

The City Council of the City of Harlem met for the required FYE December 31, 2018 Budget Hearing on Monday, November 20, 2017 at 5:30 p.m. at the Public Safety Building 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 and City Clerk Debra E. Moore.

The Budget Hearing was opened by Mayor Culpepper at 5:30 p.m.

The Invocation was given by Fire Chief Tripp Lonergan.

The Pledge of Allegiance was led by Mayor Culpepper.

**2018 Budget Presentation:** City Manager Cook presented to Council a balanced proposed budget FYE December 31, 2018. He reported that there was a 1% +/- change from 2017. The Budgets were as follows:

- General Fund:

Revenues	\$2,602,421.38
Expenditures	\$2,577,479.94
Contingency	\$ 24,941.44
  
- Water/Sewer Fund:

Revenues	\$1,836,070.00
Expenses	\$1,834,837.00
Contingency	\$ 1,233.00

Council Comments: Mayor Pro tem Thigpen questioned if they will be accepting this budget at the November Council meeting. There are different items that are attached for this year. The Budget Resolution will come before Council Monday night, but there will be two readings due to the other items being Ordinance updates and they require two readings. It will be approved as 1<sup>st</sup> Reading in November with the 2<sup>nd</sup> Reading in December as the final approval.

Public Comment: Mayor Culpepper opened the floor for any Public Comment; there were no comments received at this time.

With there being nothing further, Mayor Pro tem Thigpen made the motion to adjourn the Budget Hearing; 2<sup>nd</sup> by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The Budget Hearing closed at 5:40 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, November 27, 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.

The meeting 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 Robert W. Culpepper.

**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 voting in the affirmative.

**Approval of the Minutes:** Councilmember Stokes made the motion to approve the minutes of the October 19, 2017 Work Session and the October 23, 2017 Regular meeting and Executive Session as written; 2<sup>nd</sup> by Councilmember Bennett. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

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

OLD BUSINESS:

**Ordinance – 2<sup>nd</sup> Reading & Adoption:**

- **Ordinance No. 1716 to Adopt New Requirements for Alcoholic Beverages:** Mayor Pro tem Thigpen made the motion to approve the 2<sup>nd</sup> Reading of Ordinance No. 1716 for the adoption of new requirements for alcoholic beverages; 2<sup>nd</sup> by Councilmember Stokes. Discussion: City Manager Cook reported that he made the changes from the original discussions and he also added the information that no package sales are allowed within the City limits of Harlem. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

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

NEW BUSINESS:

**Resolution 2017-17 to Add Membership in GIRMA Fund for Firefighters Cancer Benefit Program:** City Manager Cook reported that this provides for the requisite policies for the Fire Department officials. We submitted an application to GMA for an estimate; it came back less than \$4,000.00. He is recommending it for approval. Mayor Pro tem Thigpen commented that there are two parts to the policy; Cancer and Long Term Disability. You have to accept both to be in compliance; we are.

NEW BUSINESS (cont'd):

**Resolution 2017-17 to Add Membership in GIRMA Fund for Firefighters Cancer Benefit Program (cont'd):** Councilmember Stokes made the motion to adopt Resolution 2017-17 for the addition of membership in a GIRMA Fund for the Firefighters Cancer Benefit Program; 2<sup>nd</sup> by Councilmember Bellavance. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

**Resolution 2017-18 to Adopt the Operating Budget for Fiscal Year 2018, Update Employee Classification and Pay Plan, Reserve Fund Policies, Utility Rates and Fees for 2018, and a Revised Schedule of General Municipal Fees – 1<sup>st</sup> Reading:**

- **Fiscal Year 2018 Operating Budget**
- **Ordinance No. 1717 to Adopt Reserve Fund Policies**
- **Updated Employee Classification and Pay Plan**
- **Ordinance No. 1718 to Adopt Utility Rates and Fees for 2018**
- **Ordinance No. 1719 to Adopt a Revised Schedule of General Municipal Fees**

Mayor Pro tem Thigpen made the motion to approve the 1<sup>st</sup> Reading of Resolution 2017-18 for the adoption of the fiscal year 2018 Operating Budget to include the 1<sup>st</sup> Readings of Ordinance 1717 for the Adoption of Reserve Fund Policies, Ordinance 1718 for the Adoption of Utility Rates and Fees for 2018, and Ordinance 1719 for the Adoption of a Revised Schedule of General Municipal Fees; and the approval of the Employee Classification and Pay Plan; 2<sup>nd</sup> by Councilmember Stokes. Discussion: City Manager Cook reported that the budget is balanced and there is no millage rate increase included for 2018. It does assume a decrease from the original presented at the Retreat. With the adoption, we will be implementing Capital Recovery. With the adoption of the Municipal Fees, the fee schedule anticipates in house inspections. The Employee Classification is merit based; there will be automatic adjustments for inflation. With the adoption of the Reserve Fund Policy, it makes the City accountable for accumulated funds. Frameworks are being put in place; tailored toward having higher threshold. Mayor Pro tem Thigpen referred to the six month policy that the City normally held to. City Manager Cook responded that the policy sets forth the minimum (six months) and a maximum (twelve months). Councilmember Bellavance commented on the Pay Classification and the implementation at the first of the year; he would like to see the proposed changes and it possibly be amended. With no further discussion, the motion carried with Councilmembers Bellavance, Bennett, Stokes, and Thigpen voting in the affirmative.

**Ordinance No. 1720 to Adopt a Community Redevelopment Tax Incentive – 1<sup>st</sup> Reading:** City Manager Cook explained that the Ordinance provides for an ad valorem taxation equivalent to five times (500%). It is a last resort after all other avenues of rectifying the problems have been done to no avail. Councilman Bellavance commented that he had no issue with the residential side, but he does have an issue with the Commercial side. It was reiterated that this would only be used as a last resort. Mayor Pro tem Thigpen made the motion to approve the 1<sup>st</sup> Reading of Ordinance No. 1720 for the adoption of a Community Redevelopment Tax Incentive; 2<sup>nd</sup> by Councilmember Bennett. Discussion: City Attorney Fleming cautioned Council that we need to make sure that we are in compliance with the State statute.

NEW BUSINESS (cont'd):

**Ordinance No. 1720 to Adopt a Community Redevelopment Tax Incentive – 1<sup>st</sup> Reading (cont'd):** City Attorney Fleming will need to review the State law. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative.

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

**Reports:**

- **Council Reports:** N/A
- **Mayor Report:** Mayor Culpepper commented on the looks of Downtown and the decorations.
- **City Manager Report:** City Manager Cook had no written report at this time. He did report on the start of the design work for the Theatre. He reported on there being progress with EPD on the WWTP; there will be an update in December (prepare cost scenarios).

**Announcements:**

December 2	Festival of Trees and Holiday Market; 2:00 p.m.-7:00 p.m.; Harlem Library
December 5	Planning Commission Meeting; 6:00 p.m.; Public Safety Building
December 13	Urban Redevelopment Authority Meeting; 9:30 a.m.; City Hall
December 21	City Council Regular Meeting; 7:00 p.m.; Public Safety Building
December 22	Employee Luncheon; 12:00 p.m.; Senior Center
December 25-26	City Offices Closed – Christmas Holidays
December 28	HPC Meeting; 6:30 p.m.; Public Safety Building

Mayor Pro tem Thigpen commented on the events on December 2. He expressed that when there are changes to events in the City that have gone on for years that Council should be notified as well. Several members were contacted in reference to this event and had no information and were not aware of the changes that were made.

**Executive Session:** Mayor Pro tem Thigpen made the motion to go into Executive Session to discuss a Real Estate matter; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The Regular meeting closed at 7:36 p.m.; Executive Session opened at 7:40 p.m.

Councilmember Stokes made the motion to come out of Executive Session; 2<sup>nd</sup> by Mayor Pro tem Thigpen. Motion carried with Councilmembers Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. Executive Session closed at 8:20 p.m.; the Regular meeting re-opened at 8:22 p.m.

City Attorney Fleming reported that there was one Real Estate matter discussed and that no final action was taken.

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

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With there being nothing further before Council, Councilmember Bellavance made the motion to adjourn the meeting; 2<sup>nd</sup> by Councilmember Stokes. Motion carried with Councilmember Bellavance, Bennett, Stokes and Thigpen voting in the affirmative. The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Debra E. Moore  
City Clerk