

**CITY OF GRIFFIN BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL  
TUESDAY, JANUARY 12, 2016**

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

Also present were City Manager Kenny L. Smith, City Attorney Andrew Whalen, III, and Teresa Watson to record minutes.

Pledge of Allegiance ..... Troop 4 Boy Scouts  
Invocation ..... Chairman Hollberg

Approval of Agenda

**Motion/second by Commissioners Morrow/McCord to approve agenda as amended to add as Item #46:**  
“Consider approval to purchase two Freightliner Columbia 120 series trucks in the amount of \$61,488 (\$30,744 each) from Ryder Used Vehicle Sales for use at the Transfer Station (see Ryder quotes and several others attached), approve the cash transfer from Electric Scrap Metal Sales account to Solid Waste Operating account, declare surplus two trucks (unit 975 VIN: 1HSHXAXR73J053227, a 2002 International Truck with 571,000 miles; and unit 957 VIN: 2FWYHCYB31AH60712, a 2003 Sterling 3518T Tractor with 366,000 miles), and amend the City of Griffin's Fiscal Year 2015-2016 Operating and Capital Budget by appropriating \$61,488.00 to Transfer Station Capital Outlay for Vehicles in Solid Waste Utility Fund. *Director of Central Services Phill Francis will address.*” **carried by a vote of 7-0.**

**SPECIAL ORDERS OF BUSINESS**

1. Elect Chairperson for calendar year 2016.  
*Dick Morrow was elected Chairperson (Mayor) for calendar year 2016 by acclamation on nomination by Commissioner Hollberg, after closure of nominations on motion/second by Commissioners Reid-Ward/McCord. He complimented the Board on its efforts of the past few years to work together and to work with a collective mind as to what is best for the City of Griffin. He welcomed newly elected Commissioner from District 4, David Brock. Commissioner Brock thanked the Board and said he very much looked forward to being a productive member of the Board.*
2. Appointment of Vice-Chairperson for calendar year 2016 by the new Chairperson.  
*Chairman Morrow appointed Commissioner McCord as Vice Chair (Mayor Pro-Tem) for calendar year 2016. The Chairman and Vice Chairman assumed their respective places on the dais.*

**PRESENTATIONS / DELEGATIONS**

3. Recognize Chairperson Douglas S. Hollberg for his service as Mayor of the City of Griffin for calendar year 2015. *The 2016 Chairperson will address.*

Chairman Morrow presented a gavel plaque to Commissioner Hollberg as a token of the City’s appreciation for his hard work, dedication and professionalism. Chairman Morrow noted he had learned a great deal from Commissioner Hollberg, who was already on the Board when Commissioner Morrow came on Board, and he thanked him for his efforts and his leadership.

4. Recognize Chris Allen, with the Street Department, as the December 2015 “Strongest Link” award recipient. *Brant Keller, Director of Public Works and Utilities, will address.*

Dr. Keller introduced Chris Allen, Street Construction Supervisor, noting that he does an excellent job with his many responsibilities and always with a smile. Mr. Allen as a key player is responsible for the oversight of concrete construction crew, asphalt repair crew and directs the demolition of 168 substandard houses since 2014 (54 in 2015 even with the wet weather), but he is always willing to do whatever is necessary. He also runs the heavy construction equipment. In December, he began to take on more responsibility with the retirement of the Street Superintendent looming in May of 2016. He maintains a positive mental attitude and is an effective leader to his crews. His ability during the inclement weather at year-end in 2015 to manage the ADA sidewalk compliance program, along with substandard demolitions, demonstrates his leadership, his work ethic and affirms that Chris Allen is very deserving of the recognition of Strongest Link.

5. Review Financials for November 2015. *Chief Financial Officer Markus Schwab will address.*

Mr. Schwab provided an overview of the financials for November, beginning with the cash report and asked if it was useful. The Board did want to see the report continue. Commissioner Brock noted

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greater information was better for all. There were no questions on the LOST statement or the interim statements. The Board thanked Mr. Schwab.

**CITIZEN COMMENTS**

*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 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 public comments.

**PUBLIC HEARINGS**

*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.*

6. Receive comments regarding a request for a special use permit to expand a single family dwelling in the HDR-A zoning district located at 1026 W. Poplar Street, submitted by Griffin Area Habitat for Humanity.

There were no public comments.

