



120 North Essa Street, Lake Park, Georgia 31636  
City Hall 229-559-7470  
Fax 229-559-7499

City of Lake Park Work Session  
July 25, 2022  
6:00 PM

#### Agenda

#### Department Report Updates

- Fire
- Maintenance
- Police

#### Vet Team 6

#### Non-Profit Committee

#### Security Light, Heron Lane

#### Upcoming Training

- Police Chief
- Court Clerk
- City Clerk

#### Financial Updates

- May 31 Financials
- Credit Card Conversion
- Tyler Update
- CDBG Update
- ARPA
- Millage Rate Preparation

#### Information Technology (IT)

#### Policies

#### Upcoming Dates to Remember

Tuesday, August 2<sup>nd</sup> Regular Council Meeting  
Tuesday August 16<sup>th</sup> Lake Park Municipal Court

\*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-559-7470 promptly to allow the city to make reasonable accommodations for those persons.



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City of Lake Park WORK SESSION Minutes  
July 25, 2022  
6:00 pm

Members Present were Mayor Jena Sandlin, and Council Members June Yeomans, Michelle Lane and Ronald Carter

Staff Present: City Clerk Lisa Johnson, Deputy Clerk Melissa Morey

Visitors: Julie Wilbers, Carl Spano, Duane Roark, Bob Wilbers, Jenny Jolly

Mayor Jena Sandlin called the meeting to order, and thanked everyone for coming.

Council Member Ronald Carter led the Invocation.

Mayor Jena Sandlin led the Pledge of Allegiance.

Department Reports:

Fire: Fire Chief David Brown

- The Department has responded to one call so far this month, for mutual aid for EMS
- Chief Brown is working on a grant for three sets of turnout gear needed for new members.
- Reported that he had taken the big tanker to the shop for work that he was unable to do himself.
- Reported that they have no current equipment needs, and understand that consideration of a new Engine cannot be undertaken at this time.
- Chief Brown requested a monetary appreciation gift for Clay Cochran, which is consistent with previous years, for his assistance with the Fourth of July fireworks. City Clerk Lisa Johnson asked Chief Brown if he could submit a Pay Request to her office for this.

Maintenance: Maintenance Supervisor David Brown

- Reported a need for an air compressor, and suggested that the Fire Department get a new one and pass theirs on to Maintenance. The cost for a new compressor is approximately \$3,500.

- Maintenance is mowing and weed-eating daily.
- New signs and poles for the cemetery are in, and installed. There was a fence damaged in two places, one where someone ran into it and the other where a tree limb fell on it. He looking into the cost to repair. There are signs up reading "Dead End, No Entrance" and "No Trucks Past This Point", but they have not been effective. Chief Brown suggested putting concrete posts down to prevent semi-trucks from being able to travel that way.
- Reported that he had investigated the need for a new street light at the end of Heron Lane, and agrees that there is a need. Georgia Power has given a price of \$3,353.24 to install the new pole and \$16.83 per month for service going forward.
- Reported that there had been damage to the border around a gravesite when some trees were taken down recently that the City will be responsible for replacing; the cost of the granite piece will be \$22/ft. for the 12 ft. piece of granite, plus the cost of installation; estimated total cost would be in the neighborhood of \$500-\$700.
- Reported that the Department is still working on a modified schedule, due to the heat.

Police: Sergeant Eugene Benefield presented on behalf of Police Chief David Kinsey

- Chief Kinsey was out of town at required training at the time of this meeting, and would return on August 1.
- Police Sergeant stated that at the August 2 Meeting, Chief Kinsey would be asking for approval of the purchase of Firearms, ammunition and equipment for the Police Department that he would like to have on-hand by the beginning of the school year, in order to be prepared for Active Shooter events. Chief Kinsey has requested that the Department be allowed to order at least 3 complete sets at a cost of \$3,821; 4 sets can be purchased for \$5,148.00 and would be ideal. The Police Department also needs some miscellaneous tools for each patrol car (bolt cutters and pry bars).
- Sergeant Benefield also presented a quote of \$3,430.72 for four sets speed humps on Long Pond Road and 4-H Road, which could be installed in-house, and requested approval to order these. The Police budget does not have room for these, but they can be paid for from Streets and Roads, SPLOST VIII or TSPLOST.

