

**OFFICIAL MINUTES  
RINCON CITY COUNCIL MEETING  
MONDAY, FEBRUARY 13, 2017  
COUNCIL CHAMBERS  
107 W. 17<sup>TH</sup> STREET  
7:00 PM**

**Councilmembers Present:**

Reese Browher  
Paul Wendelken  
James Dasher  
Levi Scott, Jr.  
Christi Ricker  
Ann Daniel

**Present:**

Ken Lee, Mayor  
W.E. Smith, Jr., City Manager  
Dulcia King, City Clerk  
LaMeisha Kelly, City Planner  
Tim Bowles, Public Works  
Phillip Scholl, Police Chief

The meeting was called to order at 7:06 PM. The Invocation was given by Councilmember Scott and the Pledge to the Flag was recited.

**Approval of the agenda:**

Motion to approve: Councilmember Daniel  
Second: Councilmember Ricker  
Vote: Unanimous

**Approval of the January 30, 2017 minutes:**

Motion to approve: Councilmember Daniel  
Second: Councilmember Ricker  
Vote: 5 yes votes, Councilmember Scott abstained

**Unfinished Business:**

**1. First Reading on an Ordinance to amend Article 6 (Zoning Districts) of the City of Rincon Zoning Ordinance to create a RR 2.5 - Single Family Residential District, which is a single family residential district with a 2.5 acre minimum lot size.**

Mrs. Kelly said there was a public hearing for this item, but there were errors in the guidelines. A workshop was held and the issues were discussed and addressed so she is bringing this back to Council. If someone wants to be zoned RR 2.5 they will have to come before Council to do so. Additional changes that are needed: under letter D) Church needs to be removed from

conditional uses; and letter L) should read, minimum open space (% of total project development area): 55%, not 50%.

Motion to approve: Councilmember Daniel

Second: Councilmember Scott

Vote by Council: Unanimous

**New Business:**

**1. Consider sponsorship of the Olde Effingham Days Festival held on April 22, 2017.**

Councilmember Ricker recommended sponsoring \$501.00 for the Double Gold sponsorship level.

Motion to approve: Councilmember Ricker

Second: Councilmember Daniel

Vote by Council: Unanimous

**2. Request approval to repair a second replacement pump as a backup for the Towne Park East lift station at a cost of \$9,847.00. LI #50.7270.4404**

Mr. Bowles informed Council this is the second pump that needed to be repaired. He said there will be two back up pumps so the next time one goes out we won't have to buy one.

Motion to approve: Councilmember Dasher

Second: Councilmember Ricker

Vote by Council: Unanimous

**3. BRW Construction Group, LLC requests approval of payment in the amount of \$9,515.00 for membrane cleaning at WWTP. LI# 50.7280.2202**

Marcus Saks with P.C. Simonton and Assoc., Inc. was present. He said this is for the membrane removal and cleaning.

Motion to approve: Councilmember Browner

Second: Councilmember Ricker

Vote by Council: Unanimous

**4. P. C. Simonton requests approval of Pay Request #12 in the amount of \$7,200.00, for engineering services associated with the WWTP Headworks replacement.**

**LI# 50.7280.4411**

Mr. Saks said this for wrapping the design aspects of the project up, and moving into the bid process, once approval is received from GEFA.

Motion to approve: Councilmember Dasher

Second: Councilmember Scott

Vote by Council: Unanimous

**5. P. C. Simonton requests approval of Pay Request #13 in the amount of \$5,400.00, for engineering services associated with the WWTP Headworks replacement.  
LI# 50.7280.4411**

Motion to approve: Councilmember Daniel

Second: Councilmember Wendelken

Vote by Council: Unanimous

**6. HHNT Consulting Engineers requests approval of pay request #8 in the amount of \$2,063.61 for engineering services associated with the Lower Floridan Well project.  
LI# 40.6260.4418**

Corrected pay amount on agenda item from \$2063.61.00 to \$2063.61. Mrs. Kelly said it has taken a while to get easements from the Railroad and Georgia Power. Mr. Bowles said the Railroad's right of way overrides the DOT right of way.

Councilmember Browher wanted it on the record how disappointed he has been over HHNT lack of appearances at meetings.

