City of Harlem zoning classifications as required by State law. The Planning & Zoning Commission is recommending for approval the City of Harlem zoning classification of R-1A for each of the properties.

December Council Meeting Date: The December Council meeting falls on Monday, December 26, 2016. The City is closed for the Christmas holidays on that day. A request has been made to change the date to Tuesday, December 27, 2016.

Approve Updated Harlem Zoning Map: The update to the current zoning map is technical in nature; there are no zoning changes at this time. The map was taken before the Planning Commission for a recommendation. After consideration of the technical updates, the Commission voted to recommend the formal adoption of the official zoning map with adoption shown by signature.

Water Survey Letter: Council will need to review and approve the letter before being sent out. This is for the proposed waterline expansion project. Council is offering a fee tap fee to those who would commit now to connect to the new waterline within 60 days of the completion of the line. Anyone connecting after that time will be required to pay the tap fee that is in force at that time. The residents will be responsible to running the line from the meter to their homes.

Surplus Fire Department Radios and Intergovernmental Agreement-McDuffie County: The Fire Department is requesting the surplus and sale of the Kenwood VHF mobile and portable radios to be purchased by the McDuffie County Fire Department. This is for 3 Kenwood NX/700H radios at \$300.00 each and 23 Kenwood NX/220 radios at \$200.00 each; the total price is \$5,500.00. This will include any batteries, chargers, speaker microphones or other accessories specific to these radios. These radios were purchased with SPLOST funds in 2012. Council will need to approve the surplus and sale of the radios.

Generator Bids: The City had a bid opening on October 7, 2016 for the generator's that will be purchased thru the GEMA/FEMA Generator Grant. The apparent low bidder was Lightening Power Electric Industry with a bid of \$89,497.00; the next lowest bidder was Whitaker Electric with a bid of \$138,100.00. After contacting the apparent low bidder, the owner realized that he had left out one of

NEW BUSINESS (cont'd):

Generator Bids (cont'd): the portable generators. Due to the discrepancy, a decision was made to invalidate the bids and go back out to bid. Council will need to formally reject the bids that were received.

Police Department Truck Purchase: Chief Meadows is requesting to purchase a used 2003 Ford F-150 thru Columbia County in the amount of \$4,000.00. The Police Department has a \$7,500.00 budget for vehicles this year; they purchased two vehicles thru Columbia County for a total of \$5,000.00. There is \$2,500.00 left in the budget. The City recently sold a 2001 Chevrolet Silverado 1500 that the City received thru the 1033 Program; proceeds from the sale totaled \$3,236.63. Chief Meadows is requesting to use \$1,500.00 of these funds in order to make the purchase. Council would need to approve the purchase and use of the funds.

September 2016 Budget Summary: The Budget Summaries for the General Fund and the Water/Sewer Fund were presented for review. Overall the funds are within their expense budgets. The Revenues in the General Fund are behind due to the Insurance Premium Tax and the Property Taxes do not come in until October and November.

Other: Norm Selby is a member of a "ham" radio club. They are interested in putting an antenna on one of the City's water towers. He has provided proof of Liability insurance. Mayor Pro tem Thigpen was not in favor. It was reported that Public Works Director Robert Fields was not in favor. Mr. Fields was not in attendance due to being at a conference.

As there were no further items for discussion, Mayor Pro tem Thigpen made the motion to adjourn the work session and to reconvene after a ten minute break; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The work session closed at 7:08 p.m.

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, October 24, 2016 at the Public Safety Building following the Work Session 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: Police Chief Chuck Meadows, Fire Chief Tripp Lonergan, and Community Development Director David Jenkins.

The meeting was called to order by Mayor Culpepper at 7:20 p.m.

Approval of the Agenda: Mayor Pro tem Thigpen made the motion to approve the Agenda with the addition of the "Ham" Radio Antenna request under Other; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Approval of the Minutes: Mayor Pro tem Thigpen made the motion to approve the Minutes for the month of September 2016 as written; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

Public Comment: There was none at this time.