7. Receive comments regarding a request to rezone the property located at 898 E. Solomon Street consisting of 0.18 +/- acres from Medium Density Residential (MDR) to Neighborhood Business District (NBD), submitted by Triple 9 Grocery, LLC. *Planning and Development Director Toussaint Kirk will address.*

There were no public comments.

8. Receive comments regarding a request to amend the Unified Development Code, of the City of Griffin, Article 7, Table 7.3, Zoning Districts, to allow Temporary Fireworks Stand, meeting the minimum standards of NFPA 1124 to operate as a permitted use along specified commercial corridors in the Planned Commercial District. *Toussaint Kirk, Director of Planning & Development will address.*

There were no public comments.

**CONSENT AGENDA**

9. Consider approving Minutes of the December 8, 2015 Workshop and Regular Monthly Meeting.

***Motion/second by Commissioners Hollberg/McLemore to approve Consent Agenda (both sets of minutes) carried 5-0-2 with Commissioners Flowers and Brock abstaining as they were absent.***

**REGULAR AGENDA**

*The Regular Agenda includes items on which the Commission will individually consider and possibly take action.*

10. Consider approval of a request for a special use permit to expand a single family dwelling in the HDR-A zoning district located at 1026 W. Poplar Street, submitted by Griffin Area Habitat for Humanity. *Planning and Development Director Toussaint Kirk will address.*

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

11. Consider a request to rezone the property located at 898 E. Solomon Street consisting of 0.18 +/- acres from Medium Density Residential (MDR) to Neighborhood Business District (NBD), submitted by Triple 9 Grocery, LLC. *Planning and Development Director Toussaint Kirk will address.*

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

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12. Consider approval of a request to amend the Unified Development Code, of the City of Griffin, Article 7, Table 7.3, Zoning Districts, to allow Temporary Fireworks Stand, meeting the minimum standards of NFPA 1124 to operate as a permitted use along specified commercial corridors in the Planned Commercial District. *Toussaint Kirk, Director of Planning & Development will address.*  
***Motion/second by Commissioners Hollberg/McLemore to approve carried by a vote of 7-0.***
13. Consider first reading of an update to the City of Griffin's Sewer Use Ordinance. The ordinance has been updated to comply the City of Griffin's National Pollutant Discharge Elimination System (NPDES) Permits. *Director of Public Works and Utilities Department, Brant Keller, will address.*  
***Motion/second by Commissioners Hollberg/McLemore to approve carried by a vote of 7-0.***
14. Consider approval of the negotiated bid and work contract Section 319(h) FY 14 Grant – Element 12 AZ Kelsey Avenue Ecosystem Restoration Project City of Griffin to McLeroy Inc., in the amount of \$1,089,177.00 for the Stormwater Department of the Public Works and Utilities Department. *Director of Public Works and Utilities Brant D. Keller will address.*  
***Motion/second by Commissioners Hollberg/McCord to approve carried by a vote of 7-0***
15. Consider purchase of the SCADA system for the Flint River Pump Station in the amount of \$110,804.00 from MR Systems 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 by a vote of 7-0.***
16. Consider approving the repair of Distribution Pump #5 at Harry Simmons by Cole Technology Inc. PMC in the amount of \$22,757.91 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 by a vote of 7-0.***  
***Motion/second to move Item #46 up to this point before appointments by Commissioners Reid-Ward/Hollberg carried 7-0.***
46. Consider approval to purchase two Freightliner Columbia 120 series trucks in the amount of \$61,488 (\$30,744 each) from Ryder Used Vehicle Sales for use at the Transfer Station (see Ryder quotes and several others attached), approve the cash transfer from Electric Scrap Metal Sales account to Solid Waste Operating account, declare surplus two trucks (unit 975 VIN: 1HSHXAXR73J053227, a 2002 International Truck with 571,000 miles; and unit 957 VIN: 2FWYHCYB31AH60712, a 2003 Sterling 3518T Tractor with 366,000 miles), and amend the City of Griffin's Fiscal Year 2015-2016 Operating and Capital Budget by appropriating \$61,488.00 to Transfer Station Capital Outlay for Vehicles in Solid Waste Utility Fund. *Director of Central Services Phill Francis will address.*  
***Motion/second by Commissioners Reid-Ward/Brock to approve purchase of vehicles as presented and amend the budget accordingly carried 7-0.***
17. Consider resolution authorizing the 2016 Mayor/Chairperson and renaming Kenny Smith, City Manager, as the two approved signatories in relation to the MEAG, City of Griffin Municipal Trust. *Electric Director Bill Bosch will address.*  
***Motion/second by Commissioners Hollberg/Brock to approve carried by a vote of 7-0.***
18. Consider approval to allow MEAG Power to continue, as in years past, to make voluntary deposits of off-system energy sales into the City of Griffin Flexible Short Term Portfolio and authorize Chairperson/City Manager to complete election form for same. *Electric Director Bill Bosch will address.*  
***Motion/second by Commissioners Hollberg/McLemore to approve carried by a vote of 7-0.***
19. Consider approval of the 2016 City of Griffin Board of Commissioners meeting schedule.  
***Motion/second by Commissioners Hollberg/Flowers to approve carried by a vote of 7-0.***
20. Appoint Voting Delegate to Special Membership Meeting at GMA Mayors Day Conference on Sunday, January 24, 2016.  
***Motion/second to appoint Commissioner McCord as Voting Delegate, made by Commissioners Hollberg/McLemore, carried 7-0.***
21. Consider a Resolution making an appointment to the office of Judge of Municipal Court and approving compensation for said position.

