

**City of Grovetown**  
**REGULAR COUNCIL MEETING**  
**January 10, 2022, 6:00 p.m.**

The regular meeting of the Grovetown City Council was held on Monday, January 10, 2022 at 6:00 p.m. in the Council Chambers. Present were Mayor Pro-Tem Eric Blair, Councilmember Sylvia Martin, Councilmember Ceretta Smith, and Councilmember Deborah Fisher. Mayor Gary E. Jones was absent.

Also present were City Administrator Elaine Matthews, Finance Director Bradley Smith, IT Manager David Nile, Planning and Community Development Director Ronnie Kurtz, Attorney Rodney Quesenberry, Interim Police Chief Jamey Kitchens, Human Resources Director David Toulson, Fire Department Captain Wayne Kent, Public Works Director Sylvester Rosier, Staff Accountant Kristal Singletary, and City Clerk Brian Henderson.

Councilmember Fisher and Councilmember Martin were sworn in by Judge Travers Chance at 6:00 pm in the Council Chambers. Council conducted a work session to review agenda items following the swearing-in of the Councilmembers.

**1.**

**Call Meeting to Order/Announcement of Quorum**

Mayor Pro-Tem Blair called the regular meeting to order at 6:49 p.m. and acknowledged a quorum. He welcomed the Girl Scouts of Historic Georgia, Greater Clarks Hill troop 20131. He also introduced Attorney Rodney Quesenberry, who is filling in for City Attorney Chris Dube.

**2.**

**Invocation/Pledge of Allegiance**

The invocation was given by Councilmember Smith, followed by the Pledge of Allegiance.

**3.**

**Approval of Agenda**

Councilmember Smith made a motion to approve the agenda. Councilmember Martin seconded the motion, all in favor and the motion carried.

4.

**Approval of December 13, 2021 Work Session Minutes**

Councilmember Fisher made a motion to approve the December 13, 2021 work session minutes. Councilmember Martin seconded the motion, all in favor and the motion carried.

5.

**Approval of December 20, 2021 Regular Meeting Minutes**

Councilmember Martin made a motion to approve the December 20, 2021 regular meeting minutes. Councilmember Smith seconded the motion, all in favor and the motion carried.

6.

**Approval of December 20, 2021 Executive Meeting Minutes**

Councilmember Smith made a motion to approve the December 20, 2021 executive meeting minutes. Councilmember Martin seconded the motion, all in favor and the motion carried.

7.

**Committee Chair Reports**

**Public Safety**

Mayor Pro-Tem Blair reported the monthly and year end statistics for the Public Safety Department. Mayor Pro-Tem Blair issued a thank you from the Police Department for those citizens who donated money or toys during the holidays. He announced that the Columbia County Sheriff's Office sponsored "Shop with a Cop" and Grovetown Police sent Reserve Officer Rodney Williams as a representative. Mayor Pro-Tem Blair announced that this past Sunday, January 9, 2022 was "National Law Enforcement Appreciation Day" and he wanted to thank all the officers who serve and protect the community. Mayor Pro-Tem reported that the Grovetown Police Department recently assisted the U.S. Marshals and Richmond County Sheriff's Department in the apprehension of wanted suspects.

The remaining report was deferred to Interim Police Chief Jamey Kitchens.

**Utility Billing and Public Works**

Councilmember Fisher announced that last week the Utility Department initiated robocalls to customers to address delayed trash pickup throughout the City. She reported the monthly statistics for the Utility Billing Department.

The remaining report was deferred to Public Works Director Sylvester Rosier.

## **Planning and Development**

Councilmember Smith reported the monthly and year end statistics for Planning and Development. Councilmember Smith also provided the monthly statistics for Code Enforcement.

The remaining report was deferred to Planning and Community Development Director Ronnie Kurtz.

## **Leisure and Recreation Services**

Councilmember Martin reported that Leisure and Recreation Services have been busy taking down Christmas lights and decorations. She also reported they have been cleaning and cutting grass around the City.

Councilmember Martin reported Leisure and Recreation Services year end revenues were \$17,411.50. She announced the programs and events that are taking place at Liberty Park. Councilmember Martin reported the rental contract statistics for December.

## **Administration**

The report was deferred to City Administrator Elaine Matthews.

**8.**

## **Financial Statement**

Councilmember Martin made a motion to approve the financial statement. Councilmember Fisher seconded the motion, all in favor and the motion carried.

**9.**

## **Review June 30, 2021 Annual Financial Report**

Councilmember Fisher made a motion to approve the June 30, 2021 Annual Financial Report. Councilmember Martin seconded the motion, all in favor and the motion carried.

**10.**

## **Employee of the Month for December 2021**

City Administrator Elaine Matthews and Finance Director Bradley Smith presented a certificate to Deborah McNair for the employee of the month for December 2021.

**11.**

## **Public Announcements**

Mayor Pro-Tem Blair thanked Staff Accountant Kristal Singletary for painting a picture for the Mayor and Council that represented the City and all its departments.

12.

**Citizens Comments**

Colby Ellsworth submitted several comments but was not present at the meeting. Mayor Pro-Tem Blair read aloud Mr. Ellsworth's concerns regarding solid waste collection and Waste Management. Finance Director Bradley Smith will address the concerns of Mr. Ellsworth.

Phillip McCormick addressed Council concerning the City's process of developing properties. Mr. McCormick's primary concern was why the development approval process took longer in Grovetown than in other cities and Columbia County. Councilmember Fisher directed him to Planning and Community Development Director Ronnie Kurtz for response.

Robert Titus addressed the Council with his concerns about the Form Based Code (City Center Districts). He understood that the City's Form Based Code needed to be updated and that Director Kurtz was working on it. However, one of his concerns was with the landscape section of the Form Based Code relating to existing tree replacement. He felt the homes he was planning on building would not allow him the space needed to replant trees as specified in the Code.

13.

**General Business: Old (None)**

14.

**General Business: New**

14A.

**Approve Staff Recommendation of LMIG projects, Repair and Pave Roads at Reynolds Circle in Reynolds Pond and Resurfacing of Katherine Street**

Councilmember Smith made a motion to approve the staff recommendation of LMIG projects, repairing and paving roads at Reynolds Circle in Reynolds Pond and resurfacing of Katherine Street. Councilmember Martin seconded the motion, all in favor and the motion carried.

14B.

**Recommend Adoption of Resolution 2022-01-01, Resolution to Request Local Law Authorizing the City of Grovetown to Exercise Redevelopment Powers**

Councilmember Fisher made a motion to adopt Resolution 2022-01-01, Resolution to Request Local Law Authorizing the City of Grovetown to Exercise Redevelopment Powers. Councilmember Smith seconded the motion, all in favor and the motion carried.

14C.

**Recommend Appointment of Shelly Kandian to Planning Commission Vacancy**

Councilmember Martin made a motion to appoint Shelly Kandian to the Planning Commission vacancy. Councilmember Smith seconded the motion, all in favor and the motion carried.

**14D.**

**Recommend Approval of New Position and Job Description for Police Chief**

Councilmember Smith made a motion to approve the new position and job description for Police Chief. Councilmember Martin seconded the motion, all in favor and the motion carried.

**14E.**

**Recommend Approval of New Position and Job Description for Fire Chief**

Councilmember Martin made a motion to approve the new position and job description for Fire Chief. Councilmember Smith seconded the motion, all in favor and the motion carried.

**14F.**

**Recommend Approval to Update the Job Description for Help Desk Operator/PIO/Webmaster**

Councilmember Fisher made a motion to approve the update to the job description for Help Desk Operator/PIO/Webmaster. Councilmember Martin seconded the motion, all in favor and the motion carried.

**14G.**

**Recommend Approval to Update the Job Description for Streets and Sanitation Supervisor**

Councilmember Smith made a motion to approve the update to the job description for Streets and Sanitation Supervisor. Councilmember Martin seconded the motion, all in favor and the motion carried.

**14H.**

**Recommend Approval to Rerate the Job Description for Event Coordinator**

Councilmember Martin made a motion to approve rerating the job description for Event Coordinator. Councilmember Smith seconded the motion, all in favor and the motion carried.

**14I.**

**Recommend Approval to Reallocate LEO Position and Approval of New Position and Job Description for Public Works Administrative Assistant**

Councilmember Smith made a motion to approve reallocating the LEO position and approve the new position and job description for Public Works Administrative Assistant. Councilmember Martin seconded the motion, all in favor and the motion carried.

**14J.**

**Recommend Approval of Job Title change from Finance Director to Finance Director/Assistant City Administrator**

Councilmember Fisher made motion to approve the job title change from Finance Director to Finance Director/Assistant City Administrator. Councilmember Martin seconded the motion, all in favor and the motion carried.

15.

**Director’s Reports**

Directors briefed Council on recent activities of their respective Departments.

16.

**Executive Session- Real Estate Acquisition/Personnel**

Councilmember Fisher made a motion to enter into executive session at 8:07 p.m. to discuss real estate acquisition and personnel. Councilmember Smith seconded the motion, all in favor and the motion carried.

Councilmember Fisher made a motion to enter back into regular session at 8:13 p.m. Councilmember Martin seconded the motion, all in favor and the motion carried.

Councilmember Smith made a motion to purchase real property located at 5221 Parham Road (Parcel ID 063 138) 7.56 acres, more or less for the purchase price of \$230,000. Councilmember Martin seconded the motion, all in favor and the motion carried.

Mayor Pro-Tem Blair announced that Fire Department Captain Wayne Kent was promoted to Chief of the Grovetown Fire Department.

17.

**Adjourn**

Councilmember Smith made a motion to adjourn the meeting at 8:16 p.m. Councilmember Martin seconded the motion, all in favor and the motion carried.

Absent

\_\_\_\_\_  
Gary E. Jones, Mayor

\_\_\_\_\_  
Eric Blair, Mayor Pro-Tem

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Sylvia Martin, Councilmember

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Deborah Fisher, Councilmember

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Ceretta A. Smith, Councilmember

Attest:

\_\_\_\_\_  
Brian Henderson, City Clerk