

The Board of Commissioners of the City of Hawkinsville, Georgia met in the Regular Meeting Monday August 1, 2011 at 6:00 p.m. at City Hall with Chairman Shelly Berryhill presiding.

**PRESENT:** Chairman Shelly Berryhill, Vice-Chair Henry Cravey, James Colson, Phil NeSmith and Wilson Credle.

**CITIZENS COMMENTS:** Chairman Berryhill asked if there were any citizens present that wished to speak at this time. There were no comments.

**MINUTES:** Henry Cravey motioned to approve the minutes of the July 11, 2011 Regular Meeting. Phil NeSmith seconded, motion passed.

**MINUTES:** Phil NeSmith motioned to approve the minutes of the July 28, 2011 Called Meeting, setting the millage rate for the 2011 year. James Colson seconded, motion passed.

**DOWNTOWN MERCHANT PUBLIC HEARING ON DOT TRAFFIC RE-ROUTING OFF COMMERCE STREET:** Manager Murkerson stated we were still working with DOT on the project.

**POST OFFICE PLAN:** Murkerson explained he had taken the plan to the Post Master and he would submit it to the regional office.

**BY-WEEKLY PAYROLL:** Murkerson stated it was staff recommendation to go to a by-weekly payroll, allowing those with 40 hours of accumulated annual leave to sell the time the first week prior to the start of by-weekly pay. There would be two (2) months out of the year three (3) checks would be issued. By changing to this pay period would save on expense (cost of checks, preparation time, copies, etc. The same work policy for over time pay would still be in effect. Murkerson stated he had met with the employees concerning this possible change and the majority was not in favor. Phil NeSmith motioned to table the issue until the cost savings could be calculated. James Colson seconded, motion to table passed.

Chairman Berryhill said it was very unusual not to have any applications for a new business license.

**TRAINING AGREEMENT, NATURAL GAS TRAINING:** Phil NeSmith motioned to approve the agreement, in which the consultants would train and qualify those employees working in the natural gas department. This must be done according to Public Service Commission. The cost per employee training would be \$125.00. Henry Cravey seconded, motion passed.

#### **CITY MANAGER'S UPDATE:**

Dilapidated housing report from Codes Enforcement is included in your notebook. I have also included an unclean lot report to let you know which locations are being addressed by Codes Enforcement. Since we are into our new fiscal year we will begin addressing the properties that we could not address due to funding.

The City Manager included a work order synopsis for the month of April from our customer service system. These are completed work orders only.

He also included an arrears report listing commercial customers who are behind on their bills.

The work at the community market building is progressing. Our DDA group has taken an active role in this process to ensure that the market is completed efficiently. (completion 120 days from April 11 or August 8) With the additional items such as the stage and fencing, the completion date may change.

We had a meeting with the homeowners involved with the CDBG grant on McDuffie Street, Sherry Kurtz, and Teresa Noles (DCA). Two homeowners attended, Ms. Jackson and Mr. Knowles. Mr. Bubber Adams also attended. Commissioners Berryhill and Credle and Codes Enforcement Officer Keith Carter were also present at the meeting. All of the questions asked by the homeowners and Mr. Adams were answered to their satisfaction.

Due to increased production and capacity issues at Hollingsworth & Vose I would like to request a capital project to increase the size of the service line from 2" to 4" for H & V. Our consultant has estimated the project to cost between \$55,000 and \$60,000. As H&V is our largest natural gas customer, I recommend that we move forward with the process to have this line size increased. We could fund the project from our SPLOST or we could ask for a GEFA loan to pay for this project.

**NATURAL GAS LINE SIZE INCREASE FOR HOLLINGSWORTH & VOSE:**

Commissioner NeSmith motioned to approve the capital project, Commissioner Credle seconded. Following discussion, motioned passed unanimously.

Please peruse the Safety Policy I have supplied and provide your suggestions. We will consider it next month for approval.

**SAFETY POLICY:** Commissioner Cravey motioned to approve the Safety Policy as presented, Commissioner NeSmith seconded. Following discussion, motioned passed unanimously.

**LAW ENFORCEMENT REPORT**

The law enforcement report was included in the Commissioner's notebook for their perusal.

**BETTER HOMETOWN REPORT**

Karen worked closely with the Chamber for the Georgia Tourism Product Development Resource Team visit to Hawkinsville July 25<sup>th</sup>- July 27<sup>th</sup>. A public presentation will be held in the Opera House in the coming months.

**HBHT Board of Directors** will meet August 23, @ 11:00 am in the Opera House. Board Chair, Mrs. Jill Niblett & the board extends the invitation to the Hawkinsville City Commission to have a representative to serve on this board.

