

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush Sidney Johnson  
Debra Long Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

Swearing in of New Council

Billy Breeden, Sidney Johnson, and Bob Wilson were sworn in by City Attorney Bert Gregory before the council meeting.

CALL TO ORDER

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. All Council members, City Manager and City Attorney were present.

1. APPROVAL OF MINUTES

Consideration of Approval for minutes from December 2<sup>nd</sup>, 2015

Mayor Quinn asked for a MOTION to adopt the minutes from December 2<sup>nd</sup>, 2015. Council member Johnson made a MOTION to adopt the minutes as presented. Council member Long seconded the MOTION. Vote was unanimous.

2. PUBLIC HEARING

3. NEW BUSINESS

(A) **Consideration to approve bids on a new Police Vehicle** –Chief Moore spoke to the council about the bid for a new vehicle. Chief Moore recommended the low bid from Sunbelt Ford of \$22,745.74 for the purchase of a new 2016 FORD Police Interceptor. Council member Johnson made a MOTION to adopt the bid. Council member Bush seconded the MOTION. Vote was unanimous.

(B) **Consideration to approve Water Tank Bids for GEFA project**- The City Manager spoke to the council about the bids for the construction of the 200,000 Gallon Elevated Storage Water Tank. Two bids were submitted and reviewed by Carter & Sloope. The City Manager along with Thomas Brown (Carter & Sloope) recommended the city accept the lower bid from Phoenix Fabricator and Erectors. A MOTION to accept the bid was made by Council member Johnson. Council member Long seconded the MOTION. Vote was unanimous.

(C) **Consideration to approve the sanitary sewer improvements application for Community Development Block Grant** – The City Manager stated that he met with Chad Griffin (Stillwater Engineering) and Bob Roberson (Bob Roberson and Associates) to go over pricing for a sewer video to document the problems with an existing sewer line along Turn Key Circle. Chad Griffin explained that submitting a video like this, although it includes an upfront cost to get the video, can dramatically help to substantiate the condition of our water / sewer lines and aid in securing an award of CDBG funds for the necessary repairs. Two bids were received from CaJenn Construction and Southeast Pipe Survey.

Chad Griffen stated that he had worked with both vendors and felt comfortable that both were qualified but recommended the low bid Southeast Pipe Survey.

A MOTION was made by Council member Wilson to approve the purchase and move forward with the application for the Community Development Block Grant. Council member Johnson seconded the MOTION. Vote was unanimous.

- (D) **Approval of Alcohol Licenses for 2016**– Chief Moore reviewed with the council the renewal applications for alcohol licenses for 2016. The Chief stated that there had been no problems with any of the businesses requesting renewal. Chief Moore recommended renewal of all alcohol license renewals. Council member Long made a MOTION to approve the licenses for 2016. Council member Powell seconded the MOTION. Vote was unanimous.

The Chief also advised the council that the GBI is now charging local governments for the cost of finger printing new alcohol license applicants. The Chief suggested the council consider an increase in the fee for new businesses when applying for a license. The GBI is charging \$43.00, for the service. Staff would like to pass that cost on to the business owner. No action was taken at this time.

4. **CITY MANAGER'S MATTERS**

- (A) City Manager spoke to the council about the upcoming Mayors day convention that will be held in Atlanta.
- (B) City Manager stated that a Retreat will be held February 20<sup>th</sup> at the library from 9:00 a.m. until 12:30 p.m. Tom Berry will officiate the meeting.
- (C) City Manager notified the council about the Hero's Run on February 27<sup>th</sup>. It will begin at 1:00 p.m. with the run starting at 1:30 p.m. Judy Powell stated the funds from the run will contribute to building a house for a retired veteran.

5. **DEPARTMENTAL REPORTS**

- (A) Finance- Finance director presented pages 23-38 of the agenda packet to the council.

During the presentation the Mayor inquired about 1099's for the council members. The Finance Director stated that in accordance with IRS guidelines, 3 criteria must be met in order to receive a 1099. The vendor must provide a service, vendor must not be incorporated, and the total payout must meet or exceed \$600.00 dollars annually. The City Manager asked the City Attorney to research the issue to make sure no special provision of exclusion existed for elected officials. Mayor Quinn directed the Finance Director to proceed in accordance with the IRS guidelines.

- (B) Police- Chief Moore reviewed pages 39-40 of the agenda packet.

The Chief also spoke to the council about how well the explorers did helping out with the flood by packing sand bags and delivering food.

- (C) Public Works- Public works director presented pages 41-43 of the agenda packet.

6. **GOVERNMENTAL BOARDS/AUTHORITIES**

7. **COUNCIL MEMBER'S MATTER –**

Mayor Pro-tem Bobby Wilson announced that December 31<sup>st</sup> concluded his 2 year term as Mayor Pro-tem. He thanked the Council and Mayor for his time serving in this capacity. The Mayor opened the floor for nominations of a new Mayor Pro-tem. Council member Johnson Nominated Council member Billy Breeden. The nomination was seconded by Council member Bush. The vote was unanimous. Mayor Pro-tem Breeden thanked the council for the appointment and was immediately sworn in by the Mayor.

8. **OLD BUSINESS**

9. **CITY ATTORNEY'S MATTERS**

10. **EXECUTIVE SESSION**

11. **PUBLIC FORUM**

Dr. Gwendolyn West spoke to the council about the cemetery off of Magnolia Ave. She is interested in doing a Restoration project and wanted to inquire about ownership of the property. Her organization would like to begin conducting some land surveys and they want to make sure they have the rightful owner's permission before beginning. The City Attorney advised Dr. West that the cemetery was not city property. The City Attorney will look into this matter further and send any information to Dr. West.

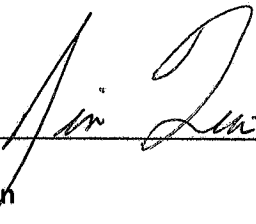
12. **ANNOUCEMENTS**

Next regular scheduled meeting will be February 2<sup>nd</sup>, 2016.

13. **ADJOURNMENT**

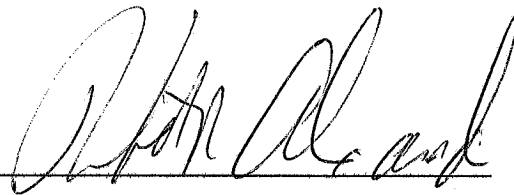
Council member Long made a MOTION to adjourn the meeting. Council member Johnson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*



Jim Quinn

Mayor



Bob Alexander

*Ex officio* City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush Sidney Johnson  
Debra Long      Judy Powell  
                         Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.     **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. Council members, City Manager, and City Attorney were present. Council member Johnson was unable to attend.

2.     **APPROVAL OF MINUTES**

Consideration of Approval for minutes from January 5, 2016

Mayor Quinn asked for a MOTION to adopt the minutes from January 5, 2016. Council member Powell made a MOTION to adopt the minutes as presented. Council member Wilson seconded the MOTION. Vote was unanimous.

3.     **PUBLIC HEARING**

The City Manager stated a public hearing needed to be held for the citizens to give their input into the development of the application of a Community Development Block Grant. Council member Long made a MOTION to open a public hearing. Council member Breeden seconded the MOTION. Vote was unanimous. Public hearing was opened.

The City of Leesburg is considering applying for a Small Cities Community Development Block Grant of up to \$500,000 dollars. The City Manager spoke on what the grant should be used for. No citizens were present to speak in the hearing.

Council member Long made a MOTION to close the public hearing. Council member Bush seconded the MOTION. Vote was unanimous. Public hearing was closed.

4.     **NEW BUSINESS**

(A) Consideration of Resolution to apply for Community Development Block Grant Funds –The City Manager spoke about the Block Grant and asked the council to consider a Resolution to apply for the grant. The funds must be used to benefit the low- and moderate- income persons. City Manager spoke on the areas that the funds can be used in. These areas include public housing activities, economic development, public facilities, and a combination of housing and public facilities. Council member Wilson made a MOTION to adopt the Resolution. Council member Breeden seconded the MOTION. Vote was unanimous.

- (B) Auditors Report –Kraig Moye addressed the council on the 2015 Audit Report. Mr. Moye briefly presented some of the areas of the report to the council. Mr. Moye stated that the report issued a clean opinion. The audit report will be turned in by February 3<sup>rd</sup> by the end of the day.
- (C) Consideration of Norfolk Southern Land Lease –The City Manager suggested that the council consider a land lease from Norfolk Southern. The land will be on the north and south side of Fourth. The total acreage is around 5 to 6 acres on the south side and 11 acres on the north side. Norfolk Southern requires the gas station be removed and any beautification projects meet their recommendations. The lease will be for 600 dollars a year. Norfolk Southern will waive the application fee of 500 dollars. City Manager recommended that the city moves ahead with the lease. Council member Powell made a MOTION that the city enters the lease agreement with Norfolk Southern. Council member Long seconded the motion. Vote was unanimous.
- (D) Consideration of Amendment No. 3 from CH2M HILL –The City Manager stated that compared to the prior year prices are increasing slightly. The new amendment to the agreement will be \$397,607 which is a 2% increase from last year. This covers the time period from February 1<sup>st</sup> 2016 until January 31<sup>st</sup> 2017. Michael Parks of CH2M HILL spoke to the council about using different chemicals to help with balancing PH levels. Lime in use with sodium hydroxide was used to correct the PH levels. The use of these chemicals contributed to the increased prices in the agreement. Council member Wilson made a MOTION to adopt the Amendment. Council member Bush seconded the MOTION. Vote was unanimous.
- (E) Consideration of GDOT Street Light Agreement and Resolution for proposed Roundabout –The City Manager said that the GDOT is requesting a light agreement to be signed by the city. The agreement is for the proposed roundabout for SR 195 @ CS 547/2<sup>nd</sup> and CS 543/Smithville Rd as shown in the agenda on pages 26 –32. The city will be responsible for energy and maintenance costs and the GDOT will cover the cost of installing the lights. Council member Long made a MOTION to sign the agreement. Council member Breeden seconded the MOTION. Vote was unanimous.
- (F) Closing of 4th Street February 27th for Heroes Run –Habitat for Humanity has requested 4<sup>th</sup> St be closed on Feb, 27<sup>th</sup> beginning at 1pm. The Hero's Run will be hosted on that day.

5. **CITY MANAGER'S MATTERS**

The City Manager and City Attorney will be meeting next week to go over the first draft of the new codification. This is the first step to the recodification of the code.

The City Manager also congratulated Cathy Daniels and Karen Collins on their recent promotion.

6. **DEPARTMENTAL REPORTS**

(A) Finance- Finance director presented pages 33-42 of the agenda packet to the council.

(B) Police- Chief Moore reviewed pages 43-45 of the agenda packet.

(C) Public Works- Public works director presented pages 46-48 of the agenda packet.

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

The City Manager stated that the annual retreat will be Feb 20<sup>th</sup> at 9am and it will be held at the Library. Tom Barry will be helping with the retreat. Mayor Quinn asked that everyone receive a personal phone call or email reminding the council of the retreat.

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

12. **PUBLIC FORUM**

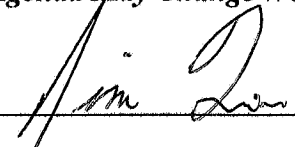
13. **ANNOUNCEMENTS**

Next regular scheduled meeting will be March 1<sup>st</sup>, 2016.

14. **ADJOURNMENT**

Mayor Quinn stated that Council member Bush made a MOTION to adjourn the meeting. Council member Powell seconded the MOTION. Vote was unanimous.

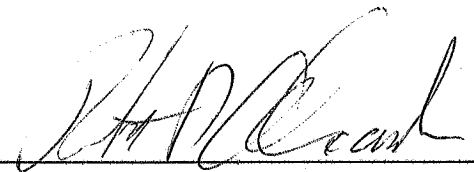
*Agenda May Change Without Notice*



---

Jim Quinn

Mayor



---

Bob Alexander

*Ex officio* City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush Sidney Johnson  
Debra Long      Judy Powell  
                         Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.      **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. Council members, City Manager, and City Attorney were present. Council member Powell was not present for the meeting but did arrive afterwards.

2.      **APPROVAL OF MINUTES**

Consideration of Approval for minutes from February 2, 2016- Mayor Quinn asked for a MOTION to adopt the minutes from February 2, 2016. Council member Johnson made a MOTION to adopt the minutes as presented. Council member Bush seconded the MOTION. Vote was unanimous.

