

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING STREET
SEPTEMBER 25, 2000 - 7:00 P.M.**

MINUTES

**PRESENT: James F. Palmer, Mayor
Ronald H. Woods, Mayor Pro Tem
John D. Shelton, Jr., Councilman
Ray Denmon, Councilman
Lorene Potts, Councilwoman**

**ALSO: Kelly Cornwell, Director of Utilities and Public Works
Eddie Peterson, Assistant Director of Utilities and Public Works
Cathy Harrison, City Administrator**

1. Mayor Palmer called the meeting to order and welcomed everyone in attendance. Councilman Denmon gave the invocation.
2. Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.
3. Minutes of the September 11, 2000 regular City Council meeting were approved as written.
4. Mayor's Comments:
 - a. Mayor Palmer read a proposed domestic violence awareness proclamation, which would recognize October as "Domestic Violence Awareness Month" and asked for approval by the Council. He stated there would be a family violence work shop held on October 27, 2000 from 9:30 P.M. until 11:30 P.M. at the Depot, as an aid to work toward the eradication of domestic violence. The Council concurred with the proposed proclamation.
 - b. Mayor Palmer reminded the Council that the GMA fall district meeting is to be held October 23, 2000 at noon in Ringgold. He stated, since this will be a regular City Council meeting date, it would be necessary for the Council to change its noon work session. Therefore, the Council would need to consider this meeting and notify him by the next Council meeting if they wish to attend and wish to have the October 23 work session rescheduled for an earlier or later time.
 - c. Mayor Palmer stated the Council will hold a public hearing on October 23, 2000 at 7:00 P.M. regarding a VFW liquor pouring license application.
 - d. Mayor Palmer reminded the Council of three zoning hearings scheduled for October 9, 2000 at 7:00 P.M.
 - 1) A request for zoning of C-2 and annexation by Ronald & Landa Culberson for approximately 0.7 acres at 1318 U. S. Highway 41 South.
 - 2) A request for zoning of A-1 and annexation by James F. and Faye T. Jones of approximately 16 acres at 2229 Red Bud Road.
 - 3) A request for R-2 zoning and annexation by Jack Knight for approximately 22 acres at 146 and 266 Henderson bend Road N.W.

5. Public Hearings and Comments:

- a. Mayor Palmer gave a second reading of a beer and wine pouring license request of Danny Ray Locklar, Manager for Jalapeno's Mexican Restaurant at 235 West Line Street, a new location.
 - 1) A public hearing was opened.
 - 2) Mayor Palmer reported that the police report on the applicant was clear.
 - 3) The applicant, Mr. Locklar stated the owner wished to open a first class Mexican restaurant in Calhoun. The current owner has a similar operation in Dalton.
 - 4) Mayor Palmer inquired if there were other comments. There were none.
 - 5) The public hearing was closed.
 - 6) Mayor Pro Tem Woods made a motion to approve the request as stated, second by Councilwoman Potts, with Mayor Pro Tem Woods, Councilwoman Potts, Councilman Shelton and Councilman Denmon voting affirmatively, motion carried.
- b. Mayor Palmer gave a second reading of a wine and liquor package license request for a new owner at an existing location, James Steven Lingerfelt, Inc., d/b/a ABC Liquor, at 769 Highway 53 East, Walter D. Fowler, Manager.
 - 1) A public hearing was opened.
 - 2) Mayor Palmer reported that the police report on the applicant was clear.
 - 3) Mayor Palmer inquired if there were any comments by the applicant. There were none.
 - 4) Mayor Palmer inquired if there were other public comments. There were none.
 - 5) The public hearing was closed.
 - 6) Mayor Pro Tem Woods made a motion to approve the request for a wine and liquor package license for a new owner of the existing location, James Steven Lingerfelt, Inc., d/b/a ABC Liquor, at 769 Highway 53 East, Walter D. Fowler, Manager. The motion was seconded by Councilwoman Potts, with Mayor Pro Tem Woods, Councilwoman Potts, Councilman Shelton and Councilman Denmon voting affirmatively, motion carried.
- c. Harold Faith, a resident of Fox Subdivision, expressed his concern for water problems in his immediate area. He reviewed the history of sewer being placed in portions of Fox Subdivision through grants acquired jointly by the city and county. He also reviewed the history of the annexations through the 66 2/3 percent method. He expressed concern for additional water that seems to be encroaching on his property. He requested that a drainage box that is located in a ditch near his house be removed, since it seems to be a problem regarding size and regarding the size of pipes coming in and going out of the junction box. Following discussion, Eddie Peterson of the public works area stated it would be possible for the box to be removed by the city, since it is on right-of-way and would be within the guidelines of the current policy. Following discussion, the Council agreed the junction box could be removed.
- d. Darren Hardin, Special Purpose Local Option Sales Tax. Mr. Hardin removed his name from the agenda on late Monday afternoon, September 25, 2000.

