

CITY OF GRIFFIN BOARD OF COMMISSIONERS  
REGULAR SCHEDULE MEETING  
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL  
TUESDAY, DECEMBER 13, 2016

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

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

Pledge of Allegiance ..... Chairman Morrow  
Invocation ..... Commissioner Hollberg

Approval of Agenda - *Motion/second to approve by Commissioners Hollberg/McLemore carried 6-0.*

<b>PRESENTATIONS / DELEGATIONS</b>
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- 1. Recognize the retirement of Lt. Darrell Dix from the City of Griffin Police Department after 29 years of service. *Police Chief Mike Yates will address.*

Police Chief Yates noted it was with mixed emotions that we say happy retirement to Lt. Darrell Dix. We hate to see Lt. Dix leave City employment but are proud to see him move forward to the office of Sheriff. He noted that since joining the City of Griffin Police Department as a Patrolman on July 15, 1987, Lt. Darrell Dix has gone on to serve in many capacities, including Training Coordinator, SWAT Coordinator, and Narcotics to name just a few. He has been a very visible and responsible presence in public safety for the City throughout these years, and the City is very proud to have had the benefit of his service and is proud to wish him well in his new venture as Sheriff-elect for Spalding County. He presented a shadowbox of mementoes from Lt. Dix's tenure with the City.

Lt. Dix introduced his wife Michelle and noted a few particulars about the City of Griffin Police Department. He was proud of the department and thanked Commissioners for their support. The leadership here has been phenomenal. He looks forward to a better level of cooperation between the Sheriff's Office and the City Police Department and pledged his support to fight to bridge gaps and build back trust for law enforcement and its officers. He said he was humbled to be able to work here for 29 years and looked forward to working together in spirit for a lot longer.

- 2. Recognize Melissa Brock, Municipal Court Clerk, as the November 2016 "Strongest Link" award recipient. *Judge William Johnston and Staff Attorney Jessica O'Connor will address.*

The "Strongest Link" Award is given monthly to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a "strong link" in the chain. Nominations are received from any City employee and are vetted by Department Directors who recommend the award recipient to the City Manager. The recognized employee receives one day off with pay, a gift certificate from a local restaurant, a "Strongest Link" plaque, and the symbolic "chain", which he will be the custodian of until a subsequent employee is recognized.

Melissa Brock was nominated by City Staff Attorney Jessica Whatley O'Connor, who noted that Ms. Brock deserves to be recognized for the work she has done with the Municipal Court for the last eleven (11) years; however, the last three (3) months of her employment with the City exemplifies the work ethic and dedication she has to her job, to the Municipal Court, and to the City of Griffin. When a sudden retirement left Melissa as the only employee with the Court, she never once complained. Instead, she took an active role in bettering the Court – working on weekends, working late at night, etc. Melissa has implemented countless policies and procedures to create a more efficient and reliable Municipal Court. She has trained two Police Department employees to help her while court is becoming fully staffed. Melissa has learned financial issues, legal premises and administrative qualities as she has maneuvered through this difficult process. Her ability to learn on the go, train other employees and keep a positive attitude clearly demonstrate that Melissa Brock is worthy of the designation "Strongest Link in the Chain" for the Municipal Court and for the City.

Ms. Brock was unable to attend tonight as she is away at Municipal Court Clerk training. City Manager Kenny Smith tried to coordinate with Ms. Brock via FaceTime to accept this award but

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TUESDAY, DECEMBER 13, 2016**

2

there were technical difficulties. Municipal Court Judge William Johnston praised Ms. Brock as a true public servant. She has addressed all issues systematically, with diligence and with great success. He noted the City of Griffin is lucky to have Melissa Brock.

3. Review Financial reports for October 2016. *Accounting Manager Chuck Olmstead will address.*

In the absence of Chief Financial Officer, Markus Schwab, Accounting Manager Chuck Olmstead offered to answer questions from the Board. Mr. Schwab is still undergoing therapy after surgery but hopefully should be fully recovered shortly. The financial statements look good for four months into the current year. There were no questions.

#### **CITIZEN COMMENTS**

*At this time, the Chairperson opened 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.*

#### **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.*

4. Receive comments regarding a request to rezone nine (9) parcels located along Searcy Avenue and five (5) parcels located on Donna Circle from Medium Density Residential (MDR) to Planned Industrial Development (PID) submitted by Paragon Consulting Group. *Planning and Development Director Toussaint Kirk will address.*

Mr. Kirk noted that Planning Staff has evaluated proposed rezoning request 16-REZ-06, submitted by Paragon Consulting Group, for 9 parcels located along Searcy Ave. and 5 parcels located along Donna Circle for their compatibility with the Future Land Use Map (FLUM) of the Comprehensive Plan and the zoning district being requested. The applicant's request is not compatible with the FLUM, which has identified these parcels for commercial/residential land use. The applicant is seeking the rezoning in order to incorporate these parcels into the adjacent parcel to the east known as Newton Crouch Company. The applicant's rezoning request to PID, if approved, will be consistent with adjacent property uses in the area. Both Planning Staff and the Planning & Zoning Board recommend approval.

Commissioner Hollberg noted he would be abstaining from discussion and vote on this agenda item as he had personal interests in the area.