3.      **PUBLIC HEARING**

4.      **NEW BUSINESS**

(A) Consideration of purchasing a new mower tractor and lift type mower-The City Manager stated Mr. William Clark recommend the purchase of a new tractor and lift type mower. The cost of these items is \$60,494.85. The quote from Flint Ag & Turf (Albany Tractor) is included in the agenda packet on pages 5-9. Council member Bush made a MOTION to approve the purchase of a new mower and lift type tractor. Council member Breeden seconded the MOTION. Vote was unanimous.

(B) Consideration of reappointment to the Regional Commission- The City Manager asked that the city reappoint Mr. Chad Griffin to the Regional Commission. The Lee County Board of Commissioners has already reappointed Mr. Griffin. City Manager stated that Smithville as well as the City of Leesburg need to send in letters of reappointment as well. The appointment is a one year term, nonpublic position that expires January 1, 2017. Council member Johnson made a MOTION to reappoint Mr. Griffin to the Regional Commission. Council member Breeden seconded the MOTION. Vote was unanimous.

(C) Consideration of Alcohol Licenses-Cathy Daniels advised the City Manager that The Flash Foods on highway 19 is under new ownership and has applied for an alcohol license. Stephen Joseph Lattig is the new owner and the person whom is applying for the license. A notice was posted in the Lee County Ledger. The City Manager asks that the license be approved pending the new application and fingerprinting.

- (D) Consideration to select Administrative Consultant for CDBG Sewer Project- The City Manager stated that himself along with Chief Moore and Ritchey Marbury have recommended hiring Bob Roberson and Associate's, Inc. as administrative consultants to complete CDBG projects for the City. Councilperson Johnson moved, seconded by councilperson Long, that based upon review of the proposals received, the scoring of the six criteria on the scoring worksheet, and following discussion of the proposals, The City of Leesburg hire Bob Roberson and Associates, Inc., as administrative consultants to complete CDBG projects for the City as proposed. The motion passed unanimously.
- (E) Consideration to amend the agenda to discuss adding a fee for fingerprints for new alcohol licenses- Council member Long made a MOTION to amend the agenda. Council member Johnson seconded the MOTION. Vote was unanimous.
1. Chief Moore reminded the council that has stated in past meetings that GBI has begun charging the City of Leesburg for the required fingerprinting of new alcohol license applicants. He recommends that the cost incurred from GBI be passed on to the applicant to keep the City from bearing the extra expense. The pass through fee will only be passed on when incurred by the City. Currently this will only affect new applicants applying for alcohol licenses in the City.
  2. Council member Long made a MOTION to add the pass thru fee to the Cities rate structure for new alcohol license applications. Council member Johnson seconded the MOTION. Vote was unanimous. The City Attorney will draft the new ordinance in accordance with this action and present it to the council at the next regularly scheduled meeting.

## 5. CITY MANAGER'S MATTERS

(A) Planning Session Summary –The City Manager stated that the City Attorney met with the Council and the Department Heads in a Planning Session to go over and get a consensus of the goals for the next 12-18 months. The planning session is summarized on page 36 of the agenda.

March 23<sup>rd</sup> GMA will host an event in Blackshear from 1:00 P.M. to 4:00 P.M. This event is called how to Effectively Brand and Market Your City.

The Georgia Rural Water Conference will be May 10-12 on Jekyll Island.

The 2016 GMA Convention will be held June 24-28.

The City Manager stated that anyone planning to attends these events please let him know as registration fills up quickly.

There will be a meeting at the Library on March 10th from 4:00 P.M. until 6:00 P.M. this is an information meeting about the proposed roundabout

## 6. DEPARTMENTAL REPORTS

(A) Finance- Finance director presented pages 21-32 of the agenda packet to the council. Mayor Quinn asked about the City finances. Mayor Quinn stated “Are we not going to discuss finances? How



are we on the budget? Do we have plenty of money and is everything going well? Isn't there a time during the year when we don't have much money?" In response to the Mayor the City Manager stated "That everything was ok but we will be doing things a little differently. Summer time until around the time the taxes come in is when we have less money"

(B) Police- Chief Moore reviewed page 33 of the agenda packet.

(C) Public Works- Public works director presented pages 34-36 of the agenda packet.

7. GOVERNMENTAL BOARDS/AUTHORITIES

8. COUNCIL MEMBER'S MATTER

9. CITY ATTORNEY'S MATTERS

10. EXECUTIVE SESSION

11. PUBLIC FORUM

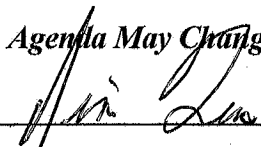
12. ANNOUCEMENTS

Next regular scheduled meeting will be April 5<sup>th</sup>, 2016.

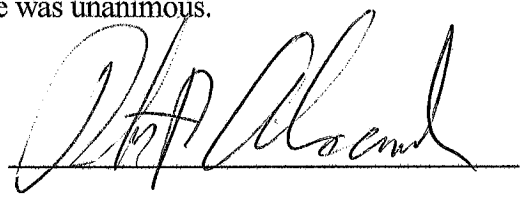
13. ADJOURNMENT

Mayor Quinn stated that Council member Long made a MOTION to adjourn the meeting. Council member Johnson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_

Jim Quinn  
Mayor

  
\_\_\_\_\_

Bob Alexander  
Ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush Sidney Johnson  
Debra Long      Judy Powell  
                         Bob Wilson

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1.      CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. Council members, City Manager, and City Attorney were present

**2.      APPROVAL OF MINUTES**

Consideration of Approval for minutes from March 1, 2016- Mayor Quinn asked for a MOTION to adopt the minutes from March 1, 2016. Council member Johnson made a MOTION to adopt the minutes as presented. Council member Long seconded the MOTION. Vote was unanimous.

**3.      PUBLIC HEARING****4.      NEW BUSINESS**

(A) Consideration for Change Order –Water Improvement Project-The City Manager stated that this change order in the amount of \$10,361.92 is for a 2 inch water main from Park Street to Vidalia Drive. City Manager introduced Charlie Tucker from Cater and Slope to address the council on the change order. Charlie stated that previously no water main was to be done but now one will be put in. The work should be complete by the end of May according to Charlie Tucker. Some members of the council had concerns about the work being done. Council member Johnson as well as Council member Wilson would like Cater and Slope to monitor the progress of the project more closely as it has drawn out longer than expected. Council member Powell informed Charlie Tucker that the people of Leesburg are disappointed with the amount of time this has taken and the issues that have arisen from this project. Charlie and Carter and Slope are aware of the complaints and have a two page list of complaints that they are working on. Council member Johnson made a MOTION to proceed with the change out. Council member Breeden seconded the MOTION. Vote was unanimous.

(B) Consideration of EMC Engineering Proposal-The City Manager addressed the council about a proposal from EMC for the Train Depot in Leesburg. The basic services provided by EMC will include preparation of site engineering, GDOT, Landscape Plan, permitting, and construction services. The total for this project is \$13,450.00 (as shown in pages 5-13 of the agenda packet) in addition it is also recommended by EMC that the City budget \$3,250.00 for construction phase service and permitting. The City Manager recommended that the City go ahead with the proposal. Council member Powell made a MOTION to approve the proposal from EMC. Council member Long seconded the MOTION. Vote was unanimous.

- (C) Consideration LMIG Safety Action Plan-The City Manager spoke to the council about applying for the LMIG Safety Action Plan, which is a separate program from the LMIG Resurfacing Funding. The City Manager asked William Clark to compile a list of items to be submitted for approval to the GDOT for the Safety Action Plan. The GDOT requires a 30% match next year for the program. Mr. Clark stated the total cost will be around \$110,000. Council member Johnson made a MOTION to apply for the Safety Action Plan. Council member Bush seconded the MOTION. Vote was unanimous.
- (D) Consideration for Water Connection on Fire Tower Rd-Public Works received a request from Mark Ellis at 160 Firetower Rd to connect to city water. Mr. Ellis has agreed to pay a total of \$3,700.00 to connect to city water pending the council's approval. Expanding the line to equip Mr. Ellis with city water may lead other residents to do so as well in the future. Council member Bush made a MOTION to allow Mr. Ellis to connect to the city water. Council Member Johnson seconded the MOTION. Vote was unanimous.
- (E) Update Corporate Account Administrator Regions Bank-The City Manager recommended adding JoEllen Brophy as the account administrator for the Regions account. Casey Moore is still listed as the account administrator for this account. Currently there is only one credit card that The City Manager has possession of with a credit limit of \$5,000.00. JoEllen Brophy stated that the council has to approve this in order for the bank to make any changes as Casey Moore was the one who originally set this account up for the city. The approval must be sent in with a copy of the minutes. Council member Johnson made a MOTION to name JoEllen Brophy as the account administrator for Regions bank. Council member Long seconded the MOTION. Vote was unanimous.
- (F) Consideration for Credit Cards with Colony Bank-The City Manager would like to request the Council approve the usage of credit cards for the Department Heads and Administrative staff with Colony Bank. JoEllen Brophy would be named as the administrator of the account with a credit line of \$12,000.00. Mrs. Brophy stated that The City Manager, Karen Collins, Chief Moore, and William Clark each have cards. A credit limit for \$2,500.00 each with the exception of The City Manager with a limit of \$5000.00 will be on each card. Council member Powell made a MOTION to apply for the credit cards with Colony Bank. Council member Breeden seconded the MOTION. Council member's Johnson and Long opposed the MOTION. Vote was four to two, MOTION carries.

## 5. CITY MANAGER'S MATTERS

GA Power will be changing out the lighting in the city. They will be switching over to LED lighting. The City Manager stated that the cost is a wash out. Current cost of lighting is around \$2,661.31. The cost of the new lighting will be around \$2,672.50.

Lee County has been overcharged for their water service. The county was being charged by a multiplier of 100 when it should be a multiplier of 10. The total of the overage is \$32,237.00. The City Manager recommended that we issue a credit on the account. It should take around seven months for the county to exhaust the credit. Council member Johnson made a MOTION for the City Manager to handle the situation. Council member Bush seconded the MOTION. Vote was unanimous.

6. **DEPARTMENTAL REPORTS**

(A) Finance-Finance director presented pages 19-28 of the agenda packet to the council.

(B) Police- Chief Moore reviewed pages 29-30 of the agenda packet.

(C) Public Works- Public works director presented pages 31-33 of the agenda packet.

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

Council member Long made a MOTION to enter into an executive session. Council member Johnson seconded the MOTION. Vote was unanimous.

Council member Johnson made a MOTION to come out of the executive session. Council member Bush seconded the MOTION. Vote was unanimous. No action was taken in the executive session.

Council member Bush made a MOTION to approve the minutes of the executive. Council member Breeden seconded the MOTION. Vote was unanimous.

12. PUBLIC FORUM


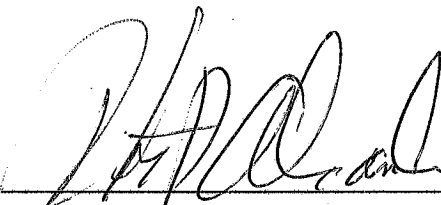
13. ANNOUNCEMENTS

Next regular scheduled meeting will be May 2<sup>nd</sup>, 2016.

14. ADJOURNMENT

Mayor Quinn stated that Council member Bush made a MOTION to adjourn the meeting. Council member Johnson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor  
\_\_\_\_\_  
Bob Alexander  
Ex officio City Clerk

CRD

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Bob Wilson      Richard Bush  
Sidney Johnson   Debra Long  
Judy Powell

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1. CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. All Council members, City Manager and City Attorney were present.

**2. APPROVAL OF MINUTES**

Consideration of Approval for minutes from March 1, 2016

Mayor Quinn asked for a MOTION to adopt the minutes from March 1, 2016. Council member Johnson made a MOTION to adopt the minutes as presented. Council member Bush seconded the MOTION.

Vote was unanimous.

**3. PUBLIC HEARING****4. NEW BUSINESS**

(A) Presentation from Library – City of Leesburg Library Director, Claire Leavy made a presentation to the city council regarding the successfulness of its many community based programs serving the citizens of Leesburg and Lee County, its vision for further expansion and its appreciation for continued city support.

(B) Consideration of disposing of Surplus Equipment – The City Manager and Chief of police discussed the enclosed lists of capital assets recommended to be disposed by way of surplus. Council member Powell made the motion to surplus all vehicles listed except for the 1955 4400 Fire Truck. Council member Johnson seconded the motion. Vote was unanimous.