UNFINISHED BUSINESS:

Ordinances – Second Reading:

- **Amend Public Nuisance:** Mayor Pro tem Thigpen made the motion to approve the second reading of the Public Nuisance ordinance; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.
- **Annexations:** Councilmember Bellavance made the motion to approve the second reading of the annexation ordinance; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. The following properties will be annexed into the City as of this date:

Owner: Cecelia Jones Clark; Address: 6481 Campbell's Way; Map & Parcel: 031 203; Zoning Classification: R-1A; Acreage: .88 acres

Owner: James R. Dillard & Leslie Ann Dillard: 837 Appling Harlem Road; Map & Parcel: 031A 041; Zoning Classification: R-1A; Acreage: .75 acres

Owner: Jarthur Harris; Address: Highway 47/Appling Harlem Road; Map & Parcel: 031A 040; Zoning Classification: R-1A; Acreage: 3.84 acres

Owner: Alvin K. Harris; Address: 849 Appling Harlem Road; Map & Parcel: 031A 040A; Zoning Classification: R-1A; Acreage: 1.35 acres

Other: There was nothing at this time.

NEW BUSINESS:

Audit Approval: Mayor Pro tem Thigpen made the motion to accept and approve the FYE 12/31/2015 Financial Audit as presented; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Rezoning – Annexations: Councilmember Stokes made the motion to approve the rezoning of the following properties to the City Zoning Classification of R-1A:

- Owner: Cecelia Jones Clark; Location: 6481 Campbell's Way; Map & Parcel: 031 203
- Owner: James R. and Leslie Ann Dillard; Location: 837 Appling-Harlem Road; Map & Parcel: 031A 041
- Owner: Jarthur Harris; Location: Highway 47/Appling Harlem Road; Map & Parcel: 031A 040
- Owner: Alvin K. Harris; Location: 849 Appling Harlem Road; Map & Parcel: 031A 040A

The 2nd was made by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

December Council Meeting Date: Councilmember Bellavance made the motion to approve the moving the of the December Council meeting from December 26 to December 27; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Approve Updated Harlem Zoning Map: Mayor Pro tem Thigpen made the motion to approve the updated Harlem Zoning Map as presented to Council; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Water Survey Letter: Mayor Pro tem Thigpen made the motion to approve and send out the Water Survey Letter; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Surplus Fire Department Radios and Intergovernmental Agreement-McDuffie County: Councilmember Stokes made the motion to approve the surplus of the Fire Department Radios and approve the sale of said radios to the McDuffie County Fire Department; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Generator Bids: Councilmember Bellavance made the motion to reject all of the bids received at the October 7, 2016 Generator Bid opening; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

Police Department Truck Purchase: Mayor Pro tem Thigpen made the motion to approve the purchase of the 2003 Ford F-150 thru Columbia County with the budget amendment for the \$1,500.00 in funds from the sale of the Chevy Silverado; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

NEW BUSINESS (cont'd):

September 2016 Budget Summary: No action to be taken.

Other – “Ham” Radio: Mayor Pro tem Thigpen made the motion to reject at this time any private requests to place an antenna on the water towers; 2nd by Councilmember Bellavance. Discussion: Councilmember Bennett wanted to know if this was permanent; no, just at this time. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative.

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

Police Department	Chuck Meadows, Police Chief
Fire Department	Tripp Lonergan, Fire Chief
Public Works Department	Robert Fields, Public Works Director – not in attendance
Administrative Department	Carter Crawford, Interim City Manager
Community Development	David Jenkins, Community Development Director

Mr. Crawford reported that he currently has received six applications for the City Manager position; applications will be taken thru November 2.

Mayor Culpepper presented to Chief Meadows gift cards that were donated as a show of support to the department.

Announcements:

October 23-31	Red Ribbon Week
October 27	HPC Meeting; 6:30 p.m.; Public Safety Building
November 1	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
November 4-6	City Council Retreat; Athens
November 7	Antioch Baptist Church Employee Appreciation Dinner; 6:30 p.m.; Church
November 9	Urban Redevelopment Agency Board Meeting; 9:30 a.m.; City Hall
November 11	City Offices Closed – Veterans Day
November 17	HPC Meeting; 6:30 p.m.; Public Safety Building
November 24-25	City Offices Closed – Thanksgiving Holidays
November 28	Work Session/Council Meeting; 6:30 p.m.; Public Safety Building

Mayor Culpepper announced that the Harlem Merchant’s Association Ladies Nigh Out event was a success.

Executive Session: Executive Session was not held.

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October 24, 2016
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As there were no further items for discussion, Councilmember Stokes made the motion to adjourn the meeting; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen in the affirmative. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk