



City of Mountain Breezes
CLEVELAND, GEORGIA
Cleveland City Council

Meeting Minutes

Monday, February 12, 2024 - 6:30 P.M.

**Cleveland Community Center/Police Department
342 Campbell Street, Cleveland, GA**

1. Call to Order

Mayor Turner called the meeting to order at 6:30 p.m.

PRESENT:

Mayor Josh Turner, Council Members Nan Bowen, Annie Sutton, Jeremy McClure (Mayor Pro Tem), and C.J. McDonald

Also, present were City Administrator Kevin Harris, City Attorney Keith Whitaker, and City Clerk Lisa Ritchie

- 2. Invocation – Associate Pastor of Students and Families Manning Minton, Cleveland First Baptist Church, and White County Ministerial Alliance**
- 3. Pledge of Allegiance**
- 4. Approve Agenda**

Motion by Council Member McDonald, seconded by Council Member Bowen, and voted, unanimously, to approve the agenda.

PRESENTATIONS

- 5. Mayor Josh Turner - Harold F. Holtz Municipal Training Institute Certificate of Recognition during the Georgia Municipal Association's (GMA) Annual Cities United Summit in Atlanta on January 28**

Mr. Harris and Ms. Ritchie presented the certificate of recognition to Mayor Turner.

- 6. City of Ethics Recertification**

Mr. Harris stated that that city was recognized at the Cities United Summit for accomplishing the City of Ethics Recertification.

PUBLIC HEARING

7. Second Public Hearing and Consideration – Resolution 2024-03 – The Americans with Disability Act (ADA) Transition Plan

Mayor Turner opened the Public Hearing.

Economic Development and Planning Director Tom O'Bryant addressed the Mayor and Council Members. Mr. O'Bryant stated that the transition plan is required to be updated by the city every five years.

There were no comments from the public.

Mayor Turner closed the Public Hearing.

Motion by Council Member McClure, seconded by Council Member Sutton, and voted, unanimously, to approve Resolution 2024-03 – The Americans with Disability Act (ADA) Transition Plan.

8. Second Public Hearing and Consideration – Resolution 2024-04 to Amend the City of Cleveland Personnel Policy

- 7.3.2 - Attendance & Work Hours, Overtime, Exempt Employees
- 11.2 - Time off, Accrual Schedule
- 11.2.3 – Time Off, Accrual Schedule, Paid Time Off Upon Separation of Employment
- 11.5 Time Off, Bereavement Leave
- 14.15 – Employee Responsibilities and Conduct, Policy Review

Mayor Turner opened the Public Hearing.

Mr. Harris discussed the recommended amendments.

There were no comments from the public.

Mayor Turner closed the Public Hearing.

Motion by Council Member McClure, seconded by Council Member Sutton, and voted, unanimously, to approve Resolution 2024-04 to Amend the City of Cleveland Personnel Policy as recommended.

9. First Public Hearing – Resolution 2024-05 to Rescind the Personnel Policy from the City of Cleveland Code of Ordinances

Mayor Turner opened the Public Hearing.

Mr. Harris stated that the personnel policy was originally adopted by Ordinance. He said to simplify, the personnel policy should be adopted by resolution rather than by Ordinance.

DEPARTMENT REPORTS

10. Economic Development and Planning – Director Tom O’Bryant

- January 2024 Report

Mr. O’Bryant addressed the Mayor and Council Members. He reported the following January items:

- Occupational Licenses – 8 (Chase Leigh Designs, Something Old/New, Foothills Motors, Prestige Auto Body)
- Building Permits – 23 (Residential Old Nacoochee Village, Atlanta Hardwoods, Wendy’s)
- Building Inspections – 15 (Gateway Village, Oak Springs Cottages, Angel Lane E&S, Truett, Yonah Shadows)
- Sign Permit – 1 (Chase Leigh Designs)
- Plan Review – 1 (Scooter’s Architectural, Wendy’s Architectural)
- Current Commercial Activity – 6 (6 Courthouse Square, Wendy’s, Scooters, Rogers, Truett, Atlanta Hardwoods)
- Development Inquiries – 6 (Arbor Valley Communities, SR Group, Fuller Living, Summit Investment Group)
- Grant Applications
 - The Appalachian Regional Grant full application for the Wastewater Treatment Plant, moved to funding. Waiting for the EDA grant to be packaged together.
 - The EDA Grant application related to Disaster Declaration FEMA-4600-DR, for resiliency relief to help fund the proposed wastewater treatment plant – the additional information requested by the agency has been provided. The agency is finishing

online portal updates. Waiting for an announcement.

