

The City Council of the City of Harlem, Georgia held a Public Hearing on Monday, July 17, 2017 at 9:00 a.m. at the Public Safety Building for the purpose of receiving public comment on the proposed property tax increase for 2017. This is the first of three required hearings. Mayor Culpepper presided over the hearing.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, and Councilmember Jennifer Bennett; COUNCIL STAFF: City Manager Brett Cook and City Clerk Debra E. Moore; ABSENT: Councilmember Daniel Bellavance, Councilmember Gregg Stokes and City Attorney Barry Fleming.

The hearing was opened by Mayor Culpepper at 9:13 a.m.

The Invocation was given by Mayor Culpepper.

The Pledge of Allegiance was led by Mayor Culpepper.

2017 Tax Digest and Millage Rate: For 2017 the Rollback Millage Rate is 9.052; the proposed City Millage Rate is 9.350. This results in a percentage increase of 3.29%. The proposed Millage Rate will result in \$597,381.00 in city levied taxes; this is an increase of \$52,342.00 or 9.60% over 2016. There is no proposed increase to the City Millage Rate for 2017; it will stay at 9.350 mills. The increase is a result of new construction and reassessments.

Public Comment: N/A; there was no public in attendance.

With there being nothing further to discuss, the hearing was closed at 9:35 a.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia held a Public Hearing on Monday, July 17, 2017 at 6:00 p.m. at the Public Safety Building for the purpose of receiving public comment on the proposed property tax increase for 2017. This is the second of three required hearings. Mayor Culpepper presided over the hearing.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, Councilmember Jennifer Bennett and Councilmember Gregg Stokes; COUNCIL STAFF: City Manager Brett Cook and City Clerk Debra E. Moore; ABSENT: City Attorney Barry Fleming.

The hearing was opened by Mayor Culpepper at 6:00 p.m.

The Invocation was given by Mayor Culpepper.

The Pledge of Allegiance was led by Mayor Culpepper.

2017 Tax Digest and Millage Rate: For 2017 the Rollback Millage Rate is 9.052; the proposed City Millage Rate is 9.350. This results in a percentage increase of 3.29%. The proposed Millage Rate will result in \$597,381.00 in city levied taxes; this is an increase of \$52,342.00 or 9.60% over 2016. There is no proposed increase to the City Millage Rate for 2017; it will stay at 9.350 mills. The increase is a result of new construction and reassessments.

Public Comment: N/A; there was no public in attendance.

With there being nothing further to discuss, the hearing was closed at 6:05 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia met for the Work Session on Thursday, July 20, 2017 at the Public Safety Building at 7:00 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: City Manager Brett Cook, City Clerk Debra E. Moore and City Attorney Barry Fleming.

Note: There is no action taken during the Work Session.

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

The Invocation was given by City Attorney Fleming.

The Pledge of Allegiance was led by Mayor Culpepper.

UNFINISHED BUSINESS:

Ordinances – 1st Reading:

- **Ordinance 1709 – Establish Sustainable Community Mixed Use District – City Manager Cook:**
Ordinance 1709 is for the addition of Code Section §152.042 Sustainable Community Mixed Use District to the Code of the City of Harlem, Chapter 152 Planning & Zoning. It provides for the Purpose, Intent, Definitions, Streetscape Standards, Lot Dimensions and Building Height Standards, Principal Uses, Accessory Uses, Special Use Permits, Housing Mix, Property Owners' Associations, Architectural Standards, Sign Standards, Screening Standards, Landscaping Standards, Parking Standards, Procedure for Review, and Density Bonus. It also provides for an effective date.

This item was brought before the Planning and Zoning Commission for a recommendation. The Planning and Zoning Commission are recommending it for approval with the following conditions:

- Line 71: "shall be 30 miles per hour." should be changed to read "shall not exceed 30 miles per hour."
- Lines 455-456: Screening to be included with back parking, otherwise in support of parking requirements provided.
- Line 468: Inclusion of cut-outs/bump-ins.

City Manager Cook - We have newly annexed property next to highways that would work for residential and commercial. (He will rewrite the PUD if this passes to include minimums.) The ordinance provides for minimum standards, arterial and collector streets and housing mix.