(C) Consideration to accept bid on Gas Station – City Manager presented and discussed the enclosed bid from EPR Contractors to remove the old Jack Fore's Gas Station for a bid cost of \$12,000.00. The Motion was made to accept the bid as presented by council member Long, seconded by council member Johnson. Vote was unanimous.

(D) National Public Works Week Proclamation – City manager proposed the enclosed proclamation declaring the week of May 15<sup>th</sup> – May 21<sup>st</sup> 2016 as National Public Works Week. The Mayor made the motion in favor of the proclamation. It was seconded by Council Member Bush. The vote was unanimous.

**5. CITY MANAGER'S MATTERS** – City Manager informed the council that Lee County had offered to donate a 2002 Ford Excursion to the City of Leesburg Police Department. The City Manager and Chief of Police stated that it had been inspected and was fully serviceable and intended to be used by the Police Department.

City Manager reminded council of the upcoming Rural Water Conference to be held at Jekyll Island May 10<sup>th</sup> – 12<sup>th</sup> and the upcoming GMA conference June 24<sup>th</sup> – June 28<sup>th</sup> in Savannah GA.

6. **DEPARTMENTAL REPORTS**

(A) Finance – Finance Director presented page 15-25 to the council

(B) Police - Chief of Police presented page 26 to the council

(C) Public Works – City Manager presented page 27-29 to the council

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

Council member Powell stated she would like the City of Leesburg to be represented in the Parade of Flags held at the GA Rural Water Conference.

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

12. **PUBLIC FORUM**

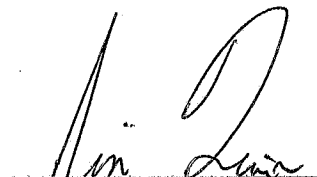
13. **ANNOUNCEMENTS**

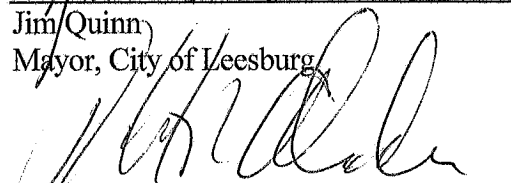
Next regular scheduled meeting will be Tuesday June 7<sup>th</sup>, 2016

14. **ADJOURNMENT**

Council member Johnson made a MOTION to adjourn the meeting. Council member Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breedon, Mayor Pro Tem  
Bob Wilson      Richard Bush  
Sidney Johnson   Debra Long  
Judy Powell

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1. CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. All Council members, City Manager and City Attorney were present.

**2. APPROVAL OF MINUTES**

Consideration of Approval for minutes from May 3<sup>rd</sup>, 2016

Mayor Quinn asked for a MOTION to adopt the minutes from May 3<sup>rd</sup>, 2016. Council member Johnson made a MOTION to adopt the minutes as presented. Council member Bush seconded the MOTION.

Vote was unanimous.

**3. PUBLIC HEARING****4. NEW BUSINESS**

(A) Presentation from Habitat for Humanity – Ms. Lauren Welch from Habitat for Humanity provided the council with an overview of Habitat for Humanity's mission, current projects, and programs in the Leesburg and Lee County area. Specifically she spoke about the Hero's Run, and multiple Veteran Programs. She left flyers for these programs and asked that we display them in order to spread awareness.

(B) Consideration to approve GEFA Loan – City Manager announced that the City has been approved for a \$979,161 loan with principal forgiveness of \$154,044 by the GEFA Board. The Loan paperwork is in the packet from Pages 1 through 7a.

Chad Griffin from Still Water Engineering, the engineer of record for this project, spoke about the details of the project and the loan. Details are listed on page one of the packet. The largest element of the project is the raising to the 500,000 gallon Elevated Tank on GA Highway 32. Completion of this project will get the City up to EPD Standards. The project also includes upgrading several existing wells in order to fill the new tank, among other items listed on page one and discussed by Mr. Griffin.

Councilmember Wilson asked for a breakdown of the projects cost, which Mr. Griffin and Mr. Alexander said they would forward to the council for review. Councilmember Wilson asked questions regarding the City's ability to pay back the loans without raising utility bills or mileage rates. Mr. Griffin explained that GEFA carefully reviews the City's finances to determine if it reasonably has the ability to repay the loans prior to approval. Mayor Quinn also stated his concerns that at some point we may need to increase rates in order to pay these loans back. Mr. Alexander stated that SPLOST funds are available for these projects if needed but he does not anticipate using SPLOST at this time. He stated SPLOST fund were more of a backup plan.

Councilmember Johnson made a MOTION to approve the GEFA Loan for \$979,161 with principal forgiveness of \$154,044. Councilmember Long seconded the MOTION. Vote was unanimous.



(C) FY 17 Budget Presentations – The City Manager opened the FY 17 Budget discussion and allowed the Finance Director to present the enclosed budget presentation. The budget presentation was about two hours long. During which time much was discussed. These minutes only document the highlights. The finance director covered Slides 1 through 18. Highlighting the following: Budget Goals, Process, Assumptions, Estimates, and Special budget items included and excluded.

The budget was presented as a total combined budget of \$4,682,681 of which \$2,333,174 or 50% is General Fund, \$1,430,722 or 30% is Water and Sewer Fund, and \$918,785 or 20% is SPLOST Fund. The General Fund and SPLOST funds are balanced with the use of prior fund balance (Cash Reserves). The Water and Sewer Fund is not balanced (not required to be balanced) and also includes the use of prior fund balance (Cash Reserves).

The finance director further explained that if the budgets are fully executed as presented i.e. all revenues earned and all expenses incurred the City will need to use the following prior fund balance (Cash Reserves):

General Fund \$18,276.00 without contingency;	250,000 with contingency
Water & Sewer Fund \$ 29,551 without contingency;	260,000 with contingency
SPLOST Fund \$ 464,956 for capital projects	

The City Manager stressed that he did not expect 100% utilization of the expense budget and further stressed that he had no intention of using the Contingency line items at this time. If events caused the use of contingency the City Manager committed to bring that information to the council for approval.

The Council was given a quick tutorial on the new reports and asked to review for the following week's continued discussion. No motions were made, No action was taken.

(D) Consideration to accept 2008 Chevy Suburban vehicle – The City Manager explained that the D.O.D. had a 2008 Chevy Suburban with only 12,000 miles available through surplus. Due to the sensitive time frame the City had already taken possession of the vehicle and recommend that the Council approve the transfer. Councilmember Johnson made a MOTION to accept the 2008 Chevy Suburban from the D.O.D. Councilmember Breeden seconded the MOTION. Vote was unanimous.

(E) Consideration to surplus 1988 Chevrolet 3500 vehicle to the Board of Education – City Manager explained to the council that the Police Department has a 1988 Chevrolet 3500 not in use. The Board of Education has expressed an interest in utilizing this vehicle. Therefore, the City Manager recommends The City surplus the vehicle to The Board of Education. Councilmember Long made a MOTION to surplus the 1988 Chevrolet 3500 to The Board of Education. Councilmember Powell seconded the MOTION. Vote was unanimous.

(F) Consideration TTL Proposal for Watershed Assessment Reporting – City Manager presented the TTL proposal for the Mandatory Watershed Assessment and recommended that it be accepted. Councilmember Long made a Motion to accept the TTL Proposal for The Watershed Assessment. Councilmember Johnson seconded the MOTION. Vote was unanimous.

5. **CITY MANAGER'S MATTERS**

6. **DEPARTMENTAL REPORTS**

- (A) Finance – Finance Director presented page 18-25 to the council
- (B) Police - Chief of Police presented page 26 to the council
- (C) Public Works – Richard Chester presented page 27-28 to the council

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

Councilmember Johnson made a MOTION to enter into an executive session to discuss potential litigation and employment. Councilmember Long seconded the MOTION. Vote was unanimous.

Councilmember Long made a MOTION to adjourn the executive session. Councilmember Johnson seconded the Motion. Vote was unanimous.

Councilmember Long made a MOTION to accept the minutes as read in executive session. Councilmember Powell seconded the Motion. Vote was unanimous.

12. **PUBLIC FORUM**

13. **ANNOUNCEMENTS**

Public Hearing scheduled June 14<sup>th</sup> 6:00 p.m. followed immediately by a special called meeting to continue budget discussions

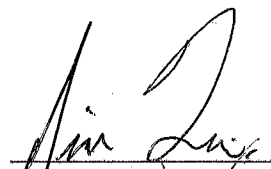
Next Special Call will be June 21<sup>st</sup> to approve the FY 2017 budget and a FY 2016 budget amendment

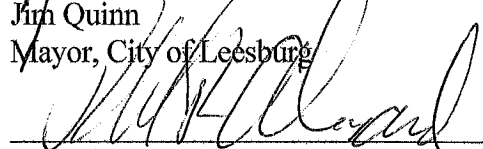
Next regular scheduled meeting will be July 5th

14. **ADJOURNMENT**

Council member Johnson made a MOTION to adjourn the meeting. Council member Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Bob Wilson      Richard Bush  
Sidney Johnson   Debra Long  
Judy Powell

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.    **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm All Council members except for Mayor Pro Tem Billy Breeden were present. The City Manager was also present. The City Attorney was absent.

2.    **APPROVAL OF MINUTES**

3.    **PUBLIC HEARING**

(A) Councilmember Johnson made a MOTION to open the Public Hearing for citizen input toward the FY 2017 Budget. Councilmember Powell seconded the MOTION. Vote was unanimous

No citizens appeared to discuss the FY 2017 Budget.

Councilmember Long made a MOTION to adjourn the Public Hearing and proceed with the special called council meeting to conduct the budget work session for the FY 2017 budget. Councilmember Powell seconded the MOTION. Vote was unanimous

4.    **NEW BUSINESS**

(A) Discussion of FY 17 Budget – Discussion of the FY 2017 Budget continued for about an hour and a half, during which time many line items were discussed. These minutes only record the highlights of the meeting.

Additional expense items, which were discussed at length, had been identified and added to the budget since the July 7<sup>th</sup> meeting which changed the total budgets as follows:

The budget was presented as a total combined budget of \$4,696,271 of which \$2,343,974 or 50% is General Fund, \$1,433,512 or 30% is Water and Sewer Fund, and \$918,785 or 20% is SPLOST Fund. The General Fund and SPLOST funds are balanced with the use of prior fund balance (Cash Reserves). The Water and Sewer Fund is not balanced (not required to be balanced) and also includes the use of prior fund balance (Cash Reserves).

The finance director further explained that if the budgets are fully executed as presented i.e. all revenues earned and all expenses incurred the City will need to use the following prior fund balance (Cash Reserves):

General Fund \$36,623 without contingency;   250,000 with contingency  
Water & Sewer Fund \$ 32,341 without contingency;   260,000 with contingency  
SPLOST Fund \$ 464,956 for capital projects

The City Manager stressed that he did not expect 100% utilization of the expense budget and further stressed that he had no intention of using the Contingency line items at this time. If events caused the use of contingency the City Manager committed to bring that information to the council for approval.

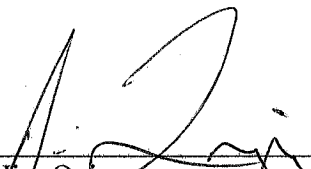
The Mayor, Council Member Johnson, and Council Member Bush directed the finance director to reduce their training and travel line items to help reduce costs and minimize the potential for use of prior fund balance (Cash Reserves).

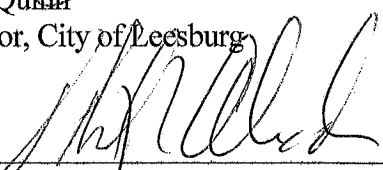
No action was taken.

Council member Long made a MOTION to adjourn the Special Called Budget Workshop meeting. The motion was seconded by Councilmember Bush. Vote was unanimous.

5. **CITY MANAGER'S MATTERS**
6. **DEPARTMENTAL REPORTS**
7. **GOVERNMENTAL BOARDS/AUTHORITIES**
8. **COUNCIL MEMBER'S MATTER**
9. **OLD BUSINESS**
10. **CITY ATTORNEY'S MATTERS**
11. **EXECUTIVE SESSION**
12. **PUBLIC FORUM**
13. **ANNOUCEMENTS**  
Special Called meeting will be June 21, 2015.
14. **ADJOURNMENT**

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Bob Wilson      Richard Bush  
Sidney Johnson   Debra Long  
Judy Powell

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.    **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm. All Council members except for councilmember Bob Wilson were present. The City Manager and City Attorney were also present.