**HBHT Promotions Committee**

Planning for the *2011 Harvest Festival* - Saturday, September 24, 2011 is top priority as the next downtown event.

The committee would like to hear a response soon to their request made to the city to gain permission from GDOT to re-route traffic away from Commerce St. onto Broad Street for the safety of everyone attending the downtown event.

**HBHT Design Committee/ Hawkinsville Historic Preservation Commission**

HHPC will meet in the Opera House on Tuesday, August 16, 2011 @ 4:00 pm.

Fall HPC training is scheduled for September 29 in Rome to be held during the Georgia Downtown Conference. Each HPC member in a **Certified Local Government** city is required by the state to attend training once every three years. Currently only 2 of the 7 appointed HPC members have attended HPC training.

**Current Preservation related projects include:**

A volunteer committee has been working with Karen & Ms. Kristi Harpst, Preservation Planner with MGRC to continue work on the new historic tour guide brochure.

A volunteer committee will meet on Monday, August 1<sup>st</sup>. Ms. Kristi Harpst is facilitating the organization & planning for the old fire house restoration for use as a Scenic Byway trailhead, a museum for Katie (1830's steam pump fire engine) & visitors center. The committee is interested in making an application for a Scenic Byway grant that could help fund this project. We hope to identify as many funding sources as possible to help with the project.

Better Hometown / HHPC will sponsor an Oral History Forum to be held @ the Opera House during the month of February 2012 in celebration of Black History Month. Guest speakers will be announced at a later date when confirmed.

BHT / HHPC will partner with HHS to sponsor a cemetery tour to be performed for the public by HHS students on Saturday, September 24<sup>th</sup> in conjunction with the Harvest Fest activities.

Better Hometown is the project sponsor & hosts “**Enduring Farmlands Scenic Byway**” meetings for Pulaski & Wilcox county representatives ~ who will partner to work on a brochure to promote the Byway. This effort is also facilitated by Ms. Kristi Harpst, MGRC Preservation Planner.

**HBHT Organization Committee:**

Hawkinsville Better Hometown has recently published a press release announcing that HBHT has been awarded certification for their accreditation as a 2011 as a Georgia Main Street Program by the National Trust for Historic Preservation.

The Department of Community Affairs’ Office of Downtown Development conducts an annual assessment of designated Georgia Better Hometown/Main Street Programs. This information determines the progress being made by the local program during the past year and assists the Office of Downtown Development in improving and enhancing services to our program. The designation as a Georgia Better Hometown/Main Street city carries certain obligations along with the honor. Designation means that a fully funded, comprehensive downtown revitalization effort is underway and that your downtown is active and goal oriented. The annual assessment is a way of monitoring the progress.

The annual assessment requires documentation of criteria in the areas of all ten of the minimum standards that show that the program is addressing “economic development through downtown revitalization, heritage preservation and restoring a sense of place”.

Karen continues to work with UGA graduate students on a project to produce a comprehensive downtown building inventory and the program designed to manage it. Having and maintaining a building inventory of the downtown commercial district is a requirement.

This new building inventory will be a much more effective tool and should be helpful in efforts of business recruitment as well. This project is made possible by a request fulfilled by our UGA Archway program.

Another Archway project requested by Karen is an “Over- Under Study” that UGA will also provide assistance that will show us how Hawkinsville is “over” or “under” served in specific businesses & services. This will also be a helpful tool for future business recruitment. Karen expects that a UGA student(s) will be assigned to work on this project during the fall semester.

BHT Signage Committee has a work plan & is seeking ideas for implementing better way finding & directional signage for downtown.

There is still interest in organizing a ***Recycling Committee***. Volunteers are asked to join this committee to plan events to promote recycling & to partner with the city & county to assist in implementing future recycling programs.

***HBHT River Parks Advisory Council :***

Phase 1 of renovations has been completed @ Mile Branch Landing ~ Hawkinsville Pulaski County River park. Various funding sources & many partnerships have been implemented to achieve the successful results. The Master Plans include future phases which include an amphitheater, an educational building, a large indoor pavilion, fishing piers and the 1.3 mile river walk to connect to Uchee Shoals Landing.

A group of volunteers who continue to partner with the City & County to plan events & coordinate projects for Mile Branch Landing – Hawkinsville Pulaski County Park. A very nice brochure & map of the trail has been published for the Mile Branch Landing Educational Nature Walk. The self- guided walking trail includes 59 species that are marked & identified using the common name and the Latin name of the trees. The brochure includes a very nice color Legend & map.

The 2011 Rivers Alive Cleanup will be held on September 24<sup>th</sup>. BHT is an event partner.