- Annual renewal of the city's SAMS (System for Award Management) registration to stay eligible for federal funding.
- Infrastructure
 - The new well (well 6) - preconstruction meeting with American Water has been held. American Water's engineer is preparing and submitting the Land Disturbance Plan.
 - LMIG 2022-2024 projects are out to bid. He said the Mayor and Council Members will see them in March.

11. Finance – Director John Solmon

- December 2023 Report

Mr. Solmon addressed the Mayor and Council Members. He reported the following December items:

- Comparison to last year
 - General Fund Revenue is down due to the timing of tax dollars, permits and licenses were down, and Intergovernmental revenues were up
 - General Fund Expenditures are up due to accrual payout
 - LOST collections are up
 - SPLOST collections are up
 - General Fund Expenditures shows 59% of revenue is going toward public safety (police and fire)
 - Water and Sewer Fund Revenue is up
 - Water and Sewer Fund Expenditures are up

12. Fire Department – Chief Ricky Pruitt

- January 2024 Report

Chief Pruitt addressed the Mayor and Council Members. He reported the following January items:

- Total of 96 Calls: 52 inside the city and 44 in the County

13. Police Department - Chief Jeff Shoemaker

- January 2024 Report

Chief Shoemaker addressed the Mayor and Council Members. He reported the following January items:

- Total occurrences – 1,892
 - Public assists - 570
 - Premise checks – 844
 - Field interviews - 13
 - Incident reports - 43
 - Accident reports - 18
 - Investigative/supplemental – 41
 - Citations Issued - 79
 - Warnings - 273
 - Warrants - 11
 - Juvenile – 0
 - Arrests - 8
- Citations
 - Drug Arrest - 3
 - Driver's license, Registration, & Insurance - 35
 - Moving violations, traffic control, etc. - 29
 - Equipment, seatbelt, etc. – 12
 - Other – 2

14. Public Works Department – Public Works Director Ricky Hunt

- January 2024 Report

Mr. Hunt addressed the Mayor and Council Members. He reported the following January items:

- Meter Change Out – 9
- City Hall Office Maintenance – 4
- Sewer Backup - 4
- Check For Leak – 3
- Final Reading Do Not Lock – 11
- Garbage Request – 11
- Inspection – 2

- Cut Off and Lock Meter – Non-Payment – 13
- Miscellaneous to Probation Workers – 2
- Meeting with Customer – 5
- Snowbird – 1
- Final Read and Lock Meter – 18
- Payment Agreement – 1
- Street Repair – 2
- Meter Inspection – 29
- Residential Turn On – 22
- Commercial Turn On – 3
- Residential Just Unlock Do Not Turn On – 2
- After Hours Work – 6
- Line Inspection – 145
- City Property Maintenance – 1
- Street R-O-W Maintenance – 4
- Meter Readings – Monthly – 2,239
- Meter Re-Reads – Monthly – 23
- Utility Locates – 93
- Oak Springs/Police Department Building Maintenance – 3
- Sanitation Residential & Commercial - 54 Loads (186.51 Tons of waste taken to the transfer station)
- Routine Sewer Lift Station Daily Inspection – 9 Lift Stations, 7 days a week, 279 Inspections

15. Water Resources – Water Resources Director Andrea Smith

- January 2024 Report

Ms. Smith addressed the Mayor and Council Members. She reported the following January items:

- Water Treatment
 - City wells produced 14.7 MG
 - Water purchased from the County – 9.0 MG
 - Flushed 5 hydrants for water quality
 - Responded to 1 water quality work order
 - Performed 195 laboratory tests on drinking water
 - Collected and shipped all required monthly samples to the EPD lab