2.    **APPROVAL OF MINUTES**

3.    **PUBLIC HEARING**

4.    **NEW BUSINESS**

Consideration of FY 17 Budget – The Budget discussion continued for about an hour. These minutes only document the highlights. As requested by the council multiple line items for training and travel were reduced and the total budgets adjusted accordingly. The final budget was presented as a total combined budget of \$4,693,463 of which \$2,341,166 or 50% is General Fund, \$1,433,512 or 30% is Water and Sewer Fund, and \$918,785 or 20% is SPLOST Fund. The General Fund and SPLOST funds are balanced with the use of prior fund balance (Cash Reserves). The Water and Sewer Fund is not balanced (not required to be balanced) and also includes the use of prior fund balance (Cash Reserves).

The finance director further explained that if the budgets are fully executed as presented i.e. all revenues earned and all expenses incurred the City will need to use the following prior fund balance (Cash Reserves):

General Fund \$21,783.00 without contingency;	250,000 with contingency
Water & Sewer Fund \$ 29,533 without contingency;	259,982 with contingency
SPLOST Fund \$ 464,956 for capital projects	

The City Manager stressed that he did not expect 100% utilization of the expense budget and further stressed that he had no intention of using the Contingency line items at this time. If events caused the use of contingency the City Manager committed to bring that information to the council for approval.

Councilmember Johnson made a MOTION to approve the FY 2017 Budget Amendment with the stipulation that staff do everything they could to keep spending low enough not to have to use cash reserves. The MOTION died for lack of a second.

Councilmember Johnson made a MOTION to approve the FY 2017 Budget as presented. Councilmember Bush seconded the MOTION. Vote was unanimous.

- (A) Consideration of FY 16 Budget Amendment – Solid Waste and Public Works Department – Finance Director presented the Budget Amendment of \$477,047 to bring the Solid Waste fund back into the General Fund, Public Works Department. She explained that the City had created the Solid Waste Fund in FY 2015 but found it was more beneficial to the City to keep it in the General Fund. Councilmember Johnson made a MOTION to approve the FY 2016 Budget Amendment to move the Solid Waste Budgeted Revenues and Expenses of \$477,047.40 from Solid Waste and into the General Fund Public Works Department. Councilmember Breeden seconded the MOTION. Vote was unanimous.
- (B) Consideration of FY 16 Budget Amendment – Police Department – The Finance Director presented a budget amendment increasing the Public Safety Department's operation expenditure budget by \$22,000. Per the City Manager the offset was to increase the line item transfer from fund balance in order to maintain a balanced budget. Councilmember Johnson made a MOTION to approve the FY 2016 Budget Amendment to increase the public safety expenditures by \$22,000. Councilmember Long seconded the MOTION. Vote was unanimous.
- (C) Consideration of GIRMA renewal – Finance Director presented the Insurance quote from GIRMA for Property and Liability Insurance and answered council questions regarding the same. Councilmember Johnson made a MOTION to approve the Property and Liability Insurance Renewal as quoted by GIRMA for \$63,042. Councilmember Breeden seconded the MOTION. Vote was unanimous.
- (D) Consideration of Workman's Comp renewal – Finance Director presented the Insurance quote from Key Risk for Workman' Compensation insurance. She explained that the City's insurance rates had increased by 29% mostly due to the city's high claims experience. The council asked that a copy of the proposed improvements from Key Risk be shared with them. Councilmember Long made a MOTION to approve the Workman's Compensation Renewal as quoted by Key Risk for \$54,671. Councilmember Breeden seconded the MOTION. Vote was unanimous.

5. **CITY MANAGER'S MATTERS**

6. **DEPARTMENTAL REPORTS**

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

12. **PUBLIC FORUM**

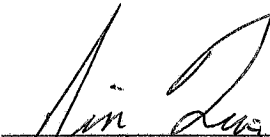
13. ANNOUNCEMENTS

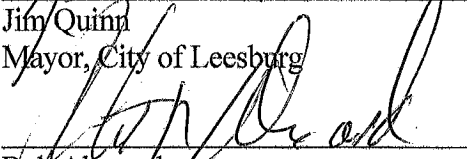
Next Regularly scheduled meeting will be by July 5<sup>th</sup>.

14. ADJOURNMENT

Councilmember Long made a MOTION to adjourn. Councilmember Johnson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Bob Wilson      Richard Bush  
Sidney Johnson   Debra Long  
Judy Powell

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1. CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with prayer and a pledge. Council members, City Manager, and City Attorney were present. Council member Johnson was not present for the meeting.

**2. APPROVAL OF MINUTES**

Consideration of Approval for minutes from June 7, June 14, & June 21, 2016

Mayor Quinn asked for a MOTION to table the minutes from June 7, June 14, & June 21, 2016. Council member Long made a MOTION to table the minutes. Councilmember Powell seconded the MOTION. Vote was unanimous.

**3. PUBLIC HEARING**

Z16-001L ZONING APPLICATION, BILLY BOGGUS AND SHAW MERRIT APPLICANTS, Have submitted an application to rezone 5.324 acres of property on the east side of Peach Street adjoining North and South sides of Tallassee Trail located in Land Lots 78 & 79 of the Second Land District in the City of Leesburg, Lee County, Georgia. Property is currently zoned C-1 Neighborhood Business and the petition is to rezone to R-2 for the purposes of construction single family homes on 0.25 acre lots.

Marsha Studley was the presenter and explained the chart which was displayed to the council. It represented lots zoned for multi-family & single family homes. The rezoning will be on 5<sup>th</sup> Street otherwise known as Trojan Way, which goes up to the school. There have been traffic concerns raised by the public, also concerns that the greenspace will be down by Blue Springs. The Planning Commission has not yet approved this zoning application. This was brought forth only to explain the concept to the council.

Todd Lanier spoke in favor of the proposal stating, The Planning Commission's primary objection is the loss of driveways to 5<sup>th</sup> Street or Trojan Way. They revised it with the loss of one lot creating a private driveway up the middle in which all the lots would share. No driveways on Trojan Way in which anyone will be backing into the street. The road will be two ways for cars to pass both ways. This zone will be private.

Councilmember Powell expressed concerns about EMS being able to access these homes. Mr. Lanier reassured that EMS will be able to use the drive or park on the street as well as Fire Department or Police. Councilmember Wilson stated that it will cause guests to these homes to have to park on the street causing the street to be hard to travel down and become a safety issue. Todd Lanier explained if the plan is denied he can't come back for a year with anything revised so he is requesting it be tabled at this time.



Troy Golden spoke against the rezoning, stating there were concerns expressed by the citizens. Due to the heavy traffic on Trojan Way the homeowners are going to have a hard time accessing their driveway at certain times of the day. This will create offsite greenspace and The Planning Commission has never set a president to have offsite greenspace before due to the greenspace ordinance. Councilmember Long asked if anything has ever been changed from Commercial to Residential in the city before. She was told they would check that out with City Attorney responding that it typically works the other way around.

Councilmember Breeden made a MOTION to close the Public Hearing and Councilmember Powell seconded the MOTION. Vote was unanimous.

#### 4. NEW BUSINESS

(A) Consideration to approve Z16-001L APPLICATION, BILLY BOGGUS AND SHAW MERRIT APPLICANTS

Councilmember Wilson then suggested the matter of rezoning be tabled and have the plans sent back to the Planning Commission to clean up with additions or corrections before a decision is made.

Councilmember Wilson made a MOTION to table the Rezoning Application. Councilmember Long seconded the MOTION. City Attorney Gregory explained it should only be tabled till the next meeting. Mayor Quinn suggested a MOTION be revised to revisit the matter in two months. Councilmember Wilson made a new MOTION to table the matter of rezoning for two months. Councilmember Long seconded the MOTION. Vote was unanimous.

(B) Consideration to approve Engineering Contract with Carter & Slope Engineering Contract is detailed in the Agenda Packet on pages 22 – 30.

City Manager stated that he has been in discussions with Carter & Slope about moving the water & sewer lines to accommodate the new roundabout. Carter & Slope has submitted a proposal to provide engineering services to the City of Leesburg for engineering design and permitting for the proposed Leslie Highway Utility Relocation. Since they will be working with the GDOT they suggested that they do it on an hourly basis which will come out better than if we had gotten a contract for it. They are expecting a max of \$20, 000 but it could be less. The City has budgeted for this amount to be taken out of the SPLOST account. The City Manager recommends this is the best way. It has been decided by GDOT this project will begin in 2018.

Councilmember Powell asked if there are to be anymore bids for this project. City Manager explained being that Carter & Slope are more familiar with this area and have already been assisting with this project they are the best choice.

Councilmember Powell makes a MOTION to accept The Contract with Carter & Slope. Councilmember Long seconded the MOTION. Vote was unanimous.

#### 5. CITY MANAGER'S MATTERS

City Manager Alexander spoke about the inspection by the EPD for the sewer treatment plant. One of the questions that the EPD asked was what we had planned to do about the vegetation at the pond. The city responded and said that we are going to study that issue and get back to them with plans to minimize the vegetation. The city is moving forward to bring the pond back to its original shape.

The City Manager discussed the notification from the GDOT about resurfacing 1.8 miles of the Bypass. Making bids on this project will be on July 22, 2016

The 3<sup>rd</sup> item the City Manager discussed was Sanford Bishop doing the Ground Breaking Ceremony at the Train Depot on August 4<sup>th</sup>. The DOT has already given permission to do a notice to award and the next is a notice to proceed, hope to get that before August 4<sup>th</sup>.

### **DEPARTMENTAL REPORTS**

City Manager Mr. Alexander stated in reference to the Finance, we are in process of putting together an end-of-the-month report.

(A) Finance Director - Jo Brophy discussed the following items;

- House Bill 960, GEFA Loan, Financial Statements, Fiscal Year End Close out, QSI rollover, city email accounts and new laws concerning millage rates. –

(B) Police –

- Chief Moore discussed the Back to School Bash Calendars and a Bullying Seminar coming up

(C) Public Works –...

- Richard Chester discussed the Water Treatment, HTS, new water tank, mosquitos and Job Corp.

### **GOVERNMENTAL BOARDS/AUTHORITIES**

### **COUNCIL MEMBER'S MATTER**

### **OLD BUSINESS**

### **CITY ATTORNEY'S MATTERS**

### **EXECUTIVE SESSION**

#### **6. PUBLIC FORUM**

Elizabeth Young – Expressed concerns about Trash Barrels & Driveways blocked totally cracked up from large equipment. It needs repaired – have to be redone. Clay Etheridge was to have sent fax on Friday but was not received. She just wants the spot fixed or replaced.

Lucius Worth – 186 Walnut Avenue South is his residence, he had complaints about driveway due to work done on Walnut. Councilmember Wilson knows what it is about and City Manager Alexander says there are plans in motion to get it fixed.

Dennis Roland – 147 Walnut Avenue (Mrs. Grace's residence) 20ft easement needs to put them back to the original way it was with sod. Mayor Quinn says no sod. City Manager says yes sod for Mrs. Grace because she was promised specifically because of the easement. Valves will be fixed in the next week. Concrete is already cracked also.

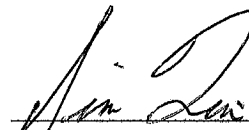
Audience member stated everyone needs the grass put back not just Mrs. Grace. Red clay is now on top. They had asked for topsoil. Now there is no topsoil only hard, clay. Heavy equipment ruined the Meter Boxes.

#### **7. ANNOUCEMENTS**

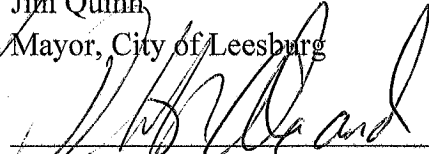
8. **ADJOURNMENT**

Councilmember Long made a MOTION to adjourn the meeting. Councilmember Wilson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*



\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg



\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.     **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm. Council members, City Manager was present, City Attorney was not present. Council member Judy Powell was not present but was on the phone for the meeting.