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*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing William G. Johnston III as Municipal Court Judge and setting compensation for this position carried by a vote of 7-0.*

22. Consider a Resolution making appointment to the office of City Attorney and approving compensation for said position.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Andrew J. Whalen III as City Attorney and setting compensation for this position carried by a vote of 7-0.*

23. Consider Resolution making appointment to the office of Municipal Court Solicitor and approving compensation for said position.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Jessica W. O'Connor as Municipal Court Solicitor and setting compensation for this position carried by a vote of 7-0.*

24. Consider Resolution appointing Assistant Municipal Court Solicitor and approving compensation for said position.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Elizabeth Poole O'Neal as Assistant Municipal Court Solicitor and setting compensation for this position carried by a vote of 7-0.*

25. Consider Resolution making appointment to the office of Municipal Court Clerk and approving compensation for said position.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Yolanda Walker as Municipal Court Clerk and setting compensation for this position carried by a vote of 7-0.*

26. Consider approval of Employment Contract between The Board of Commissioners and the City Manager.

*Motion/second by Commissioners Hollberg/McLemore to approve Employment Contract with City Manager and authorize execution by Chairperson carried by a vote of 7-0.*

27. Consider Resolution making appointment to the office of Municipal Registrar and approving compensation for said position.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Teresa A. Watson to the office of Municipal Registrar and setting compensation for this position carried by a vote of 7-0.*

28. Consider Resolution appointing Teresa A. Watson, Executive Secretary to the City Manager, as Assistant Secretary to the Commission.

*Motion/second by Commissioners Hollberg/McLemore to approve Resolution reappointing Teresa A. Watson to the position of Executive Secretary to the City Manager and Assistant Secretary to the Commission carried by a vote of 7-0.*

Chairman Morrow noted that the balance of items to be considered tonight were appointments to various boards, committees and authorities. Nominations will be made, after which there will be a motion/second to close nominations. If there are more nominations than there are available positions, we will vote on them to arrive at the final person.

29. Board appoints annual Commissioner to the Board of Health.

*The Board appoints Chairman Morrow to the Board of Health, on nomination by Commissioner Hollberg with nominations closed on motion/second by Commissioners McCord/Flowers and a vote of 7-0.*

30. Appoint Commissioner to the Chamber of Commerce Board of Directors. Annual appointment is Chairperson or Chairperson's designee.

*Chairman appoints to the Chamber of Commerce Board Commissioner Brock.*

31. Appoint three (3) members to the Griffin Environmental Council to three-year terms set to expire 12/31/18.

*Mr. Stover, Mr. Hutcheson and Ms. O'Quinn have the three terms that expired 12/31/15. There are five applications: Bob Rice, Wanda Moore, Kate O'Quinn, Wayne Cruse and Tim Jones. Appointments were made for Bob Rice and Wanda Moore, with a reappointment of Kate*

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*O'Quinn, on nomination by Commissioner Hollberg after motion/second to close nominations by Commissioners McLemore/Hollberg which carried 7-0.*

32. Appoint Commissioner to Griffin Downtown Council. Annual appointment is Chairperson or Chairperson's designee.

*Chairman appoints to the Griffin Downtown Council Commissioner Hollberg.*

33. Appoint two (2) members to the Griffin-Spalding Airport Authority. One City appointment for a six (6) year term to expire 12/31/21; and one Commission appointment for the commissioner's term of office.

