



**CITY OF RINCON
OFFICIAL MINUTES
RINCON CITY COUNCIL CALLED MEETING
MONDAY, DECEMBER 3, 2018
COUNCIL CHAMBERS
107 W. 17TH STREET
7:00 PM**

Councilmembers Present:

Paul Wendelken
Reese Browher
Levi Scott, Jr.
James Dasher
Ann Daniel
Kevin Exley

Present:

Ken Lee, Mayor
John Klimm, City Manager
Raymond Dickey, City Attorney
Dulcia King, City Clerk
Corey Rahn, Fire Chief
LaMeisha Hunter Kelly, City Planner
James Jefferson, Finance Director

The meeting was called to order at 7:04 PM. The Invocation was given by Councilmember Wendelken and Pledge to the Flag was recited.

Approval of the agenda with the addition of new business item 4A:

Approval of Lost Plantation neighborhood annual Golf Cart Christmas Parade on December 8, 2018, waive the special events permit fee and provide a police officer to lead the parade.

Motion to approve: Councilmember Scott
Second: Councilmember Dasher
Vote by Council: Unanimous

Public Hearing #1:

Turn meeting over to public hearing officer, Raymond Dickey:

Public Hearing on petition filed by WMNH, LLC. requesting a Zoning Map Amendment for 27.53 acres located off Hwy 21 to amend the zoning from R-4 (Single Family Residential) to LN-Limited Industrial Use; the property is owned by Marlene Penton, Gloria M. Wood, and Stephen Murphy. Map #R2700011

Open public hearing: 7:07PM

Attorney Dickey asked Mrs. Kelly was property marked, and ad place in the legal organ and were the surrounding property owners notified, Mrs. Kelly said yes.

Michael Nordman, representing WMNH and the end user said they intend to use the property as a construction material distribution operation as well as a light manufacture operations for interior and exterior door lines. Mayor Lee asked about access to the property, Mr. Nordman said there is an easement that provides access as well as utility access; it will be a 35 foot access easement. Mayor Lee asked would this be for public use. Mr. Nordman said this is a distribution operation as of now, no. Mrs. Kelly said that access will serve all three of the properties; the access is now on the banks property.

Forbes Buck represents the owner who purchased the property adjacent to the Coastal Bank property and he was not aware of an easement. He had questions about the curb cut. Mrs. Kelly said the preliminary site plan shows an access to the Murphy property. When the Coastal Bank property was annexed into the City one of the conditions were they would provide access to the Murphy property and Habitat for Humanity. Attorney Dickey asked was it the owners intention not to grant an easement, Mr. Buck said no this was just news and he did not know there would be an access discussion tonight.

Jimmy Rutland, Habitat for Humanity said he did not know there was a recorded easement. He was under the impression that they would make a curb cut further down the road to access the Murphy property. Attorney Dickey said what he recalls as part of the annexation and water sewer services was that there would be an access along Habitat's property line. Mr. Rutland talked about the where he thought the curb cut was going to be, Mrs. Kelly said the plan he saw must have been an old plan and explained the conditions of the annexation. Mayor Lee asked is there wetlands that prevent the easement from following the property line, Attorney Dickey said no. Mayor Lee asked Mr. Buck if his concerns were addressed he said he understands the ingress and egress but he still has concerns about not having a curb cut further up on his property. Mrs. Kelly said the Planning and Zoning Board recommended approval.

Close public hearing: 7:26 PM

Turn the meeting back over to Mayor Lee.

First Reading on a petition filed by WMNH, LLC. requesting a Zoning Map Amendment for 27.53 acres located off Hwy 21 to amend the zoning from R-4 (Single Family Residential) to LN-Limited Industrial Use; the property is owned by Marlene Penton, Gloria M. Wood, and Stephen Murphy. Map #R2700011

Motion to approve: Councilmember Dasher
Second: Councilmember Exley

Councilmember Wendelken asked about the 35 foot easement and will we have the same issues that we are having now with City streets. Should we require the 60 feet now or will they have to come back later. Attorney Dickey said what would be best is the entities should come together and make it a 60 foot wide street.

Vote by Council: Unanimous

Public Hearing #2:

Turn meeting over to public hearing officer, Raymond Dickey:

Public Hearing to discuss the proposed FY 2019 City of Rincon Budget.

Open public hearing: 7:31PM

Mr. Klimm said there is a new format that conforms to the Government Finance Officers Association national model, this budget is a result of the strategic planning workshop held on October 15th. 2018 has been a challenging year for the City, we have completed a conversion of our financial software system, hired a new city manager, finance officer and police chief. The proposal before Council reflects a balanced and responsible spending plan. The proposed fiscal year 2019 budget totals \$9,881,431 a 40%, reduction from last year's approved budget. The General Fund proposal of \$3,933,833 is a decrease of 14% from last year's approved budget. This proposal includes no new staff positions for next year and adds over 2.5 million dollars into the City's fund balance. The General Funds major activities include police, public works and recreation functions overall the total budget revenues comes from sales tax, fines, trash fees, fire, sew and water fees only having a major deficit in the area of traffic control. The largest expenditures include Public Safety, Public Works and Utilities, Recreation and Golf. Mr. Klimm said the proposed budget had 12 million in revenues and 9.8 million in expenditures. In terms of goals we propose with the approval of this budget to accomplish the following: complete infrastructure projects in a timely and cost effective manner, implement the recommendations of the Police Department audit, begin the process of Georgia certification of our Police Department, update the Police Department policy and procedure manual, we plan to separate the City's operating budget from the capital budget, begin and complete the service delivery agreement with the County, implement recommendations from the National Golf Associations audit of the Golf Course, wants to complete full staff Tyler software training, reduce the number of bank accounts, draft and implement a financial

policy and procedure manual, want to implement cost control measures, development a more coordinated purchasing system, begin state mandated update of our City's comprehensive plan and lastly in the area of human resources we want to update our job descriptions and draft a compensation plan for our employees. In this process we looked for cost savings, an area of concern is the health insurance increase. If we do nothing health insurance premiums will go up 16.8% for next year, of significant concern is the over \$115,000 of additional cost. We have been looking and found a similar plan offered by Blue Cross Blue Shield, it will save more than \$100,000. We plan to fully put this out to bid in 2020. In terms of challenges that need to be discussed, our Fire Fund is not covering the true cost of our fire operation; there is approximately a \$100,000 operating deficient that needs to be considered. We tried to look at our fee structure, will have a meeting tomorrow and a formal recommendation next week. Councilmember Scott asked about the contract amount for Fire Station 4, it is \$140,000. Another issue is, the Golf operations will be in a deficit again, at some point we need to decide where the money will come from General Fund or Utility Fund. The last issue is whether there will be consideration of a cost of living increase for employees, he recommends 3%.

Councilmember Wendelken asked will Blue Cross Blue Shield start on January 1, Mr. Klimm said yes. Mayor Lee said he appreciates staff and our agents for coming up with this option, an actual decrease is impressive. Councilmember Wendelken said he has questions about the plan, Mr. Klimm said Dewitt will be at the next meeting. Councilmember Exley said he would like to see merit base percentages put in as a whole so each department does not lose the percentage if someone does not merit that adjustment.

Close public hearing: 7:50 PM

Turn the meeting back over to Mayor Lee.

First reading of the proposed FY 2019 City of Rincon Budget.

Motion to approve: Councilmember Daniel
Second: Councilmember Scott

Mayor Lee said of his 13 years on Council he has never seen a budget presented this professionally and thoroughly. He is excited to see this kind of document that explains the budget. He thanked all of staff that had a part in the budget.

Vote by Council: Unanimous

Old Business:

1. Request approval to surplus three Police Department patrol vehicles. (Tabled at the 10/8/2018 meeting)

Remove from table: Councilmember Browher
Second: Councilmember Daniel
Vote by Council: Unanimous

No action taken.

New Business:

1. Elissa Davis requests to have a penalty fee waived for building a carport without a permit at 120 Howard Avenue.

Ms. Davis apologized because she did not know she needed a permit. She was told if it was less than 100 feet she would not need one, so she measured it with her feet and it was less than 100 feet. Mrs. Davis asked Council to waive the penalty. A motion was made to waive the penalty fees.

Motion to approve: Councilmember Scott
Second: Councilmember Exley

Councilmember Daniel said she thinks it should be noted that additional permit fees will need to be paid. Councilmember Scott amended the motion to include that the additional fee will need to be paid.

Vote by Council: Unanimous

2. Request approval of Budget Amendment 2018-4 to amend the FY 2018 Budget for the completion of the 2017 LMIG Project – Carolina Avenue Phase 2.

Mrs. Kelly said this project was budgeted. She is asking for this amendment so the books will be in line to cover the overage. The additional money is allotted for streets and drainage to cover the additional funds for Carolina Avenue.

Motion to approve: Councilmember Daniel
Second: Councilmember Scott
Vote by Council: Unanimous

3. Request approval to encumber \$2,872,606 in budgeted capital expenditures.

Mr. Klimm said this is to clarify the budget process to encumber funds that have already been approved so Council does not have to reauthorizing money. This simply encumbers projects that have already been funded.

Motion to approve: Councilmember Daniel
Second: Councilmember Dasher
Vote by Council: Unanimous

4. Proposed resolution of 2017 end of year inter-fund balances.

Donald Caines said for the last two years there was discussion on inter-fund transfers and balances, how the inter-fund balances need to be paid off within a year or it becomes and inter-fund transfers, and you could have all kinds of issues with that. You need to clean inter fund balance because this fund owes this fund. He has talked to City Manager and Finance Director and proposed a plan, but wanted Council to keep in mind that he is the auditor so he can't tell them what to do or make the decisions. Mr. Caines is suggesting instead of writing checks back and forth between the funds, have one inter-fund debit to pay another inter-fund's credit and do so with journal entries. This will zero out inter-fund balances. This is in concept to clean up 2017 and wait to clean up 2018. In the end the General Fund will owe the Water Fund 1.19 million dollars. The Golf Fund will owe the General Fund \$89,000 you have to determine how you will handle that payment. This will clean up January 1, 2018 and backwards. In 2019 this will be cleaned up monthly. A motion was made to accept the recommendation from staff for the resolution of the 2017 end of year inter-fund balances.

Motion to approve: Councilmember Daniel
Second: Councilmember Scott

Mr. Caines said one thing you need to address is what fund will pay the Golf Course balance.

Vote by Council: Unanimous

4A. Approval of Lost Plantation neighborhood annual Golf Cart Christmas Parade on December 8, 2018, to waive the special events permit fees and provide a police officer to lead the parade.

Motion to approve: Councilmember Wendelken
Second: Councilmember Exley
Vote by Council: Unanimous

5. Administrative Reports:

City Manager – Mr. Klimm said Mike Osborne wanted him to remind Council about the Senior Christmas Lunch on December 17 at the MaComber building; he has a meeting tomorrow with Lost Plantation Home Owners Association; Wednesday he will attend the Eggs and Issues Breakfast and the Mayor's Christmas Motorcade; Councilmember Dasher also thanked Mr. Klimm for the budget.

Fire Department – Councilmember Browher asked Chief Rahn how many brush fires they have ran, Chief Rahn said around 50 annually. Councilmember Scott asked how many were out of city limits Chief Rahn said about 50%.

Building/Zoning Dept. – Mrs. Kelly reminded Council about the Employee Appreciation Dinner on December 14 at the MaComber building. She is asking everyone to wear an ugly sweater; also they are going through the renewal process for Occupational Tax Certificates.

Finance – Councilmember Browher thanked Mr. Jefferson for checking on an issue he had.

Mayor and Council – Councilmember Exley said he thinks we should be careful when we talked about things being successful when they were not successful. We had tight budget and we came in \$6,337.79 short on the Rhythm and Food Truck Festival and we should be very careful in doing things like that in the future and missing the budget. He likes what the Recreation Department has done. They have handled most of our stuff thoroughly but he would like to add we should be careful when we say things are successful.

Councilmember Exley gave the definition of successful, accomplishment of aim or purpose. He said budget is budget if it means cutting short or backing off then that is what we do, but we go into it every time to meet it. Councilmember Browher said we put this on staff with a short time frame. He appreciates what staff did but, if we can't figure out a better plan next year he will not be for it. Councilmember Dasher said he was surprised at the low turnout. Councilmember Daniel said other City's had major events that were advertised well, way in advance, but the show was good and thinks it has the potential to do well. Councilmember Wendelken said he thinks it was successful for him, as a vendor. The largest expense was overtime for staff, we need to track that better. There has to be a better plan in place when we don't have the 5,000 attending. Councilmember Exley said he will always bring up this loss, if it was something else we would be talking about it. We need to make sure we don't call this a success. We appreciate the work but budget is the budget. Mayor Lee said he was surprised we didn't have a better turnout. He thinks it was a great idea and timing was an issue. We felt that there was an obligation to get an event out there and there wasn't enough time for better planning. He wouldn't want to throw cold water on anything that could be a good event for the citizens.

Councilmember Browher asked about Plantation Drive. Mrs. Kelly said she sent an email, called twice and hadn't heard back.

Mayor Lee said the Mayor's Christmas Motorcade to Georgia Regional Hospital is this Wednesday. It is a great event to be a part of, anybody that would like to go along with us are welcome; also the Golf Advisory Committee meeting will be Thursday, December 13 in Macon.

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

Motion: Councilmember Scott
Second: Councilmember Daniel
Vote by Council: Unanimous

Motion to return to meeting: Councilmember Daniel
Second: Councilmember Wendelken
Vote by Council: Unanimous

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

Motion to approve: Councilmember Daniel
Second: Councilmember Scott
Vote by Council: Unanimous

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

No action taken.

Adjourn:

Motion to adjourn: Councilmember Daniel
Second: Councilmember Browher
Vote by Council: Unanimous