2.     **APPROVAL OF MINUTES**

3.     **PUBLIC HEARING**

4.     **NEW BUSINESS**

(A) Consideration of Contract Agreement with GDOT – Train Depot

The City Manager said the Budget Estimate is \$283,275.00 and anything over that the city would be responsible. The amount the GDOT would be responsible for is \$226,620.00. That's 80% of the project. The City is required to fund 20% of the project cost. Additional funds have been set aside if needed in the SPLOST Budget. This project is scheduled to take 6 months. A Celebration of the Train Depot Renovation is scheduled for next Thursday, August 4<sup>th</sup> at 10:00 in which Sanford Bishop will be the Keynote Speaker.

Councilmember Wilson requested a drawing of the plans for the renovation. City Manager Alexander provided a layout to each councilmember and explained that it is going to be the outside of the building, just the shell and they will be using the existing structure. It will technically be putting the Train Depot back the way it was made out of wood not brick.

Councilmember Long inquired that after this is finished, they will have to approve more money to redo the inside. City Manager Alexander stated this right now is considered Phase 1, and after that it will be Phase 2 to be discussed. Councilmember Long stated that since it is considered Historical there are certain things that have to be done. Mr. Alexander said yes, we have to follow Federal Guidelines. Project work is to begin after receiving the approved signed contract from the contractor and Notice to Proceed. Construction will be completed within six months by date in the contract, Article IV, Time of Performance.

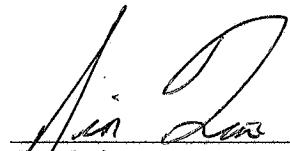
Mayor Quinn asked for a MOTION to approve the Construction Agreement between GDOT and the City of Leesburg. Councilmember Wilson asked if City Attorney Gregory has looked at it to which Mr. Alexander confirmed that he has.

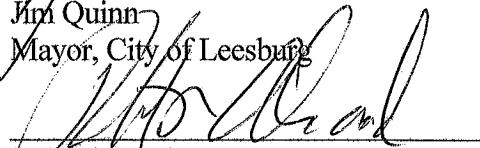
Councilmember Wilson made a MOTION to proceed with the Construction Agreement of the Train Depot and Councilmember Bush seconded the MOTION. The vote was unanimous.

5.     **CITY MANAGER'S MATTERS**

- 6. DEPARTMENTAL REPORTS
  
- 7. GOVERNMENTAL BOARDS/AUTHORITIES
  
- 8. COUNCIL MEMBER'S MATTER
  
- 9. OLD BUSINESS
  
- 10. CITY ATTORNEY'S MATTERS
  
- 11. EXECUTIVE SESSION
  
- 12. PUBLIC FORUM
  
- 13. ANNOUNCEMENTS  
Next regular scheduled meeting August 2, 2016
  
- 14. ADJOURNMENT  
Councilmember Long made a MOTION to adjourn the meeting. Councilmember Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1. **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with a prayer and a pledge. The City Manager, The City Attorney were present along with all the Councilmembers except Debra Long.

2. **APPROVAL OF MINUTES**

Mayor Quinn asked for a MOTION to adopt the minutes from June 7, 2016, June 14, 2016, June 21, 2016, July 5, 2016 and July 27, 2016. Councilmember Johnson made a MOTION to approve all the minutes at once. Councilmember Bush seconded the MOTION. Vote was unanimous.

3. **PUBLIC HEARING**

4. **NEW BUSINESS**

(A) **Consideration of Train Depot Contract Agreement with Fourth St. Design and Construction**

City Manager, Bob Alexander recommended that the council approve this contract per the approval by The City Attorney, Bert Gregory. Councilmember Johnson made the MOTION to approve the Train Depot Contract Agreement per City Attorney Bert Gregory's pending approval and the DOT. Powell seconded the MOTION. The vote was unanimous.

(B) **Consideration of GEFA DWSRF 13-014 Modification of Loan Agreement Resolution – Water Tank Project at Public Works –**

City Manager, Alexander explained they will have to extend the project another six months because the project is taking longer than it is scheduled. It's not going to cost any more money, only more time.

Charlie Tucker, from Carter & Sloope attended the meeting to explain the situation of the problems they encountered and what to expect going forward. Mr. Tucker stated that the Tank project was on schedule. It is expected to be completed in November. Councilmember Powell made a MOTION to modify the agreement by extending the project 6 months. Councilmember Breeden seconded the MOTION. Vote was unanimous.

(C) **Consideration of GEFA 2013L06WS Modification of Loan Agreement Resolution – Water Main Improvement Project**

The Water Main Project (Walnut Street, First Street, Smithville Road and parts of Starksville) needs to be modified with a 10% increase on the loan which would come to an additional \$89,000. Charlie Tucker from Carter & Sloope attended the meeting to explain the causes for this increase and answer any questions the council may have. Councilmember Johnson made the MOTION to adopt the Resolution for the Increase. Councilmember Breeden seconded the MOTION. Vote was unanimous.

**5. CITY MANAGER'S MATTERS**

August 4<sup>th</sup>, Thursday is going to be the Ground Breaking Ceremony for The Train Depot. It will be at 10am at The Train Depot. The Keynote Speaker will be Sanford Bishop. Miss Opal Cannon will be The Master of Ceremonies. Ms. Cannon asked for 2 minutes to speak about the Train Depot Renovation. She spoke about how thankful she is for the Council making this happen and how wonderful this will be for our city. It's going to be an asset to the county. It will go down in history.

City Manager Bob Alexander, had a meeting with Doctor Miller to talk about the Tennis Courts that had been approved through their SPLOST. There is funding available in our SPLOST for the drainage and we should consider along Second Street to put some piping in there, to work with his project on the tennis courts. Doctor Miller would like to come before this council next month to talk more about it. Mayor Quinn suggested bringing the drawings of that area. Richard Marbury would have those drawings. Mayor Quinn would like to have the drawings for that meeting so the council will understand as it is being explained.

**6. DEPARTMENTAL REPORTS**

(A) Finance Director - Jo Brophy discussed Pensions and the Budget. Financial Reports will stay a month behind for complete statements. Audit is set for September 12<sup>th</sup> Monday – Friday. Sherry Boley is the New Auditor.

(B) Police – Chief Moore discussed the Road Block that was Saturday Night with 7 DUIs The Back-to-School Bash along with National Night Out and the Program on Friday night about Bulling was a success. School starts on August 5<sup>th</sup>. The police are prepared for the traffic problems.

(C) Public Works – Chester stated the Water Treatment flow is up. The Over flow is down. Mostly have been doing preventative maintenance. Everything is ready for school to start on Friday. Overall, "Everything is Good".

City Manager, Mr. Bob Alexander updated everyone on William Clark's condition. He is doing much better and is currently at the rehab center in Warm Spring, Georgia.

**7. GOVERNMENTAL BOARDS/AUTHORITIES****8. COUNCIL MEMBER'S MATTER****9. OLD BUSINESS****10. CITY ATTORNEY'S MATTERS****11. EXECUTIVE SESSION**

Councilmember Wilson made a MOTION to go into Executive Session. Councilmember Bush seconded the MOTION. The Council convened into Executive Session to discuss personnel. No action was taken after the session. Councilmember Johnson made a MOTION to adopt the minutes from the Executive Session. Councilmember Bredeen seconded the MOTION. Vote was unanimous.

12. PUBLIC FORUM


13. ANNOUNCEMENTS

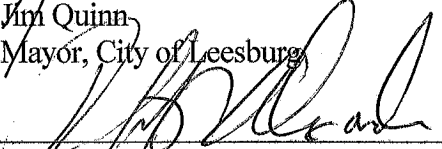
Next Scheduled Meeting is September 6, 2016

14. ADJOURNMENT

Councilmember Johnson made a MOTION to adjourn the meeting. Councilmember Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk



**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1. CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with a prayer and a pledge. The City Manager, The City Attorney were present along with all the Councilmembers.

**2. APPROVAL OF MINUTES**

Mayor Quinn asked for a MOTION to adopt the minutes from August 2, 2016. Councilmember Johnson made a MOTION to approve all the minutes at once. Councilmember Breeden seconded the MOTION. Vote was unanimous.

Chad Griffin from Stillwater spoke to inform the council that of today, September 6<sup>th</sup> at 2:00 they found out good news. The City was funded for fiscal year 2016 CDBG! It's a \$500,000 grant. We are one of 60 or 70 governments in the state who got funded on this. The project is a SEWER REHAB. It is to rehab some old clay pipes that is in the Turnkey / Kinchafoonee area and also to rehab a pump station at Hardees. It was the best project that was wrote this year. The recipient's workshop is October 6<sup>th</sup> & 7<sup>th</sup> in Savannah to take pictures with the check on Friday the 7<sup>th</sup>. That is back to back CBGs for Leesburg.

**3. PUBLIC HEARING**

Mayor Quinn asked for a MOTION to open the Public Hearing. Councilmember Johnson made the MOTION to open the Public Hearing. Councilmember Bush 2<sup>nd</sup> the MOTION. Vote was unanimous. The Z16-001L Zoning Application, Billy Bogus and Shaw Merritt, applicants have submitted an application to rezone 5.324 acres of property on the east side of Peach Street adjoining North and South sides of Tallasse Trail located in Land Lots 78 & 79 of the Second Land District in the City of Leesburg, Lee County, Georgia. Property is currently zoned C-1 Neighborhood Business and the petition is to rezone to R-2 Conditional for the purposes of constructing single family homes on 0.25 acre lots.

Marcia Studley from Planning & Zoning Commission spoke about the final last plat. She said this was the item that was tabled the first time around and they had to go back to readjust some things and address some concerns. They moved the greenspace and turned the lots so as to not be facing Trojan Way. They also got rid of the access up the back which was going to be an alley. The planning Commission voted to recommend approval of the rezoning to conditional single family homes only. They approved the plats subject to them installing sidewalks and meeting all the Leesburg codes. The Planning Commission approved the rezoning originally without the sidewalks. When it comes to the sidewalk issue you have to have so many houses before it is required. Since this would be a major subdivision there will also need to be street lights.

There were questions about parking and concerns about how people would get to the greenspace in the neighborhood. Councilmembers have concerns due to the fact that they will be the ones responsible for the tenants concerns after it is built. It has been approved to meet all the city codes but it will need sidewalks. Troy Golden the Chairman of the Planning Commission spoke explaining street lights and the sidewalks that will be needed. Diana Hilton along with Stephanie Getek joined the meeting to discuss the issues that the neighborhood already faces as is, along with the concerns of things getting worse if this is passed. There are problems already with traffic, streets are hard to get through there are problems with the sewage, internet and cable. Drainage ditch overflows causing residents' severe problems in their yards and the greenspace are now already being used for parking for football games and Halloween. Councilmember Johnson made a MOTION to close the Public Hearing and Councilmember Long seconded the MOTION. The vote was unanimous.

4. **NEW BUSINESS**

(A) Consideration to rezone 5.324 acres of property on the east side of Peach Street adjoining Tallassee Trail located in Land Lots 78 & 79 of the Second Land District in the City of Leesburg.

Councilmember Johnson cannot participate in the discussion due to the fact that he is a resident of that neighborhood. If it is NOT APPROVED, Lanier Construction has to wait a year to come back and try again. Councilmember Long made a MOTION to deny due to the problems with traffic in that neighborhood. Councilmember Bush seconded the MOTION. Vote was Councilmembers Long, Bush & Breeden were in FAVOR of the DENY. Councilmembers Wilson & Powell were AGAINST the DENY. Councilmember Johnson abstained from voting. The MOTION to DENY carries 3 to 2.

(B) Consideration to Update Compensation & Classification Study.

There are 2 classification updates and job descriptions to be considered. The first is a new position classification for an Office Manager to assist the City Manager in the financial matters of the City of Leesburg. The second position is a Water & Wastewater Superintendent if the City decides to have City Employees run the Wastewater Plant and the Drinking Water System instead of contracting that function out. Councilmember Johnson makes a MOTION to approve the two job descriptions and Classification. Councilmember Bush seconded the MOTION. Vote was unanimous.

(C) Consideration of the FY 17 Millage Rate.

It is recommended the 2016 Millage Rate for the City of Leesburg be 6.000. Councilmember Wilson made a MOTION to adopt the Mileage Rate. Councilmember Long seconded the MOTION. Vote was unanimous.

(D) Consideration of 5 year Capital Plan.