**HBHT Economic Restructuring Committee / Hawkinsville Downtown Development Authority:**

Hawkinsville DDA will meet Thursday, August 4<sup>th</sup> @ 7:15 AM @ the cotton mill

Plans are in the works to apply for a Tourism Product Development grant for a special project to be located in the new farmers market to “market” Hawkinsville & Pulaski

County's tourism resources through historic preservation, downtown, agri tourism and heritage tourism. Karen continues to make contacts with potential vendors for the new ***Ocmulgee Market*** – to be located in the old cotton mill when it opens.

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Karen continues to serve on the ***UGA Archway Partnership Steering Committee***. Karen serves on the **Planning & Steering Committee** & also on the **Program Development Committee** & the **Graduation Committee** for ***Pulaski Tomorrow Leadership*** & she will participate as a Facilitator for the current 2011 Pulaski Tomorrow Leadership classes. Karen participates in a mentoring program which is a project of the ***Georgia Downtown Association***. Karen serves on the ***Communities of Opportunity*** project committee & also serves on the City & County's ***Comprehensive Plan Committee*** facilitated by MGRC staff Mr. Bob Rychel & Ms. Kristi Harpst. Karen continues to serve as a director of the ***HELP Network, Inc.*** board. This is the Hawkinsville- Pulaski County Certified Literate Community Program.

## **ARCHWAY REPORT FOR THE MONTH OF AUGUST, 2011**

### **Economic Development**

- Archway participated as a community member in the Georgia Economic Development Agency's "Tourism Assessment Team" July 25-27. The Chamber hosted this 10 person team representing seven state agencies. The team will evaluate the community's tourism assets and present both short and long term plans to residents in a public session to be held in late September.
- Working with the DDA and BHT, UGA students have been creating an inventory of existing downtown retail space. UGA grad student, David Tully has presented Karen Bailey with this inventory, trained her on its use and will provide ongoing support to resolve any issues.
- As a complement to the retail inventory, the Executive Committee approved an over/under retail study that was initiated in May by the Applied Research Division of UGA's Small Business Development Center. This study will assist in economic development by comparing existing businesses to those in similar counties to identify over or under represented businesses in several categories.
- On Thursday, July 14, Archway facilitated an economic development listening session on behalf of United Pulaski. Economic Development leaders from across the state as well as local business leaders provided insight and advice to maximize local economic development efforts.
- **Community Health**
- UGA's Archway Health professional, Laura Gillman, will again take part in the Mercer University School of Medicine Rural Health Experience in Pulaski County to be held August 9, 2011.
- Archway's newly created issue work group for Community Health will be chaired by Dr. Skip McDannald, a surgeon, businessman and former administrator for Houston Healthcare. Under Dr. McDannald's leadership, the community will evaluate local health

needs and create a plan to address them in the community. These efforts will be coordinated through the College of Public Health with the assistance of Ms. Gillman.

- The second Communities of Opportunity (Co-Op) initiative for Hawkinsville-Pulaski County is the reduction of teenage pregnancy rates. Under the leadership of local champion, Vonnie Berryhill, the work group will implement a number of community initiatives to reduce teen pregnancy by 25% by the summer of 2013.

#### **Government Service Delivery**

- Two critical UGA surveys in the community have been completed in June. The first, offers a look at park and recreational activities and use in the community. The second surveys current airport usage as well as potential interest in future airport options. The City has offered to distribute the Recreation Surveys when participants sign up for activities. The Pulaski County Schools have agreed to assist in this effort as well.
- Middle Georgia Regional Commission representatives continue to work with Archway on data-gathering for the Community Assessment portion of the Joint Comprehensive Plan.

#### **Housing**

- The executive committee defers to the GICH committee to develop and implement a work plan after the three year program period expires. Archway will be attending the GICH conference in Athens with the Community.

#### **Leadership Development**

- The Pulaski Tomorrow leadership class for 2011 continues this month. There are 24 new members from the community taking part in this leadership program developed by UGA's Fanning Institute. This five month course focuses on leadership, communication, group decision making and community building and has become a tremendous asset in developing new leadership in the community.
- Archway Professional Michelle Elliott is a participant of the 2011 class.

#### **Public Education**

- Pulaski County schools participated in the Office of School Engagement/ Archway Partnership's inaugural symposium *The Power and Promise of Public Schools*. This month Archway and the Office of School Engagement facilitate an issue work group discussion. The Executive Committee and Education issue work group have begun a long-term collaboration with the College of Education to continue education dialogue between the community, Archway and UGA.
- An organizational issue work group on education was held on Wednesday, July 20, 2011. The participants expressed their interest in future meeting topics and formats. As a follow up to the School Symposium, Edward Joaquin, liaison from the Office of School Engagement was in attendance.

As part of the Lamar Dodd School of Art's Georgia Gaze program, a photographer was in town for two days from UGA to take pictures of the newly restored School Board Office and several photographs of local tourist attractions.