Mr. Duane Roark with Vet Team 6 addressed the Council regarding activities for Veterans Day. Vet Team Six was incorporated in January of 2022 and has applied for status as a 501(c)(3) to help veterans in ways that the Veterans Administration cannot, such as lawn and maintenance help, at no cost. They are seeking volunteers. They have the support of the Lowndes County Sheriff's Department, who suggested he speak with the Lake Park City Council. He shared that Lowndes County has not had a parade for Veterans Day since 1957. The organization has significant support for having a parade this year; he started the process with the City of Valdosta, but following recent Fourth of July shootings in Illinois, the permission for holding a Veterans' Day parade on Patterson St has been rescinded. He is interested in holding this parade in either the City of Hahira or the City of Lake Park. He introduced his colleague, Jenny Jolly, the Area Coordinator for Toys for Tots, who volunteers with Vet Team Six. He shared that he and his organization are available and would like to support the City of Lake Park, regardless of whether this year's parade is held in Lake Park or elsewhere, and would appreciate feedback regarding local needs and suggestions for improvement for the organization. Mayor Sandlin asked when he was proposing to hold the parade, and Mr. Roark responded that the suggestion was November 11 at 3:00. Mr. Roark also stated that he has spoken with an organization called "the Steel Soldiers" based out of Hampton, Georgia, which offers helicopter flights at events, and he asked if the City had a location where they could land and take off. The closest location was South Lowndes complex, which is outside the City Limits. There is also a possibility

that he will have the opportunity for a flyover. Mr. Roark would manage all aspects of the parade; he would have veterans participating, would handle insurance and promotion, but would not allow political advertisements or "politicking". He has spoken with Sheriff Ashley Paulk, who has offered support for security for the event. He has also spoken with Mr. Galloway at the Valdosta Airport Authority regarding an event on November 12. Council Member Yeomans introduced Mr. Roark to Mr. Bob and Mrs. Julie Wilbers, who are working with the Veterans Memorial at Tom's Pond, and suggested that Mr. Roark coordinate with them for the suggested events. Mrs. Wilbers made some suggestions and suggested that they discuss options further.

Administration Report: City Clerk Lisa Johnson

- Mayor Sandlin reported to the Council that there was training upcoming for the Clerk's Office. City Clerk Lisa Johnson clarified that one of the employees needs to undergo training for Certified Municipal Court Clerk, and that Municipal Clerk Training is scheduled in September.
- Stated that the previously requested May 31 Financial Reports were enclosed in the Council packets for review. She stated that there was a shorter report than what had previously been presented, called a Council Report, that she felt might be easier to understand and would save costs on printing, and asked if this report would be acceptable in place of the Expenditures Report that had been previously presented. Council accepted this report.
- Gave an update on the Credit Card conversion; Synovus representatives have suggested that the limit be \$15-25,000 to allow for "sub-cards" that could be issued with smaller limits for departments or on an as-needed basis, or tied to a Purchase Order number. They will need a Resolution from the Council to be able to process the application.
- Requested approval for Configuration training with Tyler Incode. There are some functions that do not seem to be working correctly; conversations with the City's accountant indicate that this may be in the setup, as the previous software, RDA, works differently, and the initial attempt may have been to set Tyler up to work the same way. Tyler has provided a quote of \$4,090 for Configuration Training. The Clerk has spoken with other cities who use Tyler, who have advised that the training is advisable, as Tyler can be difficult when corrections are needed, although it is easy to use day-to-day.
- Reported that further investigation into CDBG has revealed that some expenses that have been