- Issued 1 boil water advisory to EPD
 - Submitted all boil water advisory paperwork to EPD
 - Submitted all Monthly Operating Reports to EPD
 - All lead and copper data has been entered on the spreadsheet from the state. All of Cleveland's lines have been inspected, and no lines contained lead. There are a total of 8 galvanized lines that do not require replacement, the customers will be notified
 - Water loss – 38.1%
- Water Reclamation
 - Discharged 16.8 MG of treated effluent into Tesnatee Creek
 - Performed 108 laboratory tests on the influent and effluent wastewater
 - UV system diagnosed by Templeton and Associates for electrical problems. They advised to add buck boosters to both banks
 - Replaced 8 lamps on the UV System
 - Installed LED floodlights on all buildings
 - Submitted Discharge Monitoring Report to EPD
 - Submitted a letter to EPD requesting a permit modification
 - Reviewed and filed monthly grease trap manifests
 - Issued a spill report for 273 Quillian Street to EPD
 - Industrial Pretreatment
 - Ran a surveillance test sample on Cobb – Vantress discharged wastewater
 - Issued a letter to White County Mouldings requesting all monthly manifest of disposed wood juice
 - Reviewed Cobb-Vantress and NOK Self-Monitoring Reports

NEW BUSINESS

- 16.** Request for a Special Event Permit for Truett McConnell University President's Weekend Event with a firework display on March 15, 2024

Justin Coalley, Truett McConnell University, addressed the Mayor and Council members.

Fire Chief Ricky Pruitt stated there are other tasks that need to be done prior to providing a recommendation.

Motion by Council Member McClure, seconded by Council Member Bowen, and voted, unanimously, to approve the request contingent upon the firework company's inspection and by Fire Chief Pruitt.

- 17.** Purchase of a drone – Funding Source: SPLOST V

Mr. Harris stated that a drone will be beneficial to the police, fire, public works, economic development, and planning departments. He stated that the price includes two drones, a larger one and a smaller one. He stated that the city already has a fire department employee, Kevin Kochis, certified to operate drones. Mr. Harris stated plans to get three more employees certified.

Motion by Council Member McClure, seconded by Council Member McDonald, and voted, unanimously, to approve the purchase of two drones in the amount of \$10,485.

- 18.** Request for modification to payroll during implementation of biweekly pay period

Mr. Solmon stated the modification to payroll by adjusting the pay periods for more efficiency and to cover the employees during the process.

Motion by Council Member McDonald, seconded by Council Member McClure, and voted, unanimously, to approve the request for a modification to payroll.

- 19.** Approval of Meeting Minutes

- February 5, 2024, Meeting Minutes

Motion by Council Member Bowen, seconded by Council Member Sutton, and voted, unanimously, to approve the February 5, 2024, Meeting Minutes.

- 20.** Approval of Executive Session Minutes

- February 5, 2024, Executive Session

Motion by Council Member McClure, seconded by Council Member McDonald, and voted, unanimously, to approve the February 5, 2024, Executive Session.

PUBLIC COMMENTS

There were no comments from the public.

CITY ADMINISTRATOR KEVIN HARRIS

Mr. Harris discussed the following items:

- Sanitation Truck purchase

CITY ATTORNEY KEITH WHITAKER

Mr. Whitaker did not have any items to report.

ANNOUNCEMENTS

Ms. Ritchie gave the announcement.

21. Upcoming Calendar items

- City of Cleveland offices will be closed on Monday, February 19, 2024, in observance of the Presidents' Day holiday

EXECUTIVE SESSION

Motion by Council Member McClure, seconded by Council Member Sutton and voted, unanimously, to enter an Executive Session at 7:29 p.m.

22. Discussion regarding real estate, personnel, and pending litigation

Motion by Council Member McClure, seconded by Council Member Sutton and voted, unanimously, to adjourn the Executive Session and return to the City Council Meeting at 9:37 p.m.

Council Member McDonald opened the door to allow citizens to return to the meeting.

ADJOURN

Motion by Council Member McClure, seconded by Council Member Bowen and voted, unanimously, to adjourn the City Council Meeting of February 12, 2024, at 9:38 p.m.

Approved this 4th day of March, 2024.

Josh Turner

Josh Turner

Mayor

Jeremy McClure

Jeremy McClure

Council Member
Ward 3
Mayor Pro Tem

Nan Bowen

Nan Bowen

Council Member
Ward 1

C.J. McDonald

C.J. McDonald

Council Member
Ward 4

Annie Sutton

Annie Sutton

Council Member
Ward 2

ATTEST:
Lisa A. Ritchie

Lisa A. Ritchie

City Clerk