*There are three applications for the term of Brett Lavender that expired 12/31/15: George Barnes, Brett Lavender and Raymond Crossnine. The Airport Authority has recommended that Mr. Lavender be reappointed.*

*Commissioner Hollberg nominated Brett Lavender to the G-S Airport Authority and Commissioner Brock as the Commissioner appointment, after motion/second by Commissioners Hollberg/McLemore to close nominations. Motion carried 7-0.*

34. Appoint two (2) members to the Griffin-Spalding Development Authority; One citizen appointee for a three-year term set to expire 12/31/18; and a Commissioner (Chair or designee) appointed annually.

*Applications have been received for this appointment from Daa'ood Amin and Tim Jones.*

*Appointment of Daa'ood Amin to the G-S Development Authority as citizen appointee and Chairperson Morrow as Commission representative, nominated by Commissioner Hollberg, was approved 7-0 after motion/second by Commissioners Hollberg/McLemore to close nominations.*

35. Appoint Commissioner to Griffin/Spalding E-911 Board. Annual appointment is Chairperson or Chairperson's designee.

*Chairman appoints to the G-S E-911 Commissioner Flowers.*

36. Appoint one (1) member to the Griffin-Spalding Hospital Authority for a four-year term set to expire 12/31/19, and a Commissioner liaison.

*Nomination by Commissioner Hollberg to appoint Cal Oxford to the G-S Hospital Authority as member, and Commissioner Brock as Ex-Officio Commissioner liaison, after motion/second by Commissioners Hollberg/McLemore to close nominations, carried 7-0.*

37. Appoint one (1) member to the Historic Preservation Committee for a three-year term set to expire 12/31/18.

*Reappointment of Charles Penny to the Historic Preservation Committee on nomination by Commissioner Hollberg, after motion/second by Commissioners Hollberg /McLemore to close nominations, carried 7-0.*

38. Appoint two (2) members to the Griffin Housing Authority for five-year terms set to expire 12/31/20, and appoint a liaison Commissioner.

*These two applicants have been recommended for reappointment by the Housing Authority.*

*Reappointment of Lee Hancock and Gloria Pine to the Griffin Housing Authority on nomination by Commissioner Hollberg, after motion/second by Commissioners Hollberg/McLemore to close nominations, carried 7-0. Chairman appoints to the Griffin Housing Authority as Commissioner liaison, Commissioner Reid-Ward.*

39. Appoint to Main Street Program three (3) members for three-year terms to expire 12/31/18; One (1) Local Architect / Building Contractor, one (1) Business / Property Owner, and one (1) Neighborhood District Resident.

*Applications were received by Paul Cropsey as Local Architect, Marcia Collins as Business/Property Owner and Daa'ood Amin as Neighborhood District Resident. Commissioner Hollberg nominated these three for the appropriate vacancies. Motion/second by Commissioners Hollberg/McLemore to close nominations carried 7-0.*

40. Appoint to Pension Committee two (2) members for one-year terms set to expire 12/31/16.

*Appointment of Connie Hendrix to the Pension Committee as Employee Participant and David Weldon as Retiree Participant, on nomination by Commissioner Hollberg, after motion/second to close nominations by Commissioner McCord/McLemore. Motion carried 7-0.*

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41. Appoint to Planning and Zoning Board three (3) district representative members, District 3 and District 6, for three-year terms set to expire 12/31/18, and District 4 (for the unexpired term of David Brock set to expire 12/31/17).

*Commissioner McLemore appoints for District 3: David Castile*

*Commissioner Brock appoints for District 4: Joanne Todd*

*Commissioner McCord reappoints for District 6: Gregory McLarin.*

42. Appoint annual City Commissioner liaison and City Law Enforcement Representative to Spalding County Collaborative Authority for Families and Children.

*Commissioner Hollberg nominated as Law Enforcement Rep (as recommended by PD): Lt. Curtis Keys and Commissioner McLemore nominated Commissioner Reid-Ward to continue as Commissioner liaison. Motion/second to close nominations by Commissioners Hollberg/ McCord carried 7-0.*

43. Appoint one city Commissioner to Three Rivers Board of Directors "for a period of time to run concurrent with official's term of elected office." Appointment is Chairperson or Chairperson's designee.