6. Old Business:

- a. Mayor Palmer reviewed the proposed amendments to the reimbursement policy, which would allow the policy to change automatically, as the IRS changes their

requirements for *per diem* and mileage reimbursements. Following discussion, Councilman Denmon made a motion to approve the policy amendments, second by Councilman Shelton, with Councilman Denmon, Councilman Shelton, Councilwoman Potts and Mayor Pro Tem Woods voting affirmatively, motion carried.

7. New Business:

- a. Mayor Palmer stated he had received a request from the police department to use \$1275.00 of special police funds for 3 dot-matrix printers, software and installation of 3 GCIC terminals. Police Chief Goswick stated the additional equipment would allow him to utilize the additional connections that are allowed through the current price the city is paying for the GCIC connections. He stated it would allow his department to function at a higher level. Following discussion, Councilman Shelton made a motion to approve the use of \$1275.00 of special police funds for this purpose. The motion was seconded by Councilman Denmon, with Councilman Shelton, Councilman Denmon, Councilwoman Potts and Mayor Pro Tem Woods voting affirmatively, motion carried.

8. Other written items not on the agenda:

- a. Mayor Palmer stated the First United Methodist Church would be having a block party for their church community on October 1 from 5:00 P.M. to 7:00 P.M. and would utilize all of their property. In order for the congregation to move freely between the buildings, it would require the closing of College Street from Trammell to Line Street. Following discussion, Councilwoman Potts made a motion to close that portion of College Street between the hours of 5:00 P.M. and 7:00 P.M. for the First United Methodist Church block party, second by Councilman Denmon, with Councilwoman Potts, Councilman Denmon, Councilman Shelton and Mayor Pro Tem Woods voting affirmatively, motion carried.
- b. Mayor Palmer gave a first reading of a wellhead protection resolution and Mr. Cornwell explained that the resolution would allow the city to exercise proper protection through regulations regarding the city's wellhead for well #3 located off Campbell Road and for other locations in the future. Mayor Palmer stated this would qualify as a first reading, with a second reading scheduled for October 9, 2000 at 7:00 P.M.

9. Work Reports:

- a. **Director of Utilities and Public Works, Kelly Cornwell:** Director Cornwell stated the city had received a contract related to power sales to the Kerry Ingredients Company. It would require a special rate structure, as per the bid the city had made for this particular service, which is an extremely large service. Director Cornwell stated the contract had been forwarded to the city attorney to review but at this time, his review was not complete. Following discussion, Mayor Pro Tem Woods made a motion to approve the contract, subject to legal approval, second by Councilman Shelton, with Mayor Pro Tem Woods, Councilman Shelton, Councilman Denmon and Councilwoman Potts voting affirmatively, motion carried.
- b. **Assistant Director of Utilities and Public Works, Eddie Peterson:** Assistant Director Peterson stated he would be moving forward with the contract for the pedestrian paths at the Clarence E. Harris River Park complex. He almost has the

roof and pool improvement contracts ready for bids for the existing recreation department located on River Street.

10. Mayor Palmer stated there was no need to move to Executive Session.
11. Mayor Pro Tem Woods made a motion to adjourn, second by Councilman Shelton, with Mayor Pro Tem Woods, Councilman Shelton, Councilman Denmon and Councilwoman Potts voting affirmatively, motion carried.

Approved:

Submitted:



James F. Palmer, Mayor



Cathy Harrison, City Administrator

CITY OF CALHOUN, GEORGIA REIMBURSEMENT POLICY

It is the policy of the City of Calhoun, Georgia to reimburse any employee, agent, or elected official for any expenses incurred in the performance of their official city duties or scope of services, which have not otherwise been paid, through an "accountable plan." An accountable plan is defined by the Internal Revenue Service as follows:

1. Employees must have paid or incurred deductible expenses while performing services as an employee; and
2. Employees must adequately account to the employer for these expenses; and
3. Employees must return any excess reimbursement or allowance.

The following describes methods by which the city will reimburse employees for substantiated business expenses:

Conferences, Seminars, Training Sessions:

The city will pay directly to the training office, conference headquarters, etc., for the registration for employees or elected officials and spouses of elected officials (where spouses registration is available) for those conferences, seminars or training sessions approved by the proper authority. The city will reimburse for personal expenses associated with the training or conferences such as mileage, meals, airfare, parking, lodging, etc. The employee or elected official will submit a request for reimbursement immediately following the training conference. The request should include initialed receipts, "city standard" miles or odometer readings, and an agenda of the meeting or conference. Mileage will be paid at the IRS standard mileage rate, currently 32.5¢ per mile.

Meals and Incidental Expenses: Reimbursement for meals and incidental expenses are reimbursable only when "away from home" travel is required. Incidental expenses include costs for laundry, cleaning and tips for services. Employees or elected officials of the city would be deemed to be traveling away from home if:

1. Duties require employee to be away from the general area of home substantially longer than an ordinary day's work; and
2. Employee needs to get sleep or rest to meet demands of work while away from home.