#### **CONSENT AGENDA**

5. Consider approval of Minutes of the November 22, 2016 Workshop and Regular Scheduled Meeting of the City of Griffin Board of Commissioners.
6. Consider for approval the purchase of 504, ninety-five gallon refuse carts for use in the Residential Collection Division of the Solid Waste Dept. from OTTO Environmental Systems Inc. for a total price of \$22,680.00. *Central Services Director Phill Francis will address.*
7. Consider approval to award to low bidder Strack, Inc. completion of a 20-inch steel cased bore under natural gas transmission pipelines in the Lakes at Green Valley Industrial Park in the amount of \$22,000. *Electric Director Dan Thompson will address.*
8. Consider renewal of Standard Office Lease between the City of Griffin and G. Alan Dodson for Suite 405 of One Griffin Center in the amount of \$15,000.00 per year. *Downtown Development Authority Executive Director Kenwin Hayes will address.*
9. Consider approval to surplus three (3) pieces of fire department equipment: 1) Unit 314 -A 1997 Ford Crown Victoria, VIN# 2FALP71W8VX137285, 2) Unit 330 - A 1958 GM 60 KW Diesel

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TUESDAY, DECEMBER 13, 2016**

3

Generator, Serial # 15800-61, and 3) Unit 319 - A 1996 Southern Coach 1250 GPM pumper, VIN# 08004CJ018H and offer for sale on GovDeals. Proceeds from sale to be designated for new fire headquarters. *Fire Chief Tommy Jones will address.*

***Motion/second by Commissioners Hollberg/Brock to approve all Consent Agenda carried 6-0.***

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

10. Consider request (16-REZ-06) to rezone nine (9) parcels located along Searcy Avenue and five (5) parcels located on Donna Circle from Medium Density Residential (MDR) to Planned Industrial Development (PID) submitted by Paragon Consulting Group. *Planning and Development Director Toussaint Kirk will address.*

***Motion/second by Commissioners McLemore/Reid-Ward to approve carried 5-0-1 with Commissioner Hollberg abstaining as previously noted.***

11. Consider approval of a Supplement to Master Services Agreement with Paragon Consulting Group Inc. for the sum of \$65,250.00 for engineering at the Shoal Creek Landfill required by Georgia EPD for submittal of a Vertical and Lateral Expansion Plan and amend the budget accordingly. *Central Services Director Phill Francis will address.*

***Motion/second by Commissioners McCord/Brock to approve carried 6-0.***

12. Consider approval of agreement with Moreland Altobelli Associates for the Transportation Scoping Project PI0015101 Solomon Street Intersection Improvement Project in the amount of \$250,000.00 for the Public Works and Utilities Department. *Director of Public Works and Utilities Department Brant D. Keller will address.*

***Motion/second by Commissioners Reid-Ward/Hollberg to approve carried 6-0.***

<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. Ms. Brock has just texted her thanks for the Strongest Link designation.
2. Municipal Court will be moving on December 19 into its new office space on the second floor.
3. The Airport Authority last evening gave its approval to continue with fireworks in the same manner for one more year provided there is enhanced security at the airport to alleviate last year's problems.
4. Christmas Holidays will be Friday, 12-23-16 and Monday, 12-26-16; City offices will be closed.
5. Reminder that the December 27, 2016 Workshop and Regular Meeting are cancelled.
6. Groundbreaking at Park Point will be Wednesday, December 14, at 11 am.
7. New Year's Holiday will be observed on Monday, January 2, 2017.
8. The deadline for board vacancy nominations is Friday, January 6, 2017. These annual appointments will be at our next Board meeting on Tuesday, January 10, 2017.
9. As an update on SPLOST projects, Mr. Smith spent the afternoon at Historic City Hall, for planning meetings with the architects and project manager, and architects are also working on the new fire station, with construction to begin after the first of next year.
10. There have been many accomplishments this past year. He thanked Staff and wished everyone Happy Holidays.

<b>COMMISSIONERS REPORT</b>
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***Whalen – The City Attorney wished everyone a Merry Christmas.***

***Brock – He apologized for missing the Workshop this morning. He, too, thanked Staff and the City Manager for a great year and wished everyone Happy Holidays.***

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TUESDAY, DECEMBER 13, 2016**

4

*Flowers - Absent*

*Reid-Ward – This has been a very good year for many and probably her most enjoyable to date as a Commissioner. We accomplished much and she noted she was very proud of Staff and the City Manager. She wished all a Merry Christmas.*

*Morrow – He complimented the City Manager on the handling of this huge issue with Municipal Court. He was amazed at how effortless Mr. Smith took the recommendations in stride and proceeded to make it work. He noted that he had chaired this Commission for the last time, and it has been very rewarding and fun. This team is great and we work well together. He was not sure how it could be any better except to say that GDOT could be more cooperative. He thanked the press, as well, and wished everyone a Merry Christmas.*

*McCord – He wished all a Happy and Safe Holiday Season.*

*Hollberg – He echoed the sentiments of others and noted he was proud of staff and everyone at the City. He concluded by wishing everyone a very Merry Christmas.*

<b>ADJOURN</b>
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*Motion/second by Commissioners McCord/McLemore to adjourn at 6:27 pm carried 6-0.*

Respectfully Submitted:

Accepted:

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Kenny L. Smith, City Manager/Secretary

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Dick Morrow, Chairperson