*Chairman appoints Commissioner Hollberg.*

44. Appoint to Griffin-Spalding Area Transportation Committee two (2) At-Large City Members for annual terms to expire 12/31/16, as well as two (2) City Commissioners and Ex-Officio City Members by Position/Designee.

*Nomination to appoint as at large City members Michelle Cannon and Neal Bonds by Commissioner Hollberg. Nomination to reappoint Commissioners Hollberg and Morrow by Commissioner McLemore. Motion/second to close nominations by Commissioners Hollberg/McLemore carried 7-0.*

*The Ex-Officio Fire Chief/designee will be appointed by the Fire Chief and the Ex-Officio Police Chief/designee will be appointed by the Police Chief.*

45. Appoint Commission Chairperson to Workforce Investment Council Chief Elected Officials Organization.

*As this position is designated only for Mayor/Chairman by CCEO bylaws, Chairman Morrow will serve.*

46. Already handled previously in the meeting.

<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.*

- Mr. Smith thanked Ms. Watson for all her efforts at coordinating the board appointment process.
- The City Manager is to attend FBINAA Training in Augusta January 14-15, 2016.
- Martin Luther King, Jr. Day is Monday, January 18, 2016. The parade will begin at 3 p.m. One Commissioner needs a golf cart so far, but if others need a cart, please give the office a call to arrange. City offices are closed on Monday for the holiday.
- City Department Directors' Goals Workshop will be held on Friday, January 22, 2016 at the Senior Center Conference Room on Memorial Drive, from 8 am - 5 pm.
- The 2016 GMA Mayors' Day Conference in Atlanta will be January 22-25, 2016.
- Commissioners, remember to reserve the date of Feb. 4-5 on your calendars for the Archway Intergovernmental Retreat in Carrollton at the Marriott Courtyard.
- A date for the annual Board of Commissioners Goals Workshop needs to be set. General consensus of the Board was the fourth Tuesday, February 23, all day. This would be the date for the normal monthly workshop but we will use it for the annual Commissioners' Goals Workshop instead.
- The legislature is now in session. There will be a reduction in local share of TAVT from 45% to 40.55% so losing more local dollars with this 5% reduction. GDOT has

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already instituted this, so probably about \$25,000 will be lost, based on what was budgeted for TAVT this year.

**CITY COMMISSIONER COMMENTS**

*Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.*

***Brock***

No comments.

***Flowers***

No comments..

***Reid-Ward***

She thanked Commissioner Hollberg, as well, and looks forward to 2016 for the City.

***Hollberg***

He thanked the Boy Scouts Troop 4 for their attendance tonight as they work diligently on citizenship badges. They have been touring governmental facilities and will write a report on same. This has been a great year on many fronts for the Board. It was good to see former Commissioner Beyah in attendance, as well. Land Bank issues are resolving. He thanked the Board and Staff for all their efforts, and he looked forward to this next year, as well.

***McLemore***

He thanked Commissioner Hollberg for a great year and congratulated Chairman Morrow and Commissioner McCord pm their election and appointment as Chair and Vice Chair.

***McCord***

He echoed the thankful sentiments for Commissioner Hollberg's year as Chairman, and he looked forward to working with commissioners.

***Morrow***

Chairman Morrow noted three things: 1) Cynthia Barton, the Archivist, is looking for WWI and WWII soldiers who are missing from the WWI and WWII monuments. The Military Affairs Committee of the Chamber has raised money to add these missing soldiers. We will unveil these newly added names on Memorial Day and we will be looking for relatives/family for that ceremony for the plaques. 2) Archway Partnership rules of engagement say the Mayor (or his designee) and the City Manager will serve, so he would like to designate Commissioner Hollberg to continue in this capacity. 3) The FAA gave a nod to proceed with the purchase of the first 41 pieces of property. This has been 15 years in coming, so they are ready to move ahead with acquisition and continue with environmental and appraisal work. The real estate team will move ahead with acquisition, and he will provide more information later.

**ADJOURN**

*Motion/second by Commissioners McLemore/Hollberg to adjourn at 6:57 pm carried 7-0.*

Respectfully Submitted,

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Kenny L. Smith, City Manager/Secretary

Accepted:

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Dick Morrow, Chairperson