



# City of Smyrna

2800 King Street  
Smyrna, Georgia 30080

## Meeting Minutes - Final Committee of the Whole

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Thursday, August 3, 2017

6:00 PM

City Hall

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### Roll Call

*Council: Mayor Max Bacon, Teri Anulewicz, Andrea Blustein, Ron Fennel, Corkey Welch, Doug Stoner, Susan Wilkinson*

*Staff: Tammi Saddler Jones (City Administrator), Christiana Craddock (Executive Assistant to City Administrator), Scott Cochran (City Attorney), Terri Graham (City Clerk), Ken Suddreth (Community Development Director), Mike Hickenbottom (Accounting Coordinator), Ann Kirk (Keep Smyrna Beautiful Director), Ashley Youmans (Government Management Fellow), Sharon Jones (HR Manager), Kay Bolick (HR Director), Richard Garland (Parks and Recreation Director), and Chief David Lee (Police Chief).*

*Guests: Larry Terry (Croy Engineering), Ashley Shares (Oakland Cemetery Foundation)*

*Absent: Derek Norton*

### Call to Order

*Mayor Bacon called the meeting to order at 6:00pm.*

### City Administrator Report - Tammi Saddler Jones

[2017-300](#)

Administration Update - 8.3.17

**Attachments:** [Admin Report 8.3.17.pdf](#)

*City Administrator Tammi Saddler Jones began her report and shared with Council that the SFD has two ceremonies they are planning – a groundbreaking ceremony for Fire Station #2 and a 9/11 memorial ceremony in front of City Hall. It was suggested by Councilmembers that they try to do both ceremonies on the same day. Ms. Saddler Jones reminded Council of their parking passes for the Birthday Celebration. Mayor Bacon commented that he has never seen the downtown area look better than it does right now.*

*Councilmembers Ron Fennel, Susan Wilkinson, and Doug Stoner arrived at 6:05pm.*

*Chief Lee shared a proposal with Council to name the police station building in honor of Deputy Chief Mike Brown. He showed a rendering of what it might look like. Councilmember Ron Fennel suggested making his name bigger on the monument sign so it is more prominent. There was consensus from Council to move forward and that whatever Chief Lee thought was best for the verbiage on the sign they would support.*

## Cemetery Preservation - Ashley Shares, Oakland Cemetery Foundation

[2017-304](#)

### Cemetery Preservation

**Attachments:** [cover letter proposal.docx](#)  
[critical map.jpg](#)  
[photo key.docx](#)

Ashley Shares, Preservation Manager for the Oakland Cemetery Foundation, gave a presentation on the Smyrna Memorial Cemetery, which she said dates back to around 1838. She said her job encompasses being the caretaker for all the hardscape elements in the Oakland Cemetery – the headstones, walks, and walls of the cemetery. She said that she was asked to come out to do a survey of the Smyrna Memorial site and give an estimate as to what it would take to restore anything critical. She explained the main issues present in the cemetery were monuments that have fallen or are about to fall, or have fallen and are broken. She said that notating an item as critical meant that it had already fallen, was in danger of falling, or was a threat to visitors. She discussed methods of intervention and stabilization for repairing the monuments. She spoke about preservation, remediation, and civic pride when it comes to the importance of maintaining historical cemeteries. She said once it was in proper order and no longer had critical needs, then volunteers could be used to have cleanups and clean the headstones. Ms. Shares stated that in her evaluation she only assessed and gave a cost for addressing the critical needs, and she did a cost estimate for each individual headstone. She also said most of the damage was from Mother Nature (tree roots and big limbs that have fallen). Councilmember Andrea Blustein asked if it was necessary to contact living relatives of anyone buried in the cemetery, and Mayor Bacon said the cemetery was a perpetual care cemetery and was the City's responsibility. Ms. Shares discussed the standards to which they repair items, as defined by the state, and said she has her Master's degree in Heritage Preservation from GSU. She also shared other cemeteries she had done work in throughout the state (Covington, Columbus, Athens, Oconee, and some small private family cemeteries). She described the ammonia formula they use to clean the marble headstones, which is PH neutral so it does not harm the marble.

Mayor Bacon asked how long she thought this restoration project would take, and she said from start to finish, a couple of months. Mayor Bacon said he would rather move forward and fund it and get the work done. Ms. Ann Kirk said once the repairs are done, they can use volunteers to clean the other 2/3 of the headstones that need cleaning. It was suggested that an arborist look at the trees before any work begins to remove any that could be potentially hazardous. Mayor Bacon said the cost to do the work in her scope was \$18K, and he said the City also needed to get a price on any trees that need to be removed, and he also wanted a secondary price to cover the cleaning of everything else. There was also discussion about the cemetery on Hawthorne Avenue that needed restoration, and keeping that area safe when construction begins on the homes in front of it. Daniel cemetery, a privately owned family cemetery, was also discussed as an historic cemetery possibly in need of intervention.

Councilmember Teri Anulewicz excused herself from the meeting at 7:00pm.