Ordinances – 1st Reading (cont'd):

- **Ordinance 1709 – Establish Sustainable Community Mixed Use District (cont'd):**

Mayor Pro tem Thigpen questioned if it was normal to make an HOA mandatory. City Manager Cook responded that we cannot, but based on conversations thought that is what was wanted. Mayor Pro tem Thigpen questioned the benefit of an HOA. City Attorney Fleming responded with the upkeep of common areas. City Manager Cook stated that these areas would be developed to our standards in the event we have to take them over.

Councilmember Bennett has an issue with the inclusion of cut-outs/bump-ins; they are not used for the purpose intended. Mayor Culpepper responded that they are a way to control “flooded” streets with cars, boats, etc.

City Manager Cook spoke about incentivizing. Mayor Culpepper commented on minimum requirements; the minimums are to starting point to negotiate.

- **Ordinance 1711 – Consider Adoption of Harlem Code of Ethics – City Attorney Fleming:** City Attorney gave an overview of the Ordinance; Code Section §30.20 thru §30.31 have not been updated since his employment.

Ordinance 1711 is for the repeal and replacement of the existing Code of Ethics Code Section §30.20 thru §30.31. It provides for the Intent, Definitions, Prohibitions, Receipt of Complaints, Service, and Response, Appointment of Arbiter, Burden of Proof, Investigation and Hearing by Committee, Report to Mayor and Council, and the Right to Appeal.

Areas that were discussed included: the inclusion of appointed board and commission members, and contact with/direction of city staff in day to day operations. This is not intended to be an employment manual; we have a City Manager and personnel policy in place. Council will review and bring back any changes at the Regular meeting.

Ordinances – 2nd Reading:

- **Ordinance 1708 – Establish Conservation Preservation Residential Zone – City Manager Cook:**

The Planning & Zoning Commission postponed this item until their meeting in August due to some members not receiving a copy; they did not send a recommendation. We will postpone until the August Regular meeting. There was no confirmation as to whether the Public Hearing was actually conducted.

- **Ordinance 1710 – Consider Adoption of New Subdivision Regulations – City Manager Cook:**

Ordinance 1710 establishes regulations governing the subdivision of land within the incorporated City of Harlem, Georgia; provides for the method of administration and amendment; prescribing penalties for the violation of its provisions; and for other purposes.

This ordinance will repeal the current Chapter 155 Subdivision Regulations in its entirety. City Manager Cook commented that it establishes the process by which property is platted. It is specific to the plat; developers will use this.

UNFINISHED BUSINESS (cont'd):

Ordinances 2nd Reading (cont'd):

- **Ordinance 1710 – Consider Adoption of New Subdivision Regulations (cont'd):**

Mayor Pro tem Thigpen expressed some confusion on the plats. A concept plat is presented to the City Manager for review and approval. This is completed and approved before a preliminary plat is done. The preliminary plat will be completed and submitted to the City Manager for review and approval and then will be forwarded to the Planning & Zoning Commission for approval. Once approved and returned to the Developer, they can start on the Construction Plans which are sent to the City Engineer for review and approval. Construction can start once approved and when completed will be inspected by the City Engineer for adherence to regulations. Two complete final plats will be submitted to the City Manager for review and approval. It will then go to the Planning & Zoning Commission for approval. Before recording the final plat, the developer will provide to the City Manager a complete and accurate set of as-built drawings for approval; this must be done before final plat approval. The final plat will show the infrastructure, addresses, etc.

- **Ordinance 1712 – Consideration of Annexation by 100% Method for Parcel Numbers 030-040B, 030-040A, and 030-040:** Ordinance 1712 is for the annexation of the following properties:

- Owner: Clary Family Partnership LLLP; Location: Frontage on Robert Moore Road & Old Union Road; Map & Parcel: 030-040B; Zoned: A-1 Agricultural; Acreage: 186.91 acres
- Owner: Clary Family Partnership LLLP; Location: Frontage Appling-Harlem Road and Old Union Road; Map & Parcel: 030-040A; Zoned: A-1 Agricultural; Acreage: 446.38 acres
- Owner: Kenneth B. Clary; Location: Frontage on Appling-Harlem Road and Clary Cut Road; Map & Parcel: 030-040; Zoned: A-1 Agricultural; Acreage: 370.30 acres

The Planning & Zoning Commission has reviewed and is making a recommendation for approval.

