



CITY OF STONECREST, GEORGIA

CITY COUNCIL SPECIAL CALLED MEETING –MINUTES

3120 Stonecrest Blvd., Stonecrest, GA 30038

Wednesday, September 14, 2022 at 7:00 PM

Mayor Jazzmin Cobble

Council Member Tara Graves - District 1 Council Member Rob Turner - District 2

District 3 - Vacant Mayor Pro Tem George Turner - District 4

Council Member Tammy Grimes - District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: George Turner, Mayor Pro-Tem

Meeting called to order at 7:10 PM.

II. ROLL CALL: Sonya Isom, City Clerk

All members present at rollcall with the exception of Councilmember Tara Graves, who did arrive shortly after.

Mayor Jazzmin Cobble was present via Zoom.

III. AGENDA ITEMS

a. For Decision - TMOD 22-012 Animal Exhibition Ordinance - Ray White

Mr. White stated there is an applicant operating without a license. A corrected ordinance will be in place for future use. This ordinance amendment is to bring Sea Quest into compliance. The C-1 zoning does not list aquarium/petting zoo as a permitted use. The recommendation for the zoning classification is to be a conditional use. The permit will ensure appropriate operation and will not negatively impact surrounding businesses and residents.

Councilmember Rob Turner asked if this includes sanitizing and proper care of animals. Mr. White confirmed they are required to meet all regulations on a federal level and in addition to those that the city will set.

Mayor Jazzmin Cobble asked for clarification on the purpose of marketing the animals. Mr. White replied that the animals are not for sale, they are for display and interaction only.

Mayor Jazzmin Cobble asked if this zoning would be allowed in the agriculture district, as well as residential district. Mr. White stated this is only for C1 and C2. It would be prohibited in the AG district unless otherwise stated.

The council agreed to move this item to the Planning Commission thru the complete cycle.

Motion - made by Councilmember Rob Turner to approve the TMOD 22-012 Animal Exhibition Ordinance to go through its necessary cycle through the Planning Commission. Seconded by Councilmember Tammy Grimes.

Motion passed unanimously.

b. For Approval - Landscape Maintenance Vendor Contract - Gia Scruggs

Ms. Scruggs stated the public solicitation closed on August 11, 2022 and five vendors responded to the solicitation. The recommendation is to award the landscape maintenance services contract to Kitson's Landscaping for an annual contract amount of \$393,952.00. This contract will be funded from General Fund -Professional Services-Leisure Services Department.

Ms. Scruggs stated the vendor was part of a previous solicitation earlier this year and has performed work for the City. The vendor will provide mowing service to City parks, maintenance at 2994 Turner Hill Road, chemical application to the fields, and look at irrigation systems.

Mayor Jazzmin Cobble asked if the vendor would be taking care of right of ways and the augmentation program. Mayor Cobble also inquired if the contract was an annual contract. Ms. Scruggs confirmed the contract is on an annual basis with an option to renew. Ms. Scruggs also stated the City will continue to carry two vendors at this time and there is some consideration for the FY2023 Budget to go in a different direction. The city's contracts have a convenience clause which allows to discontinue a contract for convenience.

Motion - made by Councilmember Rob Turner to approve the Landscape Maintenance vendor contract. Seconded by Councilmember Tara Graves.

Motion passed unanimously.

c. For Approval - Contract for Security Services - Gia Scruggs

The Finance department and the Legal department determined the emergency procurement method for Security services was appropriate. The funding for this is from General Operations – Professional Services. A budget adjustment will be requested to increase the funding for this item.

Ms. Scruggs stated the N2U Security rate of pay is \$45 per hour, per officer. If additional officers are required, the rate of pay is \$25.50 per hour, per officer. This contract will be in place until the end of the year. City staff is currently evaluating a security solution for City Hall.

Councilmember Tara Graves asked for clarification on which events are included and how far in advance does a request need to be made. Ms. Scruggs stated that the security will be for any event including Council meetings, Committee meetings, and other events as requested. They will require 48 hours advance notice.

Motion - made by Councilmember Tammy Grimes to approve the contract for security services with N2U Security. Seconded by Councilmember Rob Turner.

