

The City of Williamson

P.O. Box 9

Williamson, Georgia 30292

Steve Fry, Mayor
Stephen Levin, City Council Post 1
Angela Martin, City Council Post 2

Tom Brown, City Council Post 3
Carol Berry, City Council Post 4
Steve Davis, City Council Post 5

MINUTES

REGULAR MONTHLY MEETING

4 August 2022 7:00 PM

- I. CALL TO ORDER, INVOCATION, PLEDGE, WELCOME.....** Mayor Pro Tem Carol Berry: 7:00 p.m. Thanks to all attending including county manager Brandon Rogers. Note: Councilman Steve Davis and Mayor Fry were not in attendance.
- II. APPROVAL OF THE AGENDA** (O.C.G A. § 50-14-1 (e) (1)): Changes will include moving website review and billing software so Ben Czarny can present as well as moving county matters so the county manager can present to after the approval of minutes as both were on time constraints. Motion to approve agenda with changes Tom Brown/Angela Martin approved 3-0.
- III. APPROVAL OF THE MINUTES** (O.C.G.A. § 50-14-1(e) (2))
 - A. Minutes from Meetings held 14 July, 25 July 2022: Steve Levin/Angela Martin to approve minutes 3-0
- IV. City Website Review and Discussion and Billing software:** Ben Czarny discussed status and focused on software opportunities. Ben discussed the proposals, and he is recommending gWorks as they are the most competitively priced and most user friendly. There was a lot of discussion regarding the three bids and the systems that are being offered. This matter will be an agenda item for the next meeting. Ben suggests bringing website maintenance in house and states he would be willing to assist. Rob Morton asked for a copy of the current contract for Asyst (utility billing software utilized). It was discussed to get payment options from gWorks. Tom Brown suggested to get what the city is currently paying for these services.
- V. County Matters:** Brandon Rogers, County Manager, and James Jenkins address the Council regarding LOST negotiations and latest distribution proposal and timeline. While passing out the information spreadsheet, Brandon invited the city and citizens to a County Fair on the Courthouse Square August 20, 2022, bull riding event August 19-20 and a Christ Chapel event. Brandon went over the spreadsheet current percentages vs. the proposed percentage. Brandon discussed that the new proposed percentages took into consideration general fund expenditures. Williamson would go from a 3.4 to a 4 percent allocation. Brandon then discussed the negative impact on Zebulon and Meansville and the possible phase-in of the proposed percentage changes. Brandon discussed the soft deadline coming up around mid-September and that if no agreement is reached, then the process will require a mediator. The hard deadline to reach an agreement is December 31, 2022. There was discussion about reaching an agreement. Brandon then addressed the increase in costs to the county services including ambulance and fire department. There was a question as to whether there was any consideration given to the amount of property taxes from the city properties toward the county tax revenues.
- VI. FINANCIAL REPORT:** Tom Brown/Stephen Levin motion to have financial information sent out the Monday before meetings; approved 3-0. Angela Martin/Stephen Levin financials approved 3-0.
- VII. REPORTS FROM DEPARTMENTS, COMMITTEES AND BOARDS**
 - A. City Clerk Report: Trash can audit is complete and the billing will be accurate as a result; researching water billing and related issues including \$3,324 in outstanding accounts receivable revenue, including as far back as 2017-2018. Receiving complaints about ditches and overflows. This led to discussion about water runoff responsibilities with various properties. Tom Brown thanked Pamela and Carol Berry also thanked Pamela and Milla.