Reimbursement for such expenses will be made on a per diem basis in accordance with rates published as the IRS Federal Travel Regulations. Current rates applicable for Georgia cities are as follows:

CITY/COUNTY	MEALS & OTHER
Albany / Dougherty	\$34.00
Athens / Clarke	34.00
Atlanta	38.00
Cobb County	34.00
Clayton County	30.00
Columbus	34.00
Conyers	34.00
DeKalb County	34.00
Savannah	38.00
Other Locations	30.00

Partial days of travel away from home:

When employees must travel away from home, partial days of travel must be computed for purposes of per diem reimbursements for meals. They must prorate the standard meal allowance for partial days of travel. The day is divided into six hour quarters as follows:

1. Midnight to 6:00 A.M.;
2. 6:00 A.M. to Noon;
3. Noon to 6:00 P.M.; and
4. 6:00 P.M. to Midnight.

Proof of Travel--Time, Place and Purpose:

In order to appropriately account to the city in accordance with rules for accountable plans, employees must submit proof of travel as to time, place and purpose, when requesting the per diem reimbursement, lodging or mileage reimbursement.

1. **Time** - The dates you left and returned home for each trip and the number of days spent on business while traveling away from home.
2. **Place** -The destination or the area of employee travel, described by the name of the city, town or similar designation.
3. **Purpose** -The business reason for travel or the business benefit gained from the travel.

Employees, elected officials or spouses of elected officials on official business may elect to submit receipts for meals. However, the rates per day should not exceed the rates per city in Georgia as listed above. Official conferences that are out of state should not exceed the limits allowed in the Federal Travel Regulations for that particular state.

Conferences, seminars or training, which do not include lodging for an overnight stay will not include meal reimbursement unless the meal is a part of the meeting and is required.

College, School or Special Training Reimbursement:

The City of Calhoun will pay the tuition and book expense for college, school, or special courses associated with an employee's job, provided the employee first apply any grant funds to the expense, and provided the employee maintain a "B" average. Requests for training reimbursement or payment must be approved by the employee's department head, and by the

city's approving authority. The city will pay tuition directly to the school or college with the understanding the employee will reimburse the cost should the "B" average not be maintained. The city will also reimburse the employee for tuition when the proper receipt has been attached to the reimbursement request.

Uniform Expense:

The city will pay directly to the uniform vendor for departmental uniform orders which have been budgeted and fall within the guidelines of the budget, or the city will reimburse specific employees of departments such as police or fire which order from a variety of vendors. The reimbursement request must include receipts and be signed by the employee and department head prior to reimbursement. These requests must not exceed the budget expense or budget time frame for payment.

Reimbursement for Postage, Small Office Supplies, Tools and Etc:

The city will reimburse employees for expenses paid for postage, small office supplies, tools etc. associated with the performance of their job, provided such items were authorized by the department head. The receipt for these items should be signed, with the name of the department indicated. The receipts should be presented to any petty cash officer during office hours for reimbursement.

The Reimbursement Policy of the City of Calhoun is intended to fully reimburse employees and elected officials for legitimate expenses associated with the performance of their job or duties of office. The reimbursement extends only to employees, agents, elected officials or elected officials' spouses as authorized by this policy, and does not include other family members unless specifically authorized by the proper authorities.

All reimbursement requests shall be filed on forms prescribed by the City of Calhoun Finance/Legal Departments.

Policy Adopted December 19, 1994
Policy Amended October 23, 1995
Policy Amended September 25, 2000

CITY OF CALHOUN,
GEORGIA

PROCLAMATION

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, income levels and sexes; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security and humanity, due to the systematic use of physical, emotional, sexual, psychological and economic control or abuse; and

WHEREAS, approximately one million incidents of domestic violence were reported in the United States in 1998; and

WHEREAS, children who grow up in violent homes are believed to be abused and neglected at a rate higher than the national average;

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police, and court costs, shelters and foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this heinous crime;

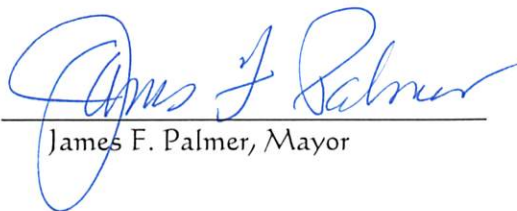
NOW, THEREFORE, I, James F. Palmer, Mayor of the City of Calhoun, do hereby proclaim the month of October to be

"National Domestic Violence Awareness Month"


and urge all citizens to participate actively in the scheduled events and programs to eliminate the use of personal and institutional violence.

ADOPTED, this the 25th Day of September 2000.

CITY OF CALHOUN, GEORGIA

By: 
James F. Palmer, Mayor

Attest:

By: 
Cathy Harrison,
City Administrator/Clerk