Other: There was none at this time.

NEW BUSINESS:

Rezoning:

- **RZ-2017-06-01 – Parcel 030-040B:** Applicant: City of Harlem; Request: Rezoning from RA Residential Agricultural (County) to A-1 Agricultural (City); Location: Frontage on Robert Moore Road & Old Union Road.
- **RZ-2017-06-02 – Parcel 030-040A:** Applicant: City of Harlem; Request: Rezoning from RA Residential Agricultural (County) to A-1 Agricultural (City); Location: Frontage Appling-Harlem Road and Old Union Road.
- **RZ-2017-06-03 – Parcel 030-040:** Applicant: City of Harlem; Request: Rezoning from RA Residential Agricultural (County) to A-1 Agricultural (City); Location: Frontage on Appling-Harlem Road and Clary Cut Road.

NEW BUSINESS (cont'd):

Rezoning (cont'd):

- **RZ-2017-06-01 – Parcel 030-040B; RZ-2017-06-02 – Parcel 030-040A; RZ-2017-06-03 – Parcel 030-040 (cont'd):**

All three applications come from annexation requests. By State law we are to rezone to the closest category that would be similar to the County. They have been reviewed by the Planning and Zoning Commission and they are sending a recommendation for approval.

Columbia County Convention & Visitors Bureau Agreement: This is a renewal of the existing contract. Currently the City pays 2% of Hotel/Motel Tax collections to the CCCVB for promotional services for tourism and the Museum.

Resolutions:

- **No. 2017-13 – Designation of the Harlem Civic Center:** The Resolution designates the old Library located at 375 N. Louisville Street as the Harlem Civic Center. The City Manager shall create policies and procedures for the use of the building and the authority to enter into agreements with civic groups. It also adopts a schedule for rental fees.
- **No. 2017-15 – Purchase & Acceptance of Property:** The Resolution authorizes the purchase and acceptance of property located at 170 W. Milledgeville Road and 150 W. Milledgeville Road in the amounts of \$55,000.00 each for a total of \$110,000.00. The terms of purchase were approved previously in an Executive Session of the City Council.

Other: There was none at this time.

With there being no further items for discussion, Councilmember Bellavance made the motion to adjourn the meeting; 2nd by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia held a Public Hearing on Monday, July 24, 2017 at 6:30 p.m. at the Public Safety Building for the purpose of receiving public comment on the proposed property tax increase for 2017. This is the third of three required hearings. Mayor Culpepper presided over the hearing.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance, and Councilmember Gregg Stokes; COUNCIL STAFF: City Manager Brett Cook and City Clerk Debra E. Moore; ABSENT: Councilmember Jennifer Bennett and City Attorney Barry Fleming; VISITOR: Robin Meads.

The hearing was opened by Mayor Culpepper at 6:35 p.m.

The Invocation was given by Mayor Culpepper.

The Pledge of Allegiance was led by Mayor Culpepper.

2017 Tax Digest and Millage Rate: For 2017 the Rollback Millage Rate is 9.052; the proposed City Millage Rate is 9.350. This results in a percentage increase of 3.29%. The proposed Millage Rate will result in \$597,381.00 in city levied taxes; this is an increase of \$52,342.00 or 9.60% over 2016. There is no proposed increase to the City Millage Rate for 2017; it will stay at 9.350 mills. The increase is a result of new construction and reassessments.

Public Comment: There were no comments received.

With there being nothing further to discuss, the hearing was closed at 6:36 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia held a Called meeting on Monday, July 24, 2017 at the Public Safety Building at 6:45 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance and Councilmember Gregg Stokes; COUNCIL STAFF: City Manager Brett Cook and City Clerk Debra E. Moore; ABSENT: Councilmember Jennifer Bennett and City Attorney Barry Fleming.

