

**CITY OF GRIFFIN BOARD OF COMMISSIONERS  
REGULAR SCHEDULE MEETING  
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL  
TUESDAY, JUNE 14, 2016**

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Chairperson Dick Morrow presided, calling the meeting to order at 6:00 p.m. Commissioners attending: Cynthia Reid-Ward, Doug Hollberg, Ryan McLemore, Cora Flowers, David Brock, and Rodney McCord.

Also present were City Manager Kenny L. Smith, Staff Attorney Jessica Whalen O'Connor, and Teresa Watson to record minutes.

Pledge of Allegiance ..... Commissioner McLemore  
Invocation ..... Commissioner Hollberg

Approval of Agenda

***Motion to approve Agenda with following amendment: Consider approval for Doug Hollberg to attend MEAG Power Annual Conference at Amelia Island, Florida July 10-13, 2016 as Item #34 under Regular Agenda making Executive Session #35 by Commissioners Brock/McLemore carried 7-0.***

<b>PRESENTATIONS / DELEGATIONS</b>
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1. Consider Proclamation declaring June 2016 to be General Aviation Month.  
***Motion /second by Commissioners Hollberg/McLemore to approve carried 7-0.***
2. Recognize Cindy Barton, Archivist, with the Planning & Development Department, as the May 2016 "Strongest Link" award recipient. *Toussaint Kirk, Director of Planning and Development will address.*

The City of Griffin and Spalding County is very fortunate to have Cindy Barton as its Archivist. Over the last eighteen months, Cindy has spent hundreds of hours digging through old musty, dusty records and obscure web sites gathering information about World War I Veterans from our community. Cindy started this research project based on only a couple small clues that there might be WWI soldiers who died in service during the war, but were never honored in Griffin's Veterans Memorial Park. In 2014, using rigorous and modern research methods, additional names of fallen soldiers began to be discovered. Slowly and deliberately, the names of these 15 men were uncovered: from 100-year-old records accessed with modern digital technology, through cracked old photographs, crumbling newspaper pages, and dusty old books, their stories were revealed.

The service member's sacrifice had gone unrecognized until recently because of a lack of information about their service. However, due to Cindy's due diligence it was learned that some died on the battlefield or in European Base hospitals. It was also discovered that some of these soldiers died before they could join the fight in France: they died in training camp or on transport ships, they died because of accidents or disease – primarily during the Spanish Influenza epidemic of that era, or of the infections that attacked them in their weakened condition. Some may never have seen their families again after leaving Griffin for perhaps the first, and certainly the last time -- the goodbye at the train station on Broad Street was their last glimpse of home. But no matter whether they died in Georgia or in France, these men died as soldiers. Due to the hard work and dedication of Ms. Barton on Monday, May 30, 2016, during the Memorial Day services held at Veterans Memorial Park, the names of those 15 formerly "Lost Soldiers," 12 of whom were African American, were added to a plaque alongside their comrades at the foot of the Doughboy Monument. Mr. Kirk expressed his sincere appreciation to Ms. Barton for her work.

Ms. Barton addressed the Board, staff and colleagues. She gave a brief overview of her role as Archivist, particularly as it pertained to her research of the "lost WWI soldiers" for the Veterans Memorial Day ceremonies this year. It has been a most satisfying but lonely role.

2. Review Financial reports for April 2016. *Chief Financial Officer Markus Schwab will address.* Airport bond account needs to be reflected on the cash report. LOST collections were reviewed, and we did receive \$668,000 for Spalding County collections in May for April. Of that \$126,000 will post to the City tomorrow. If an average trend continues in the neighborhood of \$668,000 that would be disappointing, noted County Manager William Wilson, since be projected \$700,000 in monthly collections. Orchard Hill and Sunny Side are scheduled to get their collections first then the others will progress for pay-as-you-go projects as funds are available. There were no further questions.

<b>CITIZEN COMMENTS</b>
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*At this time, the Chairperson opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the*

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*jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Chairperson reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.*

There were no speakers.

<b>PUBLIC HEARINGS</b>
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*Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.*

4. Receive comments regarding the proposed budgets for fiscal year beginning July 1, 2016 and ending June 30, 2017. *City Manager Kenny Smith will address.*

This is the final public hearing before adoption of the budget later tonight. There was no comment.