## HR Disciplinary/Appeal Policies - Kay Bolick

[2017-301](#)

## Proposed Revisions to Disciplinary/Appeal Policies

**Attachments:** [Proposed Revised Policy Changes 080717 Memo.pdf](#)  
[1-0 Disciplinary Action \(draft\).pdf](#)  
[1-0 Disciplinary Action \(redline\).pdf](#)  
[1-01 Annual Leave \(draft\).pdf](#)  
[1-01 Annual Leave \(redline\).pdf](#)  
[1-01 Introduction \(draft\).pdf](#)  
[1-01 Introduction \(redline\).pdf](#)  
[1-02 Definitions \(draft\).pdf](#)  
[1-02 Definitions \(redline\).pdf](#)  
[2-0 Sick Leave \(draft\).pdf](#)  
[2-0 Sick Leave \(redline\).pdf](#)  
[3-0 Disciplinary Appeals \(draft\).pdf](#)  
[3-0 Disciplinary Appeals \(redlined\).pdf](#)  
[3-0 Funeral Leave \(draft\).pdf](#)  
[3-0 Funeral Leave \(redline\).pdf](#)  
[6-0 Inclement Weather \(draft\).pdf](#)  
[6-0 Inclement Weather \(redline\).pdf](#)  
[6-0 Jury Court Leave \(draft\).pdf](#)  
[6-0 Jury Court Leave \(redline\).pdf](#)  
[7-0 Leave without Pay \(draft\).pdf](#)  
[7-0 Leave without Pay \(redline\).pdf](#)

*HR Director Kay Bolick said there were several policies in desperate need of being updated due to law changes and the implementation of the Munis and Kronos softwares. She said the HR committee met and reviewed and agreed with the proposed changes. She highlighted the most important changes in the policies. Firstly, in the disciplinary policies there were modifications to the appeal process, creating separate steps for employees, department heads, and appointed positions in regards to the appeal process. It also changed the timeline for appeals to allow for quicker process. The proposal makes the City Administrator the final appeal level for suspensions and demotions and also modifies the policy to reduce the total number of appeals to 3 levels. Currently, an employee can appeal to their Department Head, then City Administrator, then Committee, then to Mayor and Council. She said most organizations only have three levels of appeals, so this policy states if an employee wishes to appeal to the 3rd and final level, they can choose to go before the committee or to the full Council (public forum). The last piece adds an appeal time limit (3 days) from the time the City Administrator makes the decision to when the employee can appeal to the Committee or full Council (there is currently no time limit).*

*Other changes in policies included the following: defining that department heads and the City Clerk are covered by and must comply with the City's personnel policies; defining part-time as anything less than 32 hours/week; clarification on inclement weather procedures and defining essential/non-essential employees; remove the*

requirement for a leave request form since it is all done through Kronos now; expands definition of sick leave to include care of sick family members; restricting the use of sick leave after notice of termination/resignation; and sick leave donations to be approved by the City Administrator, instead of the Mayor and Council. There was discussion about the sick leave donation form, and it was explained that although the policy stated that the Mayor and Council needed to approve these, this was not the practice that had been adhered to for quite some time, and the only signature approval on the form was the City Administrator. Mayor Bacon expressed concern that the City had not been practicing what the policy stated. There was further discussion about this, and how the modification to the policy would put the actual practice into compliance. There was also discussion about Jury Duty leave and allowing employees to keep any compensation they receive from jury duty or turning it back into the City.

## Art on the Box - Richard Garland

[2017-290](#)

### Wraps and Artwork on Utility Boxes

**Attachments:** [Examples of Art on the Box.pdf](#)

Parks and Recreation Director Richard Garland presented the “art on the box” concept to Council, which involves wrapping utility boxes in the City with artwork created by local artists. He said the staff recommendation is to have a vinyl wrap created from the artists’ rendering rather than having them paint directly on the boxes. The vinyl wrap is graffiti and weather resistant and will also allow for duplicate copies to be made so the artwork could be used at other locations as well. He said the goal is for the City to commission some boxes to be wrapped, and then eventually have local businesses commission other pieces (and fund them). Mayor Bacon said he would like to see local artists participate in this, and create art that is reflective of Smyrna. Councilmember Ron Fennel supported the idea of the vinyl wrap and using the artwork produced on several utility boxes spread around the City, and he said local graphic and sign designer Alpine Signs would be a great vendor to do this. There was consensus that the vinyl wrap was the way to go. Councilmember Susan Wilkinson brought up a question about who would own the rights to the artwork if the City creates a vinyl wrap, and Mr. Garland said he is of the opinion that if the City commissions the work to be done, then the City should own it, but he would make sure that is addressed in the agreement that SACC is putting together for the program. He also said if a business commissioned one of the boxes, then they could also have a rendering created to put in their place of business. It was also decided that the City should be the final decision maker in choosing the artwork from the artists, but that SACC would assist in the application process.

## Review of the August 7, 2017 Mayor and Council Agenda

Discussion moved to an item on the Mayor and Council Agenda, the approval of the purchase of playground equipment for North Cooper Lake Park. Mr. Garland said that Kompan designed a playground that would maximize the budget he had, and he showed an example of the natural wood that serves as the basis for the playground, which does not rot or splinter, is insect resistant, and comes from Czechoslovakia. Mayor Bacon said he had no problem doing the park, but the City needed to look into adding some kind of parks improvement fund or requirement into zonings when they are given to developers, so as to not put the financial burden solely on taxpayers for such projects. Councilmember Fennel agreed that some kind of impact fee should be implemented in the future.

Mike Hickenbottom was present to answer any questions Council had regarding the

*adoption of the millage rate, and he said it had not been increased since 2007, so this was the 10th year at the same millage rate of 8.99. There was discussion about how the homestead exemption affects property tax rates.*

*Councilmember Andrea Blustein left the meeting at 8:02pm.*

*Community Development Director Ken Suddreth said there was a proposed name change for the Jasmine apartments on Spring Road to be renamed The Aaron.*

## **Growler Ordinance Update - Scott Cochran**

[2017-303](#)

### **Alcohol Ordinance**

**Attachments:**    [revised alc ordinance.docx](#)  
[revised alc ordinances growler.docx](#)  
[sec 6-77 growler.docx](#)

*City Attorney Scott Cochran moved the discussion to the growler ordinance, which was discussed previously at a COW meeting. He said basically the changes to the ordinance will treat the growler store and specialty wine shop in Market Village the same way, allowing them both to serve wine/beer on premise. There is a stipulation that states, however, that they cannot have more than 25% of their revenue come from the sale of on premise consumption, and they will be reporting that information quarterly to Business License Officer Jim Cox. He said that he and staff spoke with the other business owners in Market Village, who were all fine with it. There was brief discussion about the requirement for Atkins Park to get a permit for outside sales via a beer trailer, but how the wine store sells wine at certain events on the sidewalk and corner and is not required to have a permit. There was also discussion on the City's alcohol sales fees. There was consensus to put the amendment to the growler ordinance on the agenda for Monday's Council meeting.*

## **Special Business**

[2017-280](#)

Authorize permit for Atkins Park Tavern Beer Trailer for the Smyrna Birthday Celebration on August 5, 2017 beginning at 6pm and running until event close at 10pm with the trailer located at the edge of the Market Village immediately facing City Hall, off the street, at the entrance to the public pavilion in the parking lot across from City Hall.

**Attachments:**    [Scan-18-Jul-2017:12:32:24](#)

A motion was made by Councilmember Ron Fennel to approve Item 2017-280 to authorize the permit for the Atkins Park Beer Trailer for the Smyrna Birthday Celebration on August 5, 2017 beginning at 6:00pm and running until event closes at 10:00pm with the trailer located at the edge of the Market Village immediately facing City Hall, off the street, at the entrance to the public pavilion in the parking lot across from City Hall; seconded by Councilmember Doug Stoner.

The motion carried by the following unanimous vote by all present: Susan Wilkinson, Ron Fennel, Doug Stoner, Corkey Welch

## **Discussion on Participation in Great Promise Partnership Program**

*Councilmember Ron Fennel said that Mr. Maxwell Ruppensburg had been working on this program, created and run by Mr. Mike Beatty, and the City of Smyrna wanted to enter into an agreement and MOU with CCSD (Campbell High School specifically), to help find employment and training for up to 10 young people within the City's employment opportunities. He said this program would go through the school and was a licensed and permitted program through the state. GPP would provide the training for the students, and the City would provide the opportunity and mentoring concept. He said there would be a formal MOU to be voted on at the August 21st Council meeting.*

## **Other Business**

*Councilmember Doug Stoner said there was another item that needed to be added to the agenda, a resolution in support of the GICH housing program that Mr. Maxwell Ruppensburg presented to Council a few weeks ago. He said the application was going in next week, and by passing a resolution in support of the program, it strengthens the City's application.*

*Councilmember Stoner also made mention of his town hall meeting regarding the zoning and proposed development on Atlanta Road, and it had about 250 people in attendance. He said he felt like the developers received the message from the surrounding residents that they were not in support of the townhomes, but would be in support of a cluster home development. He said he would not be surprised if the applicant requested additional time for this item and ask that it be tabled.*

*Councilmember Susan Wilkinson discussed the need for an animal control person in the community. Mayor Bacon said if the County would help fund the position and vehicle, it was something he could be in support of.*

*Councilmember Ron Fennel said a Finance Committee meeting had been scheduled on August 15th. He also said there the next CMA meeting was next Tuesday at 7:00pm at the Threadmill Complex in Austell. He also said he and Councilmember Wilkinson would be at the Robert Knox Institute of GMA in Jekyll Island next week for training.*

*Mayor Bacon announced that the state fair was coming up the last week of September through the first week of October.*

## **Adjournment**

*Mayor Bacon declared the meeting adjourned at 8:27pm.*