PURPOSE: Approval of 2017 Tax Digest and Millage Rate

The meeting was called to order by Mayor Culpepper at 6:45 p.m.

Resolution:

- **No. 2017-14 – Approve 2017 Tax Digest and Millage Rate:** Resolution No. 2017-14 is for the adoption of the 2017 millage rate and the reauthorization of the special assessment for maintenance of decorative street lights in new subdivisions in the amount of \$40.00. Mayor Pro tem Thigpen made the motion to approve Resolution No. 2017-14 for the approval of the 2017 millage rate and reauthorization of the special assessment; 2nd by Councilmember Stokes. Discussion: There is no increase in the millage rate for 2017; it is still at 9.35 mils. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

With there being nothing further to discuss, Mayor Pro tem Thigpen made the motion to adjourn the meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes, and Thigpen voting in the affirmative. The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk

The City Council of the City of Harlem, Georgia met for their Regular meeting on Monday, July 24, 2017 at the Public Safety Building at 7:00 p.m. with Mayor Robert W. Culpepper presiding.

Present: COUNCIL: Mayor Robert W. Culpepper, Mayor Pro tem John Thigpen, Councilmember Daniel Bellavance and Councilmember Gregg Stokes; COUNCIL STAFF: City Manager Brett Cook, City Clerk Debra E. Moore and City Attorney Brett Cook; ABSENT: Councilmember Jennifer Bennett.

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

Approve Agenda: Mayor Pro tem Thigpen made the motion to approve the agenda; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

Approval of the Minutes: Councilmember Stokes made the motion to approve the minutes of the May Executive Session and the June Regular meeting and Executive Session as written; 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

Public Comment: Robin Meads, 6628 Green Plantation Road: Ms. Meads addressed Council on the new Subdivision Regulations; she is in support of them and wished they had been in place when the development across from her was approved. She also addressed Council on the Ethics Ordinance; she felt it is a shame that anyone living within proximity of the City, but not in the City, cannot bring a complaint. Mayor Pro tem Thigpen commented that he agrees with the comments on the Subdivision Regulations if they had been in place.

UNFINISHED BUSINESS:

Ordinances – 1st Reading:

- **Ordinance No. 1709 – Establish Sustainable Community Mixed Use District:** Mayor Pro tem Thigpen made the motion to approve the 1st Reading of Ordinance No. 1709 – Establish Sustainable Community Mixed Use District; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.
- **Ordinance No. 1711 – Consider Adoption of Harlem Code of Ethics:** There was some further discussion on the inclusion of the Boards and Commissions. Mayor Pro tem Thigpen made the motion to approve the 1st Reading of Ordinance No. 1711 – Consider Adoption of Harlem Code of Ethics; 2nd by Councilmember Stokes. Discussion: Mayor Pro tem Thigpen commented that he has no issue with the Boards/Commission having to be held to the Code of Ethics. Mayor Culpepper commented that it encompasses everyone. He does not recommend Ethics on employees; the Personnel Policy covers them. He recommends something on Boards/Commissions; have more information for the Boards/Commissions. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

UNFINISHED BUSINESS (cont'd):

Ordinances – 2nd Reading:

- **Ordinance No. 1708 – Establish Conservation Preservation Residential Zone:** There was no recommendation received from the Planning and Zoning Commission. Mayor Pro tem Thigpen made the motion to postpone action until the August meeting; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.
- **Ordinance No. 1710 – Consider Adoption of New Subdivision Regulations:** Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1710 – Consider Adoption of New Subdivision Regulations; 2nd by Councilmember Bellavance. Discussion: City Manager Cook commented that there is a revision of the development standards needed as well as the As Built standards. *Note: Per City Manager Cook, this Ordinance repeals Chapter 155 in its entirety. He is putting development standards in the zoning districts he is bringing before Council for approval (street lights, etc.).* Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.
- **Ordinance No. 1712 – Consideration of Annexation by 100% Method or Parcel Numbers 030-040B, 030-040A, and 030-040:** Mayor Pro tem Thigpen made the motion to approve the 2nd Reading of Ordinance No. 1712 Consideration of Annexation by 100% Method or Parcel Numbers 030-040B, 030-040A, and 030-040; 2nd by Councilmember Stokes. Discussion: The Ordinance is for the annexation of the following properties:
 - Owner: Clary Family Partnership LLLP; Location: Frontage on Robert Moore Road & Old Union Road; Map & Parcel: 030-040B; Zoned: A-1 Agricultural; Acreage: 186.91 acres
 - Owner: Clary Family Partnership LLLP; Location: Frontage Appling-Harlem Road and Old Union Road; Map & Parcel: 030-040A; Zoned: A-1 Agricultural; Acreage: 446.38 acres
 - Owner: Kenneth B. Clary; Location: Frontage on Appling-Harlem Road and Clary Cut Road; Map & Parcel: 030-040; Zoned: A-1 Agricultural; Acreage: 370.30 acresMotion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

Other: There was none at this time.

NEW BUSINESS:

Rezoning – from R-A to A-1 (Note: Action on Items A-C was completed with one motion):

- RZ-2017-06-01 – Parcel 030-040B
- RZ-2017-06-02 – Parcel 030-040A
- RZ-2017-06-03 – Parcel 030-040

All three applications come from annexation requests. By State law we are to rezone to the closest category that would be similar to the County. Councilmember Stokes made the motion to approve the rezoning of parcels 030-040B, 030-040A, and 030-040 from RA (Residential Agriculture-County) to A-1 (Agriculture-City); 2nd by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

NEW BUSINESS (cont'd):

Columbia County Convention & Visitors Bureau Agreement: This is a renewal of the existing agreement. The City pays 2% of the Hotel/Motel tax collections to the CCCVB for promotional services for tourism and the Museum. Councilmember Bellavance made the motion to approve the agreement and to authorize the Mayor's signature; 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

Resolutions:

- **No. 2017-13 – Designation of the Harlem Civic Center:** Councilmember Bellavance made the motion to approve Resolution No. 2017-13 designating the old library as the Harlem Civic Center and authorizing the City Manager to establish policies and procedures for the use of it; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.
- **No. 2017-15 – Purchase & Acceptance of Property:** Mayor Pro tem Thigpen made the motion to approve Resolution No. 2017-15 for the purchase and acceptance of the following properties:
 - Map & Parcel H03 149; 170 W. Milledgeville Road; \$55,000.00
 - Map & Parcel H03 150; 150 W. Milledgeville Road; \$55,000.00The motion was 2nd by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative.

Other: There was none at this time.

Reports:

- **Council:** Mayor Pro tem Thigpen and Councilmember Stokes commented on the status of grass cutting, flower beds in the right of way on S. Louisville Street and the grass at the Museum. City Manager Cook will get with Public Works Director Fields on this. Mayor Pro tem Thigpen spoke in particular about the ditch at 663 N. Fairview Drive. Councilmember Bellavance had no comments/reports at this time.
- **Mayor:** Mayor Culpepper commented on looking at what the long term plans are; do we really need to do beds if we can't maintain them.
- **City Manager:** City Manager Cook presented his monthly report to Council which included the financials thru the 2nd Quarter. He reported that we received positive samples for asbestos in the roofs of the trailers. He is working on an RFP for banking services that he should have ready by August or September. He is starting the 2018 Budget process August 1st. Included with his report is a GEFA water loss report.

Announcements:

July 27	HPC Meeting; 6:30 p.m.; Public Safety Building
August 1	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
August 9	Urban Redevelopment Authority Meeting; 9:30 a.m.; City Hall
August 21-23	Election Qualifying; 8:30 a.m. – 4:30 p.m.; City Hall
August 24	City Council Work Session; 7:00 p.m.; Public Safety Building
August 28	City Council Regular Meeting; 7:00 p.m.; Public Safety Building

Executive Session (if necessary): Executive Session was not held.

Executive Session Items: N/A.

With there being no further items before Council for consideration, Councilmember Stokes made the motion to adjourn the meeting; 2nd by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Debra E. Moore
City Clerk