

City Council Meeting
1736 Broad St. Lumpkin, GA 31815
Tuesday, March 2, 2021
6:00 P.M

AGENDA

Call to Order

Pledge to flag

Roll Call

Approval of Agenda

Minutes for approval (February 2nd)

Public Appearances:

Christian Brown – Adopt-A-Road Program

Reports from Dept. Heads:

1. Clerk – A. Holloway
2. City Manager – David Davis
3. Chief of Police – Ron Jackson
4. Fire Chief -

New Business:

Old Business:

Material Weakness

Council Input:

Executive Session (If Needed):

Adjourn

City Council Meeting
1736 Broad St. Lumpkin, GA 31815
Tuesday, March 2, 2021
6:00 p.m.

Call to Order by the Mayor at 6:00 p.m.

Pledge to flag

Roll Call – All were present except Councilman Seay.

Approval of Agenda –

Motion by F. Brown

To approve the agenda

Second by B. Cullefer

5-0

Minutes for approval – Mayor called for approval of the minutes for February 2nd and 16th.

Motion by B. Cullefer

To approval Feb 2nd & 16th minutes

Second by M. House

5-0

Public Appearances:

Christian Brown – Adopt-A-Road Program – Mr. Brown spoke on behalf of Lodge 50. The Lodge would like to adopt a road to keep clean. They would like for it to be MLK, Jr street. They will pick up and dispose of all the trash. They would like to know about the City doing an Easter Egg hunt. Later down the line, they are looking at doing friends and family day in Lumpkin. If there is anything that the Lodge 50 can do for the City, please let us know.

Reports from Dept. Heads:

1. Clerk – A. Holloway – The financial report is in your folder. I will email the other reports to the Council when complete.

2. City Manager – David Davis – See attached

Mr. Davis asked the Council to look over an No. 2021 ordinance Minimum Health and Safety Standards for Pre-owned manufactured homes that Attorney Colman sent. F. Brown – Need to make the Community aware that procedures must be followed when moving/bring in a mobile home.

3. Chief of Police – Ron Jackson – See attached

The 2017 marijuana case where the City impounded a car, \$1200.00, and a pound of marijuana. The two officers are no longer with the City, so that case will be dismissed. So the car and money will have to be returned to the owner. We will be installing a camera in the school zone to catch speeders. The GBI investigation of stolen City equipment has been closed. A list of the sold items is in your folders.

4. Fire Chief - Absent

New Business:

Old Business:

Material Weakness- See attached.

B. Mallory – The 2019 number #3 – Each Councilmember and City Manager receives a financial report. Are you referring to the reconciliation report? City Clerk – We have started handing out the information over three months ago. On the back are the accounts and detailed transactions.

#4 – About the budget – I see where the City has adopted City Budget, but when will the quarterly report start? A. Holloway – The Council has received the budget report in November and will receive one this month. #5 The SPLOST funds were deposited in General and will be returned to SPLOST. #7 SPLOST – The SPLOST account had been changed, and a new checking account was open. #7 The transaction that was made by phone transaction. #8 The aging report – QS1 pulls this; it was explained and broken down in the Council's meeting. Mr. Davis, is the delinquent taxes and utility accounts up to date? Will we get a list of the past due utility, business license, and taxes?

Council Input:

B. Cullefer – I am a perfectionist and want it to be precisely what happened. On Mr. Davis's statement that was made on the first page – that is not what happened. That day Flossie and I went to the office to sign checks. We signed checks gave the folder to Anne. Then Mr. Davis asked if he could talk to me. He said that he planned to let two people take an online class to be the electrical inspector. He said that he wanted one to be Mike Robinson. I told him that I am not sure if he would consider doing it or not because he took the sewage test some years ago and didn't pass the groundwater part. Victoria Barrett came down to help, but Mike didn't want to retake the test. So, I don't know if he will take it or not, but if you are going to send two, why not send Matt Holloway. I don't need to ask him, or Anne, you need to ask him if he would take it. He asked him but didn't let him know that it would be online. Matt thought it was going to be in a classroom, so he said no. Matt found out it was going to be online; he said that he would take the class. When I started to leave, Tony Matthews told me that he knew someone who might bid on the repairs. We were supposed to run in the paper, which we have not as of yet. He said that he knows a Mr. Wright from Wrightsville. I said if he wants to put a bid in, that would be fine. Then I left the building. Ms. Flossie was never in the office with you and me. I went back the next week to sign checks. I went down the hall heard someone talking. I asked Anne what was going on down the hall. She said that Mr. Wright was taking inspector class. I said I thought Ernie Brown was the building inspector. She said that Ernie had called and said that we need to get someone else, but he would help with anything that he could. That is the first I have heard of a building inspector. I want this in the minutes to correct what has happened in Mr. Davis's office and corrected what I said and what was done on your first page. It stated of somethings that were not correct. Mr. Davis – stated that he would like to respond -that the record show in my report was accurate. The information that I gave to Council was accurate. Everything that I had in my report is accurate.