Motion to approve: Councilmember Scott

Second: Councilmember Wendelken

Vote by Council: Unanimous

**7. Request to approve payment in the amount of \$21,914.20 to Georgia Power for the relocation of a light pole for the Hwy 21 Improvements. LI# 70.4430.4412**

Mr. Bowles said this was the big pole that was moved to widened Highway 21, Councilmember Wendelken asked if this is this coming out of the Kroger money, the answer is yes.

Motion to approve: Councilmember Daniel

Second: Councilmember Wendelken

Vote by Council: Unanimous

**8. HES Environmental, Inc. requests approval of Pay Request in the amount of \$96,525.00, for work completed on the Lost Plantation Golf Course Storm Drain project.  
LI# 10.4430.4415**

Doug Morgan said the work has been completed.

Council had questions about if we were going to get reimbursed by FEMA, if we missed the deadline. Mrs. Kelly said we are scheduled to get reimbursement from FEMA, the percentages does not apply to this project. She said the process is to complete the work, bid it out, complete the work, pay for the work, file a claim with the insurance company and then send a claim to FEMA.

Motion to approve: Councilmember Dasher

Second: Councilmember Scott

Vote by Council: Unanimous

**9. HES Environmental, Inc. requests approval to begin one-year maintenance period for the Lost Plantation Golf Course Storm Drain project. LI# 10.4430.4415**

Mr. Morgan informed Council the punch list items have been completed and the deadline was met by one day. Mr. Smith mentioned that an evaluation score card for HES Environmental was included in the packet.

Motion to approve: Councilmember Ricker  
Second: Councilmember Browher  
Vote by Council: Unanimous

**10. Approval of a job description for Administrative Coordinator.**

Councilmember Wendelken said this seems to be a lot for one person. Councilmember Scott said it would be better if it was structured where there would be a percentage of duties, 60% on one job and 40% on another. A motion was made to table item.

Motion to table: Councilmember Browher  
Second: Councilmember Wendelken  
Vote by Council: Unanimous

**11. Administrative Reports:**

**City Manager** – Mr. Smith informed Council that he is going to training.

**City Engineer** – Mr. Morgan said RB Baker should have their punch list completed in a couple of weeks and DOT will do their inspection.

**Chief of Police** – A written report was included. Councilmember Browher said he rode with Sgt. Murrell, and it was a good opportunity to see what is going on and he commended that shift. Councilmember Dasher said he was fortunate to go on a fire call. Councilmember Wendelken said if you ever have a chance to listen to a portable radio, there aren't that many fire calls; it is mostly first responder calls for lift assist.

**Building/Zoning Dept.** – A written report was included in the packet, Mrs. Kelly also handed out a yearly CCR fee report to Council. She informed Council a workshop is needed, but finance will need to be there and she will have to check with Linda Rahn, also Omni Trax will need to be discussed. There will need to be a City County meeting and it will probably be in March. Mrs. Kelly also said the baskets for Mayor's Day were enjoyed and they were able to meet up with a lot of people.

**Water/Sewer/Public Works** – A written report was included in the packet.

**Mayor and Council** – Councilmember Daniel asked if a workshop was needed to discuss the job description would that hold up the process, Mr. Smith said one week or two won't matter. Mr. Bowles mentioned the word about the free firewood at Public Works must have got out to the public. Councilmember Scott said the City would have to apply for a DOT permit to move the old post office to its new location. Council asked about the Kate's Cove drainage issue, the HOA president called Mrs. Kelly and she said this is not a City issue, she will write a formal

letter of reply. Councilmember Browher asked about the Lauren Wood drainage issue, Mrs. Kelly said she had to hunt down an easement for one property. Councilmember Wendelken said we might want to take on a greater self-insurance role when it comes to worker's compensation. Councilmember Browher asked about golf course, Mayor Lee said we had some of the same issues as last year, but Mr. Zeigler is able to get it under control better than last year.

**12. Executive session to discuss personnel, pending litigation, attorney client privilege, and real estate.**

Motion: Councilmember Dasher

Second: Councilmember Ricker

Vote by Council: Unanimous

Motion to return to meeting: Councilmember Ricker

Second: Councilmember Scott

Vote by Council: Unanimous

**13. Follow the statutes of executive session, to put on file an executive session affidavit and resolution.**

Motion to approve: Councilmember Ricker

Second: Councilmember Scott

Vote by Council: Unanimous

**14. Take any action that is needed on the items from executive session.**

No action taken.

**Adjourn:**

Motion to adjourn: Councilmember Scott

Second: Councilmember Browher

Vote by Council: Unanimous