The first year of the plan has been approved in the FY 17 SPLOST Budget. To accommodate the anticipated Debt Service for the Water Improvement projects \$195,000 has been added so there will not be an increase obligation on the Water-Sewer Fund. Also EPD has indicated the City of Leesburg will need to address the Pond Rehabilitation at the sewer plant, since the pond is part of the existing permit. Councilmember Long made a MOTION to adopt the 5 year plan. Councilmember Powell seconded the MOTION. Vote was unanimous.

(E) Consideration of TTL Proposal for Monitoring Well

To facilitate the vehicle wash septic tank at the Public Works Building a monitoring well is required. TTL has submitted a proposal that includes Well Installation, Well Development, Groundwater Sampling, Field Work and Reporting. The cost is estimated at \$5,050.00. Councilmember Long made a MOTION to adopt the Proposal. Councilmember Breeden seconded the MOTION. The vote was unanimous.

5. **CITY MANAGER'S MATTERS**

(A) Financial Report

The Financial Report expresses expenditures for the General Fund and The Water & Sewer Fund. It shows the FY Audited Actuals, the 2016 Unaudited & Actual Revenues & Expenditures, The FY 2017 City Council Approved Budget, the FY 2017 Unaudited Actual Revenues & Expenditures, the Remaining FY 2017 Budget and the Percentage of FY 2017 Actuals to Budget Used. This should be helpful for the Council and the Department Heads to keep up with where revenues are and where our expenses are. Councilmember Wilson expresses a desire to be given a check register at the end of every month.

The project manager of the Train Depot informed the City Manager that he should have a NOTICE TO PROCEED by the end of this week. Once the notice is received then it can be signed and construction can begin. It should take around 6 months to complete.

6. **DEPARTMENTAL REPORTS**

(A) Police Matters: Chief Moore informed the Council that the morning traffic is getting better. School Buses have been using the bypass which has been a big help. As far as reducing speeders in the Indian Oaks subdivision the police department can't do too much because they are not allowed to run radar. Most the speeders are the residents.

(B) Public Works: Chester informed the Council that the waste treatment plant is functioning. HTS should be finished this week on their Punch List. River Road needs touch up. The water tank needs to be painted. Walnut is almost all fixed up. Yard sod has been put out, sidewalk to back of right of way. Ms. Grace's house where the ground was torn up has been fixed along with the easement. JopCorp has moved forward getting the help needed with 4 to 5 students willing to work.

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

Christmas party is tentatively set for December 10, 2016

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

12. **PUBLIC FORUM**

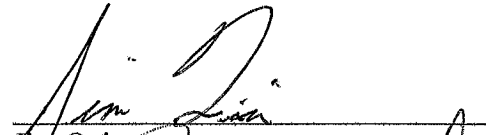
13. **ANNOUNCEMENTS**

Next Scheduled Meeting is October 4th, 2016

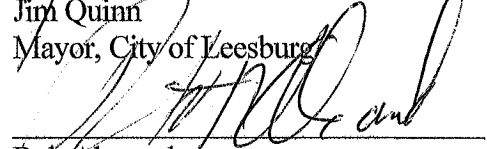
14. **ADJOURNMENT**

Councilmember Johnson made a MOTION to adjourn the meeting. Councilmember Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*



Jim Quinn  
Mayor, City of Leesburg



Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1. **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm. The City Manager, The City Attorney were present along with all the Councilmembers except Billy Breeden & Sidney Johnson.

2. **APPROVAL OF MINUTES**

There were no minutes to approve.

3. **PUBLIC HEARING**

4. **NEW BUSINESS**

(A) **Consideration to approve the Starksville Street & Highway 32 Well Upgrades Bids.**

This is part of GEFA Project. There is a need for bigger pumps to be able to push that water up. The bids were done last Wednesday. Chad Griffin addressed the Council about the bids and discussed more about why this is needed. There were two bidders on this project, Hammack Well, Inc. and Donald Smith. Hammack Well has already drilled one of our wells and is familiar with our system and was the apparent low bidder at \$128,640.00. This is \$50,000 to \$60,000 under budget. That makes this an excellent bid. There was a substantial difference between Hammack and the second bidder, Hammack said he was comfortable with these numbers and was eager to get started. Our goal is to get that well online where it can pump to fill a 200,000 elevation. Once we can fill that tank then the 100,000 tank can come down. We are bidding out the 500,000 tank to be raised. It's a step by step process. The first step in this process is to get the wells upgraded. We just have to push water higher. Higher elevation is going to give better water pressure. Chad expressed he is asking for a Notice of Award. He told councilmembers that he will be watching Hammack Wells to make sure they do the right job expected. Mayor Quinn asked for a MOTION to accept the bid. Councilmember Long made the MOTION to accept and Councilmember Bush seconded the MOTION. Vote was unanimous.

5. **CITY MANAGER'S MATTERS**

6. **DEPARTMENTAL REPORTS**

7.

8. **GOVERNMENTAL BOARDS/AUTHORITIES**

9. **COUNCIL MEMBER'S MATTER**

10. **OLD BUSINESS**

11. **CITY ATTORNEY'S MATTERS**

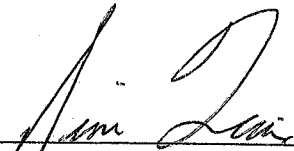
12. EXECUTIVE SESSION

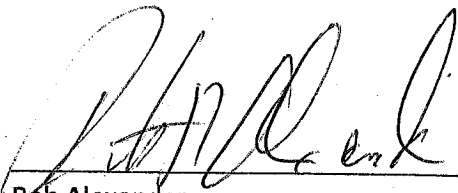
13. PUBLIC FORUM

14. ANNOUNCEMENTS  
Next Scheduled Meeting is October 4th, 2016

15. ADJOURNMENT  
Councilmember Long made a MOTION to adjourn the meeting. Councilmember Powell seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor

  
\_\_\_\_\_  
Bob Alexander  
Ex officio City Clerk

CRD

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.     **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with a prayer and a pledge. The City Manager, the City Attorney was present along with all the Councilmembers.

2.     **APPROVAL OF MINUTES**

Mayor Quinn asked for a MOTION to adopt the minutes from September 6, 2016. Councilmember Johnson made a MOTION to approve. Councilmember Breeden seconded the MOTION.  
Vote was unanimous.

Mayor Quinn asked for a MOTION to adopt the minutes from September 12, 2016. Councilmember Long made a MOTION to approve the minutes. Councilmember Bush seconded the MOTION.  
Vote was unanimous

3.     **PUBLIC HEARING**

4.     **NEW BUSINESS**

**(A) Consideration to Update the Soil Erosion Control Ordinance.**

City Manager Alexander explained that we are required as a housekeeping measure to update our Soil Erosion Control Ordinance as part of our Municipal Separate Storm Sewer System Permit. There are minimal requirements for erosion and more revisions for coastal marshes. This is the same ordinance that Lee County will be required to pass also. There is nothing that will impact us with this particular ordinance and City Manager Alexander recommends that the city council approves it. Councilmember Long makes a MOTION to accept the recommendation and Councilmember Johnson seconded the MOTION. Vote was unanimous. Motion carries.

**(B) Consideration to hire a Water/Wastewater Superintendent.**

City Manager Alexander stated that at the last council meeting the council authorized pursuing advertisements for a Water / Waste Water Superintendent. Along with Chad Griffin, City Manager Alexander has interviewed three of those. If the City wanted to move forward in taking back the operations of the Sewer Treatment Plant and the Water Wells, then we would be in good shape to do that along with the City taking back over the eight Lift Stations. Currently this is part of the work that C2HMHILL does, however our city employees have also been participating in making sure that these Lift Stations stay up. Prior to C2HMHILL's contract the city employees were doing the maintenance on the lift stations so they are familiar with maintaining them. Regardless if we move forward with the new employee it would be economical and in our best interest to let our Public Works continue to maintain our eight Lift Stations per City Manager Alexander's recommendation.

City Manager Alexander has done a cost comparison because there have been two proposals from firms. C2HMHILL proposed to do the full service and another proposal was to do the waste water plant and the two wells. Clearwater Solutions also made a proposal to do the waste water plant and the two wells. The only thing we should be looking at is the two proposals where the firms will be doing the work that would include the waste water plant and the two wells. The proposal from C2HMHILL option 2 doing the wastewater & water is the option which City Manager Alexander recommends it comes to \$260,808 after the allowances are taken out. It is in comparison to Clearwater option 1 which is \$228,500 after their allowances are taken out. The difference there is \$32,308. For the Functions of Leesburg it is a total of \$100,008 with additional costs of \$56,800. If we do this in-house, the total cost is about \$160,000. The savings compared to C2HMHILL is \$100,000 and the savings from Clearwater is \$67,700. Chester and his crew can do as-good-a-job or better job than the contractor on the lift stations. City Manager Alexander recommends that the council allow him to pursue hiring a qualified, certified and motivated person to come in as our Water / Waste Water Superintendent. We have to give notice if we do that to our current contractors C2HMHILL. We would bring someone in so he could have at least 3 months working with OMI so that there would be a smooth transition. There are also experts that we can call on if we need help.

Mayor Quinn asked for a MOTION to let City Manager Alexander hire someone as Water/Waste Water Superintendent. Councilmember Johnson made the MOTION to proceed with hiring our own people. Councilmember Powell seconded the MOTION. Vote was unanimous. Motion carries.

**(C) Speed Zone Ordinance**

City Manager Alexander stated that at the last meeting it was brought up about being able to do traffic enforcement in the Indian Oaks area. After talking to the DOT, they said if you update your ordinance and you have 30 MPH speed limits then you will be able to use radar without having to do a study. The DOT sent us back an updated ordinance with Blue Springs 30 miles per hour from Peach to Senah Drive and then Tallasse Trail from Peach to MP 0.65. The posted speed limit there now is 25 MPH. Councilmember Long made a MOTION to update the ordinance to include Blue Springs Drive and Tallasse Trail. Councilmember Powell seconded the MOTION. Vote was unanimous.

**(D) Consideration of FY 17 Local Maintenance & Improvement Grant (LMIG) Program**

Last year we had approved a list of streets to be resurfaced and in order to get the best deal we like to combine two years together and do it all at once. If you add up the total project cost it equals \$113,000. Mr. Chester said the roads that are in really bad shape are Fifth Street and part of Academy Street combining SPLOST Funds & LMIG. Funds for the project are \$90,000. Councilmember Johnson made a MOTION to add Fifth Street and Academy Street to the list of roads in need of repair. Councilmember Long seconded that MOTION. Vote was unanimous. Motion carries.

**(E) City Manager Contract**

Mayor Pro Tem Breeden stated that Mr. Alexander's contract is almost up, then made a MOTION that City Manager Alexander continue for another year with a 3% cost of living raise. Councilmember Long seconded the MOTION. Vote was unanimous. MOTION carries.



**5. CITY MANAGER'S MATTERS****(A) Financial Report**

It is the accumulation of the budget with the Audited Actual Revenues & Expenditures for 2015, 2016 Unaudited Actual Revenues & Expenditures thru 6/30/2016 as of 8/10/2016, FY 2017 City Council Approved Budget, FY 2017 Unaudited Actual Revenues & Expenditures thru 8/31/2016, Remaining FY 2017 Budget & Percentage of FY 2017 Actuals to Budget Used. For the accumulation months of July & August this is what we have. We are still scheduled to start the Audit on October 10<sup>th</sup> 2016. Next month our report will have the accumulation of July, August & September. We've got both the General Fund and the Water & Sewer Fund along with the check register for August.

**(B) GMA District 10 Fall Meeting**

The Georgia Municipal Association will have a District 10 Meeting, Thursday, November 10<sup>th</sup> in Thomasville at 6pm.

**(C) GDOT Quick Response Project US 19**

The Project is right in front of the City Hall and Train Depot, it's about 900 feet from Putnam Street back North The DOT is going to add a third lane, The City Hall side of the street will be widen out and will be putting a valley gutter for the drainage. This will help with the improving of the train depot, and there will be more traffic that will be utilizing that facility as well as City Hall.

**(D) Train Depot Pre Construction Meeting Oct. 5<sup>th</sup> 2016**

The meeting will be at City Hall at 10:00.

**(E) CDBG Award Ceremony Oct. 7<sup>th</sup> 2016**

This ceremony will take place in Savannah for the \$500,000 check to be presented.

**(F) 32 Tank Raising bid Oct. 13<sup>th</sup> 2016**

This meeting will begin at 10:00am.