T. Matthews – Are we on track to finish the budget? City Clerk – Yes, we are on track. Good. How is the generator doing? D. Davis – the generator at the pond is good. We are waiting on Mr. French to get a filter for the generator at the Trotman well.

B. Mallory – The building we had discussed at City Council for the Chief to look into the building. Has it run in the paper? City Clerk – It will be in this week's newspaper. Ok, Mr. Davis – the recreation of both of the parks. Mr. Davis – the park on 27 we need to put tennis net up and that is about all we need to do except the merry go round. The one on Oak Street – Mr. Holloway came down and dug the holes and didn't charge anything. We have got to get the two poles and cement. Then we need two backboards and a border around the ditch.

Executive Session (If Needed):

Adjourn

Motion by C. Matthews
Second by M. House

To adjourn
5-0

Jimmy Babb Mayor Jimmy Babb Date: 4-6-21

Barbara Edwards

Hessie Brown

Marty House

Candace A. Matthews

B. J. Mallory

Anne Holloway Anne Holloway, City Clerk

2/24/21

February Updates

Council,

*A paint Test for Lead was conducted at the old Gulf Station at Cotton and Broad. The test was negative. Witnesses were: Willie Clark, Mikeema Robinson, Earl White, David Davis -Manager, and Eddie James Wallace-Georgia Certified Residential, General and Electrical Contractor.

*Trevon Wright completed two classes and received a certificate of completion toward Council-approved classes for Electrical Inspector.

*Responded to gas smell complaint in home at Main and Maple. Turned off and locked gas meter. Tenant was advised to seek professional assistance since the smell was inside her home.

*Responded to gas turn-on request; 360 Cherry for gas leak check. (Wesley Brinson). No leaks found.

* Went to several places throughout the City with Inspector Russell French to inspect tie downs, steps, gas tanks, electric poles and other factors relating to Mobile Home requirements. For the most part, all was well.

*Need Council's approval for Trishonda Ponder to import a 16 X 72 1997 mobile home to the corner of Rockwell and Cotton Streets for her living quarters. It will replace the one that she had moved from this site. All necessary pictures, papers, fees and requirements have been filed, paid and met.

*Mr. Russell French will address the problem of 7 to 9 airators (pumps) malfunctioning at the Pond. Possible short circuit or turtles blocking the pumps.

*Called Council Meeting, 2/8/21, open forum, personnel.

*Two employees were out this month due to sickness at different times- (Thomas and Webb). Both were told to go to the Doctor. Both took the COVID test on their own and filed negative tests results in the Office.

*On March 2nd, American Tanks will clean the water tank on Reservoir Street. The tank will be drained the day before. Water pressure will probably be a little low but water will not be off.

*On March 9th, American Tanks will clean the tank on Cotton Street. The same process stated above will apply.

*Ms. Theretha Redding agreed that the City could access the manhole and sewer line that crosses her property if needed. Mr. Young's daughter agreed for a driveway to be cut across her property to give access to Ms. Robinson's home. The matter is settled.

3/2/21

(Fact)

More than 18 million people, (5.6%), live in mobile homes. This makes them the “Single Largest Source of Unsubsidized Affordable Housing” in this country, according to a 2017 report published in the American Sociological Review. With so many people living in them, the topic of relocation is starting to come up more and more.