#### **ECONOMIC DEVELOPMENT REPORT-LEE SLADE**

- Working on Archway Executive Committee to develop a strategic market plan and a more aggressive website.
- Working on a regional marketing approach for Middle and Central Georgia. Met with Governor Deal and regional economic development people in Macon to discuss economic development in Middle Georgia.
- Continue to work on Project Vicking for Spec Building at the Industrial Park
- Continue to work with RC and DDA on market project (Old Cotton Mill). Will keep you updated.
- Continue to work with Herty project
- Attended meeting in Hawkinsville with State Chamber of Commerce President, Middle Georgia Tech President, Department of Economic Development, Georgia Power, DCA and MGRC etc to discuss how they view Hawkinsville. .
- Attended meeting with Commissioner Gary Black at M&T Meats
- Secretary of State, Brian Kemp visited the Chamber to discuss Hawkinsville
- Attended extensive 3 day event with Georgia Tourism Product Development Team to evaluate Hawkinsville for tourism.

#### **CHAMBER OF COMMERCE REPORT**

- The Chamber BOD meeting was held on Friday, July 8<sup>th</sup> at 8:00 am at the County Annex
- Kim provided over 40 welcome packages for local family reunion.
- Georgia Home Care was selected BOM for July /August.
- Therisa and Kim attended annual Golden Isle Parkway Association meeting in McRae on July 13<sup>th</sup>. Suggestions for the Peaches to the Beaches event was that the city requires a temporary yard sale permit that would be beneficial to both the city and Golden Isle Parkway. This will be discussed further at the next GIPA meeting.
- Therisa and Kim coordinated a three day visit with the Georgia Tourism Product Development Resource Team from the Georgia Department of Economic Development. Representatives from five state agencies participated in the visit which took place on Monday, July 25th through Wednesday, July 27th. This team worked with local leadership to assess the portfolio of tourism related assets within the community relevant to the areas of heritage, cultural tourism and Agritourism. Hawkinsville was selected by the Tourism Product Development Office to participate in a new initiative launched recently to focus technical assistance in the form of an inventory and strategy for a local community interested in developing its tourism potential. Within two months-the team will return to Hawkinsville to present a report including an inventory of resources and

a 24 month strategy for initiating the development of a tourism based economy in Hawkinsville and Pulaski County.

- Therisa and Kim attended a Rural Food Processing-Meat Plant Visit sponsored by the Georgia Department of Agriculture on Wednesday, July 27<sup>th</sup> at M & T Meats. Commissioner Gary Black congratulated owners Phil and Tammi Mathis and all the employees for such a successful business. Phil spoke on a new virtual tour website and the addition of possibly 15 new employees.
- Secretary of State, Brian Kemp visited the Chamber of Commerce on Tuesday, July 26<sup>th</sup>.

**FINANCE DIRECTOR’S REPORTS:** The reports were handed out. Mitchell Woods prepared them before he left for vacation.

**MUNICIPAL COURT ISSUES:** Murkerson sated his last communication with Attorney Walker on the Municipal Court was, in order for the Pulaski County Probate Judge to hear all cases other than city codes, the city would have to abolish the Municipal Court and create a Codes Enforcement Board for codes hearings. The city will continue the court until this takes place. Phil NeSmith stated he didn’t like the idea of putting people in charge of fining others and felt the city should continue to have the Municipal Court for traffic and codes enforcement. Murkerson explained the Sheriff has to have Municipal Court citations and Pulaski County citations and there had been some issues concerning this. No motions made at this time.

**COMMISSION COMMENTS:**

James Colson said the playground at the Sixth Street Park needed to have some benches for the parents to sit on and possibly some pick-nick tables. The city could possibly build some benches.

He mentioned the issue concerning Ms. Butler . Codes Enforcement would write letters to those property owners concerning the grass.

Henry Cravey stated he enjoyed the tourism group. He asked about the gas rebates. Murkerson stated this had been advertised in the local newspaper, that you should bring in your invoice for the rebate. It was recommended this be done for gas conversion and for new gas appliances.

Cravey mentioned NeSmith had some material on the electric vehicles.

Shelly Berryhill had no comments.

Wilson Credle talked about the status of the bridges and how it may direct the flow of traffic through downtown.

**CITIZENS COMMENTS:**

Karen Hunt also discussed the DOT project and would like to have public input. Ben Cravey also discussed the DOT project. Tom Hunt stated tourism is important and need to try and have a comprehensive plan including all aspects.

There being no further business.

**ADJOURN:** Shelly Berryhill motioned to adjourn. Phil NeSmith seconded, motion passed.

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Chairman, Board of Commission  
Hawkinsville, Georgia

ATTEST:

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City Clerk