<b>CONSENT AGENDA</b>
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5. Consider approval of Minutes of the May 24, 2016 Workshop and Regular Scheduled Meeting.
6. Consider, on second reading, an Ordinance amending the Code of Griffin at Chapter 30, CEMETERIES, to revise provisions relating to interment of human remains within the city; disturbance of cemeteries, burial grounds, human remains, and burial objects; and rules and regulations for use and maintenance of City owned and maintained cemeteries, sale of burial rights, etc. *City Attorney Drew Whalen and Dr. Brant Keller, Director of Public Works & Utilities will address.*
7. Consider approval to amend the City of Griffin's Fiscal Year 2015-2016 Operating and Capital Budget by appropriating \$84,560.00 (GIRMA insurance reimbursement for pump repairs) to Repairs & Maintenance Expense and reallocate \$75,000 (for new bleach system) to Capital Outlay - Other Equipment from Repairs & Maintenance Expense for Still Branch Reservoir in Water Wastewater Utility Fund. *Chief Financial Officer Markus Schwab will address.*
8. Consider approval to amend the City of Griffin's Fiscal Year 2015-2016 Operating and Capital Budget by appropriating \$28,000.00 to Revenue - Grant Proceeds from DCA and Expenditure - Payments to Other Government Agency in Community Housing Improvement Program (CHIP) Fund. *Chief Financial Officer Markus Schwab will address.*
9. Consider approval of a Task Order Form for the Dam Inspections of Still Branch Dam and Heads Creek Dam to Hazen and Sawyer in the amount of \$4,800.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*
10. Consider approval of a Maintenance Agreement for Still Branch Clearwell #1 to American Tank Maintenance in the amount of \$2,250.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*
11. Consider renewal of an annual Agreement with E. David Dickens for Foilage and Soils Environmental Services in the amount of \$7,400.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*
12. Consider approval of an agreement for the tank maintenance of Still Branch Clearwell #2 to American Tank Maintenance in the amount of \$2,250.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*
13. Consider approving Task Order for Utility Service Group for the 2016-2017 maintenance of the City of Griffin's water tanks in the amount of \$85,368.97 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*
14. Consider an amendment to the Biosolids Management Contract dated May 13, 2014, to include one year service commencing July 1, 2016 for the Sludge Management Program, to Synagro South LLC., in the amount of .0629/gallon, for the Water and Wastewater Department of the Public Works

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and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*

15. Consider renewal of the 2016-2017 Meter Reading Agreement with TruCheck for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*
16. Consider the approval of the 2016 Chemical Annual Bid in the amount of \$600,804.76 to fourteen (14) vendors for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Department will address.*
17. Consider renewal of lease for Suite 114 in One Griffin Center with Tru-Check, Inc. for a term of twelve (12) months commencing July 1, 2016. *City Manager Kenny Smith will address.*

***Motion/second by Commissioners Hollberg/McLemore to approve all Consent Agenda carried 7-0.***

<b>REGULAR AGENDA</b>
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*The Regular Agenda includes items the Commission may individually consider and possibly act upon.*

18. Consider approval of a Resolution adopting the annual Fiscal Year 2016–2017 Operating Budget appropriating expenditures and projected revenues for specified purposes, functions and activities by fund for the budget period and the Capital Improvement Program. *City Manager Kenny Smith will address.*

***Motion/second by Commissioners Hollberg/McLemore to approve carried 7-0.***

19. Consider a Resolution approving an Administrative Reorganization to match personnel changes in the FY 17 budget. *City Manager Kenny Smith will address.*

***Motion/second by Commissioners Hollberg/McLemore to approve carried 7-0.***

20. Consider approval of an Intergovernmental Agreement between the City of Griffin and Spalding County for information technology services including fiber optic communications and server services. *Chief Information Officer Jack Poland will address.*

***Motion/second by Commissioners Reid-Ward/Brock to approve carried 7-0.***

Taxpayers are the true beneficiaries of this agreement and the collaboration was appreciated.

21. Consider a letter of engagement with Raftelis Financial Consultants, Inc., for the calculation of, and support for, the City of Griffin's wholesale and retail water and sewer rates in the amount of \$20,000.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*

***Motion/second by Commissioners Hollberg/McLemore to approve carried 7-0.***

22. Consider approval of Task Order with Tetra Tech for the Watershed Sediment Evaluation for the dredging of Heads Creek Reservoir in the amount of \$126,000.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*

***Motion/second by Commissioners McCord/McLemore to approve carried 7-0.***

23. Consider approval of an agreement with Echologics A Muller Co. Company for EchoShore-DX distribution leak detection pilot study in the amount of \$54,745.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*

***Motion/second by Commissioners McCord/McLemore to approve carried 7-0.***

24. Consider approval of the FY2016-2017 Mass Water Meter Purchase from Delta Municipal Supply Company in the amount of \$472,500.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*

***Motion/second by Commissioners Brock/McLemore to approve carried 7-0.***

25. Consider approval of a TOF for the Condition Assessment of Cabin Creek Wastewater Treatment Plant to Paragon Consulting Group in the amount of \$93,275.00 for the Water and Wastewater

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Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*

***Motion/second by Commissioners Hollberg/Reid-Ward to approve carried 7-0.***

26. Consider approval of a Task Order From for the Still Branch High Rate Permit Upgrade to Paragon Consulting Group in the amount of \$14,750.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*

***Motion/second by Commissioners Hollberg/Reid-Ward to approve carried 7-0.***

27. Consider approval of a Task Order Form for the Sewer Model and Capacity Analysis for Potato Creek Sewer Basin to Paragon Consulting Group in the amount of \$285,000.00 for the Water and Wastewater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*

***Motion/second by Commissioners Brock/Hollberg to approve carried 7-0.***

28. Consider awarding the bid for Potato Creek W/WTP Generators to W.W Williams Inc. in the amount of \$298,767.00 for the Upgrade and Expansion of Potato Creek Wastewater Treatment Plant of the Public Works and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*