4 Laws on Moving a Mobile Home in Georgia

1. You will need to file a permit application, secure a moving permit, and must get a certificate from the County tax office showing that no taxes are overdue or unpaid on the structure. Must also show a certificate of title.
2. Professional help: Movers must file a license, be bonded, and insured.
3. Home must be up to Code (most cities bolster this law (1996) with their own age limit.
4. Check Lumpkin’s local zoning requirements.
5. Proof of the integrity of the structure and systems of the unit inside, underside, and outside must be provided. (pictures).

NOTE

The Georgia Legislature voted this year to bar Counties from discriminating against Mobile Homes on the basis of Age. August 27, 2010, (updated August 27, 2019).

If a mobile home was built before the HUD Codes were enacted in 1976, it probably WILL NOT be allowed to be moved.

Benefits to living in a mobile home:

1. Reduced purchase / maintenance cost and environmental friendly.
2. Convenience

Drawback: May cause decrease in property value

March 1, 2021

***Note-Taken from Zoning Ordinance - 1998**

Zoning Ordinance

Adopted – May 12, 1998

Adopting body: Lumpkin Zoning Committee with Staff from Lower Chattahoochee Regional Development Center

Title V—Manufactured Housing Units

Article 2 – Compatibility

- 1. Age of Unit—All Units shall be manufactured after June 15, 1976.**
- 2. Must be anchored in compliance with CABO One & Two-Family Dwelling Code**
- 3. Bottom must be completely enclosed with either rock, brick, concrete lattice, metal, siding, etc.**
- 4. Latch door must be at least 18" X 24" for underneath access.**
- 5. Must have Water, Sewer and Electric connectors**
- 6. Before Electric service is given, City of Lumpkin shall inspect after necessary permits are issued and all other requirements are met.**
- 7. Hitch, Axils and Wheels must be removed from Unit when placed.**

GUIDELINES

Measurements for Mobile Homes

FRONT--- 35 ft. from mobile home to street

Both Sides---15 ft from mobile home to street or property

Adjacent Property---20 ft from mobile home to rear property



LUMPKIN POLICE DEPARTMENT

P.O. Box 278
544 MLK Jr. Drive
Lumpkin Georgia 31815
Office: 229-838-6101 Fax: 229-838-0234

Council Meeting 3/2021

Date 03/02/2021

1. Met with superintendent, coach, etc., along with Sheriff Jones in reference to officers patrolling at the school as well as off sight ballgames were discussing policy issues.
2. Received a call from the D.A.'s Office in reference to court starting March 15th 2021 The D.A.'s office asked me to find the vehicle and have it ready to return along with \$1200.00. The 15 lbs of marijuana will have to be destroyed due to lack of prosecution of two officers (Officer Flowers and Officer Wesley Atchley whom are no longer with the Lumpkin Police Department.
3. We will have cameras installed out at the school to help with the safety issues and the speeders, also to help bring in extra revenue for the department. (Package previously emailed to council)
4. Increasing problems with juveniles stealing from Dollar General, also spraying graffiti on the roadway of Cotton and Surlis Street, they also spray painted the blue club.

Thank You

Chief Jackson

City of Lumpkin

Material Weakness for August 1, 2018- July 31,2019 Audit findings

1. **2019-1 Segregation of Duties**

EFFECT: The potential exists for unauthorized transactions to be initiated and not discovered.

2018-2019 – Had several turn overs during this time. There were three new employees hired during the end of 2018. These are the new duties and verification transactions performed.

2019-2020 **CORRECTION** - The City Hall has begun to have three employees check for accuracy/balance of all transactions. The collection of the daily payments for utilities, taxes, and other miscellaneous fees are collected by the Deputy Clerk. The Deputy Clerk pulls report from QS1 and excel spreadsheet that must balance at the end of day. The deposit is given to Clerk that recounts all transactions and prepares deposits. The transaction is recorded in Quick books by the City Clerk. The City Manager is given all the transactions and daily reports. The weekly checks are billed/produced from Quick books. Two Council members review the bills and sign the payroll and weekly checks.

2. **2019-2 Reconciliation of Bank Accounts**

Effect: The potential exists for unauthorized transactions to be initiated and not discovered.

