

# Meeting Minutes

**Date:** January 28, 2025

**Time:** 6:30 PM

**Location:** City Council Meeting

**Chairperson:** Mayor Adams

**Attendees:**

- Councilperson Washington
  - Councilperson Adams
  - Councilperson Artim
  - Councilperson Brownfield
  - Mayor Adams
  - City Officials and Staff
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## 1. Call to Order

The meeting was called to order at 6:30 PM. A moment of silence was held for Mr. Gergley and Ms. Pat Hawkins.

## 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

## 3. Roll Call

Roll call confirmed attendance of council members.

## 4. Public Comments

No public comments were received in person or via Zoom.

## 5. Approval of Meeting Minutes & Bill List

- Motion to approve January 28, 2025, consent agenda, including minutes from January 7 and bill list.
- Motion by Councilperson Artim, seconded by Councilperson Adams.
- Motion carried 5-0.

## **6. Public Safety Report**

- Discussion on using East Grant Avenue for equipment storage during the Great American Passage Trail repaving project.
- Discussion on increasing police report fees, especially for camera footage requests.  
Proposed changes:
  - Regular police reports: \$20
  - Reports with camera footage: \$100-\$150
- Final decision to be discussed in the next meeting.

## **7. Public Works Report**

- Commendation for street department staff handling snow removal and water main breaks.
- Proclamation honoring local residents Ernestine Kent Broadwater, Charolette Jeffery Jones, & Calvin Harris for their contributions.

## **8. Water Department Report**

- Approval of \$400,000 grant for water line replacement and hydrant upgrades.
- Awarding of the water distribution system improvement contract to Soli Construction for \$384,150.
- Discussion on scheduling monthly engineering meetings for water projects.
- Issue with incorrect water bill calculations due to a software error; correction to be applied in the next billing cycle.
- Motion to investigate the value of the city's water system and a life-cycle cost analysis of in-house refuse services.

## **9. Community & Economic Development**

- Review of vacant property applications.
- Advertisement for a full-time Code Enforcement Officer at a salary range of \$48.5K-\$50K approved.
- Motion to award demolition contracts for four properties to Manyfield & Militia Services for \$41,040 to be discussed at the February 4 meeting.
- Public hearing scheduled for February 4 at 6:15 PM regarding dangerous structures.

## **10. Finance Report**

- Audit updates:
  - 2023 fiscal year audit in progress.
  - Pension audit for past three years completed.
  - Liquid fuels audit scheduled for next week.

## **11. Treasurer's Report**

- Tax collection update sent via email.

## **12. Engineering Report**

- Notice to proceed issued for a demolition project under the 2023 GEDF grant.
- Discussion on MS4 compliance and floodplain management report submissions.

## **13. Solicitor's Report**

- Meeting scheduled to review police manual updates.
- Discussion on fire escrow funds and commercial property issues.

## **14. City Manager's Report**

- Resolution approved for a \$57,500 grant application for a government study commission.

## **15. Announcements & Upcoming Events**

- Public hearing for dangerous structures: February 4, 2025, at 6:15 PM.
- Council meeting immediately following at 6:30 PM.
- Veterans Banner Program accepting applications; deadline April 15-20.
- Special election for county and city seats scheduled for March 20, 2025.

## **16. Public Comments**

- Inquiry about upcoming municipal election vacancies.

## **17. Executive Session**

- Motion to enter executive session approved.

## **18. Adjournment**

Meeting adjourned after the executive session.

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**R. Scott Adams, Mayor**

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**Douglas Sample, City Manager**