**6. DEPARTMENTAL REPORTS****(A) Police Matters:**

Chief Moore thanked Councilmember Powell and the Chamber for getting up early and bringing breakfast for Law Enforcement Appreciation Month last month. Friendship Baptist Church had a program for all of the police officers and presented them with a cup. Finnicum Motors then brought Subway for lunch for everyone. Someone brought us a pound cake and banana pudding. When the lights went out people brought the officers water. Thursday they are having a Mock Shooter Drill. The Homecoming Parade is coming up on the 20<sup>th</sup> at 5:00.

**(B) Public Works:**

Mr. Chester stated that the water treatment facilities remain in full compliance flows have decreased slightly from last month. Plant continues to operate efficiently. Flows have increased slightly from last month and lift stations continue to function efficiently. Water line on Walnut / Starksville & Smithville Road – project is proceeding job is 85% to 90% completed. CDBG Grant water line up grades – Larry Thrift Construction continues to progress 90% completed. GEFA water tank is 90% completed – remaining items are painting and connecting water lines. Infiltration & inflow Sewer – Turnkey CDBG sewer line replacement project continues to move forward. Train Depot - construction continues to move forward and lighting Georgia Power is changing out all the street lights on Georgia Poles in town to LED lights which have made a great improvement.

7. **GOVERNMENTAL BOARDS/AUTHORITIES**

8. **COUNCIL MEMBER'S MATTER**

Councilmember Powell informed the council that First Baptist Church of Leesburg and Leesburg United Methodist Church will host a joint TRUNK-OR-TREAT and FALL FESTIVAL for children and their families. This event will be held the evening of Wednesday, October 26. They are requesting that 4<sup>th</sup> Street East (between LUMC and FBC) be closed between the hours of 5:00 – 8:30 pm. Councilmember Johnson made a MOTION to close 4<sup>th</sup> Street between the hours of 5:00 – 8:30. Mayor Pro Tem Breedon seconded the MOTION. Vote was unanimous. MOTION carries.

9. **OLD BUSINESS**

10. **CITY ATTORNEY'S MATTERS**

11. **EXECUTIVE SESSION**

Councilmember Johnson made a MOTION to go into Executive Session for Pending Litigation. Councilmember Bush seconded the MOTION. NO ACTION TAKEN. Councilmember Long made a MOTION to adopt the minutes from the previous Executive Session meeting. Councilmember Bush seconded the MOTION.

12. **PUBLIC FORUM**

Mrs. Ann Nix addressed the council about her front yard on Walnut Avenue. Her concerns included the fact the Mrs. Grace's yard has been fixed with Top Soil and New Grass even along the side of her house, while meantime Mrs. Nix's own yard is still a mess with no grass at all. Mrs. Nix also stated that everyone has black sand and she has none. She wants her yard to be fixed up as well as everyone else's yard. City Manager Alexander explained why Mrs. Grace's yard is fixed due to a prior agreement. Richard Chester explained that it is now the season in which the grass will not grow as well and we must wait till spring to put sod and seeds to help her yard come back. Councilmember Johnson suggested that someone put sand across her entire yard and keeps it watered and that will help her yard to regrow grass. City Manager Alexander stated that in November we are to be putting out Rye Grass to help from it eroding and then in the springtime there will be more effort if needed be, by putting out seed, watering, sand or top soil. In springtime we are going to make another push to get everyone's lawn back to as good of shape that it was before the project was done.


13. **ANNOUNCEMENTS**

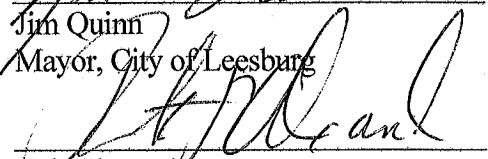
Next Scheduled Meeting is November 1st, 2016

14. **ADJOURNMENT**

Councilmember Long made a MOTION to adjourn the meeting. Councilmember Johnson seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*

  
\_\_\_\_\_  
Jim Quinn  
Mayor, City of Leesburg

  
\_\_\_\_\_  
Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

City Council members

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

City Staff

Bob Alexander, City Manager  
Bert Gregory, City Attorney

1.     **CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with a prayer and a pledge. The City Manager, the City Attorney was present along with all the Councilmembers except Councilmember Johnson.

2.     **APPROVAL OF MINUTES**

Mayor Quinn asked for a MOTION to adopt the minutes from October 4, 2016. Councilmember Powell made a MOTION to approve. Councilmember Bush seconded the MOTION.  
Vote was unanimous.

3.     **PUBLIC HEARING**

Mayor Quinn asked for a MOTION to open the Public Hearing. Councilmember Long made a MOTION to open the Public Hearing. Mayor Pro Tem Breeden seconded the MOTION. Vote was unanimous.

City Manager Alexander stated that we are required to have a Public Hearing concerning the City Community Development Block Grant Award. On October 7, 2016, The City of Leesburg was awarded a CDBG grant for: Sewer System Improvement in the Kinchafoonee Drive Neighborhood benefiting 128 people. There needs to be a meeting to discuss how the funds will be used.

A MOTION to close the Public Hearing was made by councilmember Long. Mayor Pro Tem Breeden seconded the MOTION. Vote was unanimous.

4.     **NEW BUSINESS**

**(A) Consideration of Bids on the GEFA DWSRF – 15 – 036 Water Tank 32 Project.**

City Manager Alexander introduced Chad Griffin, an engineer with Still Waters, to explain the 3 bids for raising the water tanks. The tank at HWY 32 will be raised 40ft. The reason for the tank raising is for better water pressure. There are not many contractors in the nation that can do that type of work. To have 3 bidders for the job is more than was expected.

Chad Griffin, along with the Still Waters firm, City Manager Bob Alexander, Profession Engineer Ritchie Marbury and Attorney Bert Gregory all consulted with the specialist to make very tight specifications to protect the citizens of Leesburg.

Bids were open October 13<sup>th</sup>, the lowest bidder was a company called Tank Pro Incorporated with a bid of \$404,138. Mr. Griffin stated that the next lowest bidder was a company called Phoenix Fabricators & Erectors with a bid of \$432,400. Mr. Griffin explained that we look at not only the qualifications of that contractor but also the experience to make sure that contractor meets what's been set up in the bid documents, but the experience is the most important thing. Tank Pro did not have any experience in raising an elevated tank. They have only been involved in tank rehabilitation work which is much different in tank raising.

Tank Pro Incorporated has been disqualified. This means we will move on to the more experienced bidder which is the leader in the nation as far as tank raising, Phoenix Fabricators & Erectors. This still keeps the project around \$65,000 under budget. This means we recommend the project to Phoenix Fabricators and Erectors for \$432,400.

Mayor Quinn asked if there was a MOTION to award the bid to Phoenix Fabricators & Erectors.

Mayor Pro Tem Breeden made the MOTION to award the bid. Councilmember Powell seconded the MOTION. Vote was unanimous.

## 5. **CITY MANAGER'S MATTERS**

City Manager Alexander explained that he had a Storm Water Maintenance Agreement that came in; it is part of the Land Use Ordinance which states there needs to be a maintenance agreement between the developers and the City with the Parks Senior Village. They have a holding pond which is part of their Storm Water Project. We have a standard agreement that has been drawn up and City Attorney Gregory has reviewed it, which allows the city to go in and inspect this from time to time as needed. It is a routine matter and the Mayor has to sign it so we need the council to agree upon it.

Mayor Quinn asked for a MOTION to sign the routine Maintenance Agreement with Parks Senior Village. Councilmember Long made the MOTION to sign the agreement. Councilmember Powell seconded the MOTION. Vote was unanimous.

### **(A) Financial Report**

City Manager introduced the Financial Report of the General Fund and the Water & Sewer Fund along with the check register for October. The different departments are currently within their budget. Some areas are higher than others but the average is within the budget. We should be receiving additional revenues with our property tax this month and that will continue in December & January. Right now the financial are in good shape. The Auditors came in and they should be in a position to make a presentation to the council in the December meeting.

### **(B) GMA District 10 Fall Meeting**

The Georgia Municipal Association will have a District 10 Meeting, Thursday, November 10<sup>th</sup> in Thomasville at 6pm. It is scheduled for the same night as the Chamber meeting & dinner. It will be a 50's theme so it should be fun. We will have to cancel the District 10 Meeting due to the conflict of the date.

### **(C) Train Depot Update**

It is Under Construction; Earlier this week Public Works assisted the Contractor in removing the platform because the platform needed to be out of the way so the work on the building could begin. The contractor is only to be working on the building, nothing outside. The planks are now gone.

**(D) CDBG Award Ceremony revised to November 2, 2016**

The Award Ceremony is tomorrow in Savannah, Georgia. Councilmember Judy Powel and City Manager Bob Alexander are traveling there tonight. Karen Collins the Office Manager is already over there attending the workshop. We will receive the presentation of the \$500,000 Award for the Sewer Improvement Project that goes to the Turnkey area, and also upgrading the Pump Station and Lift Station there behind Hardees.

**(E) Public Works tank project update**

The Phoenix crew is out there, they have finished sandblasting and they have got a coat of primer paint on it. The supervisor said it's going to take about a month to finish that project.

**(F) Introduce Russ Ferguson – Water/Wastewater Superintendent**

We have hired Russell Ferguson as our Water/Wastewater Superintendent. He grew up in Dawson and has lived in Lee County for 18 years. He was an operator with the Lee County Utility Authority for almost 7 years. He was chosen from the top 3 candidates. Chad Griffin helped interview and select Mr. Ferguson for the position. He holds the Class 1 Waste Water and Class 1 Water License.

**6. DEPARTMENTAL REPORTS****(A) Police Matters:**

Halloween went good along with the Homecoming Parade. Christmas Parade is coming up. We have a few new part-time employees who can't make it to the council meetings due to their other jobs. Everything is going good.

**(B)Public Works:**

Richard Chester is out due to an operation. Cecil has taken over while he's been out.

**7. GOVERNMENTAL BOARDS/AUTHORITIES****8. COUNCIL MEMBER'S MATTER**

Councilmember Long stated that the Christmas Party this year will be Saturday, December 10<sup>th</sup> at The Boney Center. It will be catered. Everyone is to bring a gift for the Dirty Santa. There will not be an ugly sweater contest this year.


**9. OLD BUSINESS****10. CITY ATTORNEY'S MATTERS****11. EXECUTIVE SESSION****12. PUBLIC FORUM****13. ANNOUNCEMENTS**

Next Scheduled Meeting is December 6th, 2016

**14. ADJOURNMENT**

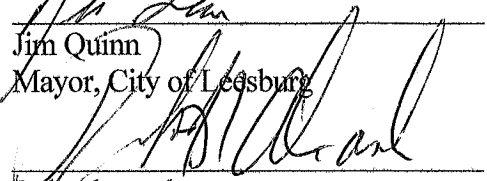
Councilmember Long made a MOTION to adjourn the meeting. Mayor Pro Tem Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*



---

Jim Quinn  
Mayor, City of Leesburg



---

Bob Alexander  
As ex officio City Clerk

**City of Leesburg**  
**City Hall, 107 N Walnut Avenue, Leesburg, GA 31763**  
**229-759-6465**

**City Council members**

Jim Quinn, Mayor  
Billy Breeden, Mayor Pro Tem  
Richard Bush     Sidney Johnson  
Debra Long     Judy Powell  
Bob Wilson

**City Staff**

Bob Alexander, City Manager  
Bert Gregory, City Attorney

**1. CALL TO ORDER**

Mayor Jim Quinn called the meeting to order at 6:00 pm with a prayer and a pledge. The City Manager, the City Attorney was present along with all the Councilmembers except Councilmember Long.

**2. APPROVAL OF MINUTES**

Mayor Quinn asked for a MOTION to adopt the minutes from November 1, 2016. Councilmember Johnson made a MOTION to approve. Councilmember Bush seconded the MOTION.  
Vote was unanimous.

**3. PUBLIC HEARING****4. NEW BUSINESS****(A) Consideration of Update Compensation Study**

A study has been completed to include in the Compensation and Classification Study with two new positions of a Water/Wastewater Operator and a Public Works Superintendent. These two positions are needed to improve the efficiency and equity of our resources.

The Water/Wastewater Operator will give us two operators out there at the Waster/Water Treatment Plant when we take that over in February. We have done a classification study for the Water/Wastewater Operator and also for the Water/Wastewater Superintendent. The Operator will be at pay grade number 70 and also the Superintendent will be a pay grade of 79. City Manager Alexander recommends both these positions be added to the update of the Compensation Study. Mayor Quinn stated that we have already hired one of them, Mr. Russ Ferguson as the new Water/Wastewater Superintendent. Mayor Quinn asks for a MOTION to adopt the pay scale. Councilmember Bush made a MOTION to adopt the pay scale for the two positions Compensation Study at The Water/Wastewater Plant. Mayor Pro Tem Breeden seconds the MOTION. Vote was unanimous.

**(B) Consideration of acquiring Lee County's Central Park Property**

The Board of Commissions is interested in the 42 Acres of Leesburg Central Park according to Christy Dockery, Co County Manager & County Clerk. There is a Sports Enthusiast Group who is interested in putting a disk golf course park out there. Richie Marbury came to the council meeting to explain more about this and what a Disk Golf Course is. Richie stated, a Disc Golf Course typically takes 20 acres but to do it here it's going to take 30 acres because of all the wet lands that are there.

The cost is somewhere around \$1,000 to \$1,200 a hole which would make the total cost somewhere around \$20,000 to \$25,000. Mr. Marbury stated that he has talked to Mike Griner and Mr. Griner said he would work with the design. Mike Griner is the one who designed the Chehaw Park Disc Golf Course. He knows a lot of the national Disc Golf players and they are willing to help us to design the park with the construction of the course and they will help with the maintenance of the course as well.



Also they said they will bring their club to help promote it. Mr. Marbury stated that the park is located close to the Butterfly Park and there is some restroom facilities close by so we wouldn't have to get restroom facilities because this will be available to the people playing Disc Golf. Disc Golf is something the whole family can play. 4year olds can play the game with 80 year olds. So this seems to be a good potential use for the property. It is not being used now and sometimes trash is being dumped on the site. Councilmember Wilson stated that he knows the history about the land and wants to know, should we take this land, would the EPA move in and charge us big dollars. Mr. Marbury stated that the only thing EPA would do is restrict how we could use it. However, a Disc Golf Course is something that would fit with EPA requirements. EPA would not let you put buildings on the wetlands. City Attorney Gregory stated that it is supposed to be used as a trail. Lee County received some funding from Federal or State around \$40,000. City Manager Alexander stated that the Department of National Resources sent it through the state to make it into a trail. The question that Gregory has is, "Are they clear of those requirements?" We're going to have that question answered; "Yes" we received the funds and implemented the funds. Everything City Attorney Gregory has looked at says that's all they had to do. There is no Sunset on how long they had to keep it a trail. So the question is..."Will this fit into the guise of a "trail" and we believe that it would because you wouldn't have to play golf there, you could still walk there plus other things so this is not contrary to what the original funding was for and we're not changing anything about the topography of the ground. We're just adding boxes or stations where discs can go. Mayor Quinn stated that the question is "Do we want to take the property?" and then the question is, "What do we want to do with it?" There's not just one option. Councilmember Wilson stated that he knows how the county acquired that piece of land. That it was a part of a subdivision and somebody couldn't pay for it. They had gone bankrupt and it was turned over to the bank and the county acquired it from the bank to make it a park. Mayor Quinn stated that he thought it was acquired with Greenspace money. City Attorney Gregory stated that if we want to move forward with this and have a motion to accept it we must pursue it to the letter of clearance from their attorney that says they have no other obligations based on the funding they received. Councilmember Johnson made a MOTION to what City Attorney Gregory just stated. Councilmember Powell stated that with the understanding that the county wants to do this. She will second the MOTION. Vote was unanimous.

**(C) Consideration of CDBG Water Project Close out – Larry Thrift Construction**

Larry Thrift Construction has completed their work along Starksville and Smithville Road and they ran into some pipes that were a little bit larger than what was originally thought to be so there is an additional Close-Out cost of \$9,235.25. The increase is still within the budget and we can utilize CDBG Funds for that there would not be any additional local funds that would be involved for this close out. City Manager Mr. Alexander recommends approval so we can close out that project. Mayor Quinn asked for a MOTION for approval for these funds. Mayor Pro Tem Breeden made a MOTION for approval and Councilmember Bush seconded the MOTION. Vote was unanimous.

**(D) Consideration of Train Depot Options**

There are three options for consideration in construction of the Train Depot.

The FIRST OPTION is a Basic Shell that is currently approved and under construction.

The SECOND OPTION is a Basic Shell Cost Effective that would install temporary site work for storm drainage, install SIPS (Structural Insulation Panels) and construct the outside platform as part of the current construction. Both option 1 and 2 would require additional construction in the future to finish the project.

The THIRD OPTION would complete the building and site/parking that would be ready to be occupied. There are SPLOST funds available for options 2 and 3. The total Federal Funds for this project is \$284,220. The total estimated local funds for option 1, 2 & 3 respectively is \$103,859, \$187,859 and \$531,984.

City Manager Mr. Alexander stated that in talking to the contractor along with EMC Engineering, there would be some advantages in looking at Option 2 because it would be more cost effective. But if we ever wanted to finish this building off we would have to put in SIPS. But to do that we would have to take the roof back off again and put these insulated panels in, then put the roof back on. That would cost additional money. Also the contractor said if we do the platforms at this time for \$20,000 that this would be a lot more cost effective, than if they came back at a later date.

The Federal Funds would still be the same at \$284,220. The Local Funds would be \$187,859 bringing the total cost to \$375,275. The third option since we talked to The Chamber of Commerce in making this a Visitor's Center. The third option would be to complete the building inside and out as well as the site area. This would cost more money but you would have a building that is complete and ready to be used.

If you only do options 1 & 2, you will be coming back at a later date to finish this building. In the meantime, not have a finished building, there would be some deterioration. There is no additional Federal Funds available, but there are local funds it would cost to finish the building off inside and out as well as the site, the parking lot outside would be \$531,794 with a total of \$816,014.

We currently have in our SPLOST funds, uncommitted funds \$464,956 along with this year's budget of \$115,000 making a total available \$579,956. So the funds are available to complete the building along with the site. If we do the building now and finish it off you will get a better price than if we have to come back at a later date.

We did have a meeting with the Chamber of Commerce and they indicated that they would like to be here and they need to bring it before their board if funds are committed to finish this project. We did have a meeting with Mrs. Cannon and Councilperson Judy Powell, The Mayor and Mayor Pro Tem Billy Breeden to have a committee meeting on this to go over things.

City Manager Mr. Alexander's recommendation is to be most cost effective, to go for Option 3 and finish the building off cause it will do a lot for the downtown. It should make everyone want to focus on improving our downtown. This is the heart and history of our community and this would be a great opportunity to have the Chamber of Commerce Visitor Center in the center part of Leesburg.

Council Meeting attendee, Mrs. Cannon added that the place now is an eyesore, and she has heard complaints about it for 15 years. Mrs. Cannon stated, "It says a lot when you go into a town and you see a dilapidated depot. What it says is the people don't care anything about it." Mrs. Cannon stated that as she was driving through Wrightsville she asked someone where their depot is and what it is used for. They explained that it is shut up and they just use it for storage and barred the doors. That says a lot that they didn't care enough to restore it and make something of it.

Everyone in Lee County including Leesburg would say that this would be a tribute to this council if you will accomplish this. Cause it is an eyesore and it's the center of town. It's the first thing the people going north see as they pass through and it says a lot about us. If we can do it and the Chamber of Commerce comes to it, it will become a live place. They are hidden over there where they are and nobody in town knows where the Chamber of Commerce is. It would put us on the map. Plus we all would be proud of it.

Mayor Quinn says he recommends the idea but wants to see if we can get some money for it from another source. If we finish it we are required to staff it and if The Chamber is going in there and paying the electric bill, we have accomplished that. The building can hold 80 people. Lee County could use it and rent it out for other things.

Councilmember Wilson addressed the concerns of parking. Mayor Quinn said they do have plans for parking. Mayor stated that we have a recommendation from our City Manager to finish the project and do Phase 3 which is to complete the building and the site and it should be done within 9 months to a year.

Mayor Pro Tem Breeden made a MOTION to go with Option 3 to complete the building and the site. Councilmember Bush made a MOTION to second and Councilmember Powell made a third MOTION for completion as well. Vote was unanimous. There was a Hallelujah by Mrs. Cannon.

5. **CITY MANAGER'S MATTERS**

(A) **Financial Report**

City Manager introduced the Financial Report of the General Fund and the Water & Sewer Fund along with the check register for October, ending October 31st. We have started to collect more revenue on the property taxes. All the departments are within the pre-set budget for this time of year.

(B) **Project Updates**

The two waterline projects are going to be finished this month. The water tower out at public works project should be finished in February. The water tower tank out there on State Route 32 out by the school, they are planning to raise that tank up January 16<sup>th</sup>. The other tank will be operational while this tank is being raised.

Hammack Well Drilling is out this week installing the new pressure engine.

On the gas station City Manager Alexander has been in touch with EMC Engineering, they are supposed to help us with the building permit and get that permit tomorrow, and then we got to wait ten days for the EPD to see if there are hazardous materials in there. Then after that period Chester is going to take his bulldozer and knock that thing down.

Mayor Quinn said we have to get someone to design a grass area park to compliment what we got on this side of the street in the future. We will be putting additional grass and grass seed and watering it and we will do the same thing for that area as well. That is until we come up with a landscaping plan. City Manager Mr. Alexander stated when talking with Van Mason with the DOT that he's not sure when they will get to putting in the third lane in front of City Hall. But it will be done before the end of the fiscal year, which is July 2017. They group all the quick response projects together and then bid them out. The local resurfacing project will go out to bid after the first of the year.

City Manager Mr. Alexander stated in talking with Mike Sistruck he said we could combine our projects together so that we get a better price. We do have 3 state resurfacing projects on 195 to be done in December this year and completed by February. Also the west Bypass is to be done by the end of May next year. Plus the state is going to do State Route 32. That goes out for bids in 2018.

(C) **Christmas Party**

The Christmas Party will be Saturday at The Boney Center at 6:00. It will be catered by Southern Elegance. They will have Turkey & Dressing and Roast Beef with Mashed Potatoes. There is a head count of about 61 people planning to attend.

6. **DEPARTMENTAL REPORTS**

(A) **Public Works: Mr. Chester**

The water tank project is in compliance. No Issues with the Lift Stations. The HTS Project is 97% complete. The Turnkey project is moving forward, it's still in the planning stage.

Lighting, The street light on the corner of Firetower has been repaired. The Lighting issue on Canal Street, Mr. Bob is looking into that and we will take care of that at a later date. First we're getting a cost estimate.

**(B)Police Department: Chief Moore**

Christmas Parade went great, good crowd, no incidents happened. We are winding up the Foster Kids Program, the Tuesday before Christmas. It has been a great turnout with donations from the citizens. Everything is going good with the police department. We had an incident that happened so we are going to increase patrol which might cause a drop in citations but Christmas is more important than writing tickets. We will have patrol hot and heavy during the holidays. If anyone sees anything suspicious they are encouraged to call and report it due to the fact the police cannot be everywhere.

**7. GOVERNMENTAL BOARDS/AUTHORITIES****8. COUNCIL MEMBER'S MATTER**

Councilmember Sidney Johnson asked to speak before the Chief comes up, he'd stated that he'd like to inform the council that due to his health, December 31st, 2016, will be his last day on the Council. He said he has enjoyed it and he would like to say thank you to all the citizens and thank you to the council for all the work they have done to accomplish the things he had his heart set on for the City of Leesburg. He feels they have worked well together; as long as they continue to work together there is nothing they cannot accomplish.

**9. OLD BUSINESS****10. CITY ATTORNEY'S MATTERS****11. EXECUTIVE SESSION****12. PUBLIC FORUM****13. ANNOUCEMENTS**

Next Scheduled Meeting is January 3, 2017

**14. ADJOURNMENT**

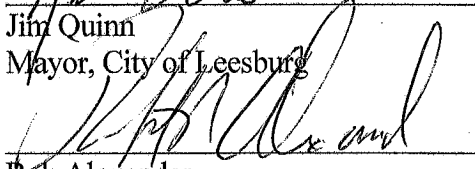
Councilmember Johnson made a MOTION to adjourn the meeting. Mayor Pro Tem Breeden seconded the MOTION. Vote was unanimous.

*Agenda May Change Without Notice*



---

Jim Quinn  
Mayor, City of Leesburg



---

Bob Alexander  
As ex officio City Clerk