During the 2018-2019 year the Clerk had to service several different areas. During this time the reconciliation was not given to the Council. At this time, we have a City Manager, Deputy Clerk and Clerk.

2019-2020 **CORRECTION** - Bank Accounts are being reconciled monthly through Quick books. The Mayor, City Manager and Finance committee will receive monthly printed reports showing the reconciliation report for General & Water accounts. The other accounts are reconciled manually but are reported on the financial statement monthly.

3. **2019-3 Review of Financial Reports**

2018-2019 A Financial sheet was given out monthly.

2019-2020 **CORRECTION** - Each Council member and City Manager receives a monthly financial report of all transactions. All checking account transactions are given to the Council members.

4. **2019-4 Governmental Fund Budgets**

Effect: The lack of a properly adopted budget makes public monitoring of City activity impossible.

2018-2019 The City didn't have a completed audit so we were unable to adopt a budget.

City of Lumpkin
2020-2021 BUDGET
08/01/20 - 07/31/21

Expenditures:

		Oct-20	Feb-21	BALANCE
Governing Body -				
		AMENDED		
Mayor				
Salary -	\$ 2,400.00	\$ 2,375.00	\$ 1,900.00	
Training -	\$ 500.00	\$ 325.00	\$ -	
Lodge -	\$ 500.00	\$ -	\$ -	
Travel/meals -	\$ 500.00	\$ -	\$ -	
	\$ 3,900.00		\$ 1,900.00	\$ 2,000.00
City Council Salary -	\$ 7,200.00	\$ 9,250.00	\$ 8,200.00	
Training -	\$ 2,500.00	\$ 1,500.00	\$ -	
Lodge -	\$ 6,000.00	\$ 2,800.00	\$ -	
Travel/meals -	\$ 2,500.00	\$ 1,050.00	\$ -	
	\$ 18,200.00		\$ 8,200.00	\$ 10,000.00
Total -	\$ 22,100.00		\$ 10,100.00	\$ 12,000.00
 Administration -				
Salaries -				
10%Admin/15% Street/ City Manager -	\$ 4,800.00	\$ 387.99	\$ 1,569.24	
35%Admin/5% Police/S, City Clerk -	\$ 16,000.00	\$ 1,332.52	\$ 5,097.88	
40%Admin/S/W/G 20% Deputy Clerk -	\$ 13,312.00	\$ 1,016.50	\$ 3,582.78	
PTO	\$ 4,500.00	\$ 180.58	\$ 451.25	
Holiday pay	\$ 3,400.00	\$ 112.74	\$ 844.74	
Overtime -	\$ 3,000.00	\$ 240.08	\$ 506.18	
	\$ 45,012.00	\$ 3,270.41	\$ 12,052.07	\$ 29,689.52
Group Ins.	\$ 24,680.52	\$ 1,650.61	\$ 8,831.24	
Libility Ins. -	\$ 26,000.00	\$ 2,637.00	\$ 7,911.00	
FICA Tax -	\$ 9,096.00	\$ 3,344.94	\$ 2,652.30	
Medicare tax -	\$ 1,758.56	\$ 782.30	\$ 596.92	
Unemployment -	\$ 2,500.00	\$ 12.22	\$ 128.02	
Workman Comp -	\$ 35,806.50	\$ 6,408.00	\$ 3,676.00	
Retirement -	\$ 8,706.96	\$ 2,176.74	\$ 1,989.45	
Computer Support -	\$ 5,500.00	\$ 175.05	\$ 83.74	
Pest Control -	\$ 525.00	\$ 25.00	\$ -	
Main & Repair -	\$ 2,600.00	\$ -	\$ 1,238.47	
Postage -	\$ 2,000.00	\$ 55.00	\$ 55.00	