***Motion/second by Commissioners Hollberg/McLemore to approve carried 7-0.***

29. Consider adopting Policies and Procedures for interments and erection of monuments in City-owned and maintained cemeteries. This Resolution is pursuant to newly-revised Sec. 30-33 of the Code of Griffin. *Director of Utilities and Public Works Brant D. Keller, PhD., will address.*

***Motion/second by Commissioners Brock/McCord to approve carried 7-0.***

30. Consider approval of a work contract to Doric of Central Georgia-Doric Vault for the opening and closing of graves for the City Cemetery of the Public Works and Utilities Department. *Director of Public Works and Utilities will address.*

***Motion/second by Commissioners Reid-Ward/McLemore to approve carried 7-0.***

31. Appoint one Commissioner to the Board of Directors of the Griffin Business and Tourism Association for three (3) year term beginning July 1, 2016. *City Manager Kenny Smith will address.*

***Commissioner Reid-Ward was nominated to serve, and City Manager Smith noted the agenda item should read "Griffin-Spalding Business and Tourism Association" as this is another collaborative effort between the City and County. Motion/second by Commissioners McCord/McLemore to close nominations carried 7-0. Commissioner Reid-Ward was appointed by acclamation.***

32. Consider a professional agreement between the City of Griffin and Municipal Court Director Pamela Allen as Independent Consultant, as recommended by the Georgia Municipal Association, to conduct an Efficiency Assessment of the Griffin Municipal Court, as a pilot project for GMA, in the amount of \$2450 plus travel, and amend budget accordingly. *City Manager Kenny Smith to address.*

***Motion/second by Commissioners Hollberg/McCord to approve carried 7-0.***

33. Consider cancellation of June 28, 2016 Board of Commissioners meeting due to the Georgia Municipal Association Annual Conference, and the July 12, 2016 meeting due to the MEAG Power Annual Conference.

***Motion/second by Commissioners McLemore/Reid-Ward to approve carried 7-0.***

34. Consider approval for Doug Hollberg to attend the MEAG Power Annual Conference at Amelia Island, Florida July 10-13, 2016.

***Motion/second by Commissioners McCord/Brock to approve carried 7-0.***

35. Consider Executive Session, pursuant to O.C.G.A. Section 50-14-2(1), for the purpose of meeting with our attorney to discuss pending/potential litigation.

***Motion/second by Commissioners McLemore/Hollberg to convene Executive Session at 6:38 p.m. carried 7-0.***

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*Motion/second by Commissioners Reid-Ward/Hollberg to adjourn Executive Session and reconvene Open Meeting at 6:50 p.m. carried 7-0.*

<b>CITY MANAGER'S REPORT</b>
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*The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.*

1. The City has closed on the Ellis Road property for the new Fire Department Headquarters. The tenant has until the end of the month to vacate, the RFP for the architect should be completed shortly, and the fire truck has been ordered for delivery in October. We are refining the RFP for Old Historic City Hall as well, and that should be completed soon. We closed on 310 North 12<sup>th</sup> Street this week also and the tenant has until the end of the month to vacate.
2. Tomorrow, Wednesday, June 15, the City will be hosting a GMA Regional Workshop on Budget and Revenue Forecasting at the Welcome Center from 2 to 4 p.m. Welcome will be given by the Mayor and Chief Financial Officer Markus Schwab will be a presenter.
3. GMA District 4 Officers have been approved, and our own At-Large Commissioner, Douglas Hollberg, has been elected Third Vice President.
4. Attendees to the GMA 2016 Annual Convention in Savannah, June 24-28, 2016 will find their travel documents in the green folders at their places tonight. Please see Ms. Watson if you have any questions.
5. June 28, 2016 City Commission Meeting and Workshop are cancelled due to GMA Annual Convention, and the July 12 Meeting is cancelled due to the MEAG Power Annual Conference. So, we will not meet again as a Commission until July 26, 2016.

<b>COMMISSIONERS REPORT</b>
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***Brock***

The Police Chief and Department are doing good things, i.e. the new Internet Exchange Program. He complimented the department on its innovative ideas and noted a positive image improvement overall.

***Flowers***

The one-way street by her house has prompted a formal complaint courtesy of Eunice Jones on Austin Street. The sign indicating one-way cannot be seen until ready to turn and is causing confusion. City Manager Smith advised he would look further into a remedy for this.

***Reid-Ward***

No comments.

***Morrow***

The Airport closed on its first piece of property and 3 more signed contracts are closing in next few days.

***McCord***

He asked for prayer for our country and particularly for those in Orlando. He welcomed Ashton Elliott who was home from college and attending the meeting tonight.

***McLemore***

No comments.

***Hollberg***

He thanked everyone involved for June Jam. The American Cornhole Champion from Kentucky won the \$1000 and a great time was had by all.

<b>ADJOURN</b>
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*Motion/second by Commissioners Hollberg/McLemore to adjourn at 6:51 p.m. carried 7-0.*

Respectfully Submitted,

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Kenny L. Smith, City Manager/Secretary

Accepted:

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Dick Morrow, Chairperson