Motion passed unanimously.

d. For Approval - Purchase of playground equipment for Salem Park - Gia Scruggs

Ms. Scruggs stated that the Salem Park Playground equipment needs to be replaced. The playground equipment was removed after the acquisition of the park from DeKalb County. The purchase of the playground equipment will be through a cooperative agreement with Source Well. The amount of this purchase is \$284,138.15. This will be funded through SPLOST-Parks Administration-Other Equipment.

Mayor Pro Tem George Turner asked if this is a new contract or continuous. This equipment was purchased a year ago during the pandemic. The equipment is well overdue.

Ms. Scruggs stated once the Council approves this item, the vendor can provide a timeline for installation.

Motion- made by Councilmember Rob Turner to approve the purchase of playground equipment for Salem Park. Seconded by Councilmember Tara Graves.

Motion passed unanimously.

e. For Decision - Purchasing Card Policy Revision - Gia Scruggs

Ms. Scruggs stated the Finance Committee along with Finance Oversight Committee and staff reviewed the Purchasing Card Policy and Council approved updates to Policy in February of this year. Immediately after, things occurred operationally causing Finance to take another look and make recommendations to Council to help staff operate in a more efficient manner in regards to procuring items. This is a mechanism of payment and does not override the Purchasing Policy which guides limits and use of funds. Currently the policy states the City Manager or designee Chief Financial Officer or designee are two of four authorized users. Adding the Leisure Services Director would give them the ability to make smaller purchases on behalf of the Parks department. The Leisure Services or Department Director would have a monthly transaction limit of \$25,000 and increase the monthly limit for the Chief Financial Officer and City Manager to \$100,000. The single transaction limit would increase for the City Manager and the Chief Financial Officer to \$25,000, which is consistent with the current signature authority.

Ms. Scruggs stated the language for authorized users and card holders was updated to state that they must be a permanent or full-time employee, whose job requires the use of a purchasing card. Cards will not be issued in the name of a department or a work unit to be shared by multiple employees. Only the employee whose name appears on the face of the card is authorized to make purchases and use by any other person is considered misuse of that card. If an employee is designated as the designee, they must complete the purchasing card training, be bonded, and have a card issued in their name.

Councilmember Tammy Grimes asked if within the state's language does a card holder need to be bonded. Also, is there a reason every Director doesn't have a purchasing card. Ms. Scruggs replied that currently all Directors do not have Purchasing Cards.

Mayor Pro Tem George Turner stated that if Council could be notified for consideration, the policy wouldn't have to change each time a Director is added.

Mayor Jazzmin Cobble suggested to add designee card limits in the policy.

Attorney Denmark stated that a Purchasing Card should be issued on an as needed basis to department heads. If everyone has a card this could lead to mischief.

Mayor Pro Tem George Turner recommended moving move this item to the next agenda. It can be deferred if it's not ready for the next Council Meeting.

Mayor Jazzmin Cobble asked if it's considered the first read every time there is a change to the policy. Attorney Denmark replied that the title is read because the body can change. The subject matter needs to be the same and there are time requirements for each read.

f. For Decision - Purchasing Policy Revision - Gia Scruggs

Ms. Scruggs stated there was a discussion regarding revisions to the Purchasing Card Policy at the August finance meeting. She noted a few changes to the policy: removal of any language that was referencing the purchasing card within the purchasing policy, the recommended changes to the policy thresholds and what's required for those purchases. Also, additional language that requires any computer hardware software purchases or marketing or media content to be approved by the Communications/ IT. Director, anyone who is on the evaluation committee to disclose that to the procurement department, conflict of interest disclosure and adjusting the language regarding the city's DBE program goals and objectives.

IV. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)

a. Personnel, Real Estate and Legal Matters

Motion- made by Councilmember Tara Graves to go into Executive Session. Seconded by Councilmember Tammy Grimes.

Motion passed unanimously.

Motion- made by Councilmember Tammy Grimes to return to the Special Called Meeting. Seconded by Councilmember Tara Graves.

Motion passed unanimously.

Motion- made by Councilmember Rob Turner to approve Executive Session minutes. Seconded by Councilmember Tammy Grimes.

Motion passed unanimously.

V. ADJOURNMENT

Motion- made by Councilmember Tara Graves for adjournment at 9:07pm. Seconded by

Councilmember Rob Turner.

Motion passed unanimously.

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities, and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.