Tires -	\$ 4,800.00	\$ -		
Fuel,Oil, Lube -	\$ 12,000.00	\$ 1,301.66	\$ 430.18	
Professional fee -	\$ 7,000.00	\$ 1,651.75	\$ 8,798.94	
TSYS Mersolutions	\$ 2,832.00	\$ 321.10	\$ 975.69	
Quick book fee	\$ 500.00	\$ 307.90	\$ 410.56	
Utilites - Misc	\$ 4,200.00	\$ 2,206.00	\$ 1,455.48	
Cap Outlay- Vehicle	\$ 36,000.00	\$ -	\$ 36,000.00	
Cap Outlay - Other	\$ -	\$ -		
Judges -	\$ 6,000.00	\$ 1,000.00	\$ 2,000.00	
Attorney -	\$ 3,600.00	\$ 600.00	\$ 900.00	
	\$ 146,447.18	\$ 14,088.61	\$ 75,347.53	\$ 57,011.04
Total -	\$ 440,423.18	\$ 37,846.56	\$ 172,068.38	\$ 230,508.24

Fire -

100% General	Salary -	\$ 1,200.00	\$ 92.38	\$ 400.00	
	Firefighter Cancer Ins	\$ 2,500.00		\$ 2,500.00	
	FICA	\$ 90.00	\$ 6.20	\$ 27.20	
	Med.	\$ 17.40	\$ 1.45	\$ 5.80	
	Firefighter PPE	\$ 5,000.00	\$ 48.00	\$ 284.50	
	Veh. Repair	\$ 1,000.00	\$ -	\$ 77.90	
	Utilities -	\$ 720.00	\$ 507.63	\$ 869.09	
	Inspections -	\$ 400.00	\$ -	\$ 400.00	
	Fire gasoline			\$ 155.25	
Total -		\$ 10,927.40	\$ 655.66	\$ 4,719.74	\$ 5,552.00

Public Works -

Salary -

15% Street, 25% S/W/G	City Manager	\$ 43,200.00	\$ 1,571.31	\$ 14,123.13	
20% Street/S/W/G	City Clerk	\$ 24,000.00	\$ 1,099.35	\$ 8,739.22	
20% S/W/G	Deputy Clerk	\$ 19,968.00	\$ 914.88	\$ 5,374.16	
40% Street, 10% Sew, 2/	Supervisor -	\$ 36,517.06	\$ 3,008.16	\$ 13,125.20	
10% Street, 30% S/W/G	Asst. Supervisor -	\$ 28,026.72	\$ 2,668.82	\$ 13,400.67	
70% Street, 10% S/W/G	Crew -	\$ 70,000.00	\$ 3,767.94	\$ 20,812.10	
	PTO	\$ 10,000.00	\$ 341.53	\$ 2,357.90	
	Holiday pay	\$ 6,577.00	\$ 346.00	\$ 3,290.00	
	Overtime -	\$ 30,000.00	\$ 1,328.15	\$ 3,306.20	
		\$ 268,288.78	\$ 15,046.14	\$ 84,528.58	\$ 168,714.06
	Group Ins. -	\$ 32,000.00	\$ 2,204.00	\$ 8,696.00	
	FICA -	\$ 13,647.48	\$ 790.26	\$ 2,978.95	
	MED.	\$ 2,638.52	\$ 184.82	\$ 663.41	
	Main /Repair - VEH	\$ 8,000.00	\$ -	\$ 1,794.47	
	Main/ Repair - H Eq	\$ 14,083.77	\$ -	\$ 2,038.67	
	Main/Repair - other	\$ 7,300.00	\$ 229.80	\$ 250.00	
	Supplies -	\$ 20,000.00	\$ 2,806.80	\$ 11,727.25	

RE: Items sold City of Lumpkin

From: Chesnut, Joe (joe.chesnut@gbi.ga.gov)

To: lumpkincity@bellsouth.net

Date: Monday, March 1, 2021, 11:14 AM EST

Thanks Ann. The items the City Manager are looking for can be found on lines 24 and 25. I will let the Chief know that no theft has occurred and we will be closing our case.

Sent from [Mail](#) for Windows 10

From: [lumpkincity](#)
Sent: Monday, March 1, 2021 11:08 AM
To: [Chesnut, Joe](#)
Subject: Items sold City of Lumpkin

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Joe,

Here is the list of all items sold from 2011-2021.

Anne Holloway

Lumpkin City Clerk

Phone 229.838.4333

Fax 229.838.9908