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- B. Council Member: Tom Brown discussed Three Rivers meeting with the mayor regarding the comprehensive plan update, which referenced intergovernmental cooperation and led to request to have mayor pen a letter to adjoining cities. Tom Brown clarified there has been no vote during 2021 or 2022 restricting construction of the amphitheater. There was discussion about using Sun Shades instead of other infrastructure to complete it. Tom Brown expressed that he did not resign from water department liaison but funneling communication through the mayor is redundant. Angela Martin addressed mold inspection and/or eradication at the library and she was tasked with getting quotes for testing by next council meeting. There was much discussion about mold and what varying state agencies say regarding it. Carol Berry stated that a disinfecting fumigation machine is being provided free of charge for use in the library. Milla gave an update about conditions and clean up and related conditions. Stephen Levin asked about status of Icehouse signage violation notice and it was agreed that Rob Morton will issue letter to owner. Stephen Levin addressed ongoing trash pickup issues.
- C. City Attorney Report: Personnel Policy provided for review before next meeting, cleaning services contract finalized, 22 resolutions need to be made official and filed, alcohol sales referendum entered into record and sent to David Neyhart for upcoming November ballot.
- D. Mayor's Report: Carol Berry as mayor pro-tem addressed Purser Circle paving and stated road department says it will be started in the next two weeks. Second District Road was discussed in relation to the truck traffic and Tom Brown was assigned to do a traffic study prior to next meeting. Angela Martin suggested possible use of a game camera to assist in this. Tom Brown mentioned maybe converting 2nd District into a one-way street. Discussed comprehensive plan update meeting and how we are at the midpoint. Committee was encouraged by the city's progress and ideas.
- E. Library Report: Milla addressed water issues that led to closure last Wednesday. Accordingly, the book sale and pizza/ice cream party were postponed until this weekend. There was discussion about selling of items as fundraising for resources. Milla stated the parking lot was rough and needs to be smoothed, and this will be handled by Mayor Fry. There was discussion about replacing malfunctioning locks and Milla inquired about the removal of the large slabs of concrete outside of the library. She reported 270 patrons for the month and \$71.20 in revenue.

VIII. UNFINISHED BUSINESS

- A. New Billing Software Company Review and Recommendations: Already Discussed.
- B. Contracts Review: Rob Morton presented contract for cleaning services, and there were a couple corrections. Contract starts Aug 4 on a trial basis through Dec 31. Stephen Levin/Angela Martin voted to approve contract subject to corrections 3-0. Rob Morton also passed out the landscaping contract draft that needs to be reviewed and advise Rob as to what needs to be included and whether it needs revising or simplifying. Carol Berry addressed the HWR proposed services agreement for water related services. It was agreed that Tom Brown will request possible reduction in proposal.
- C. Ongoing Municipal Water System Repairs and Improvements: Carol Berry reported about participating in county wide needs assessment study for water systems. Carol Berry provided needs assessment as well recommendations. Rob Morton needs documents. Carol Berry reported on water repairs at Williamson Trace and Old Fayetteville.
- D. Procedures Manuals Review: Pamela gave report on status as ongoing.
- E. Bid Policy Discussion: It was discussed for Tom Brown to get with Rob Morton.
- F. Personnel Policy Discussion: Carol Berry submitted draft for review and discussed holiday changes. Discussion ensued about allowing employees to have December 23 and 26 off since the holiday fell on a weekend. Angela Martin/Stephen Levin and vote to approve 3-0.
- G. Purchasing Policy Discussion: It was discussed for Tom Brown to get with Rob Morton.

H. Meeting Protocol Discussion: Tom Brown gave report and asked to receive documents on the Monday prior to meetings.

IX. NEW BUSINESS

A. Review of All Operating Agreements: Tom Brown asked to be provided with the operating agreements for the wedding venue, icehouse, and detail shop.

B. Review of All Reoccurring Vendors: Tom Brown addressed unlicensed and uninsured vendors and noted that work was recently completed at the library by a vendor who did not have a current license. Angela Martin will research options for vendors. It was discussed that the City's policy should be to require all vendors to have licenses and insurance unless specifically acknowledged and approved by the City; Rob Morton will include this in contracts.

C. LEAF A/C Maintenance: Angela Martin to get bids for HVAC inspection at the library and city hall by next meeting.

X. EXECUTIVE SESSION: (O.C.G.A. § 50-14-3) Stephen Levin/Tom Brown motion and vote to go into Executive Session at 9:24pm. Tom Brown/Stephen Levin motioned to come out of Executive Session and return to Regular Session at 9:30pm.

XI. Tom Brown/Stephen Levin to give Pamela and Milla \$100.00 gas gift cards to be paid from personnel budget line item.

XII. PUBLIC COMMENT: None Requested.

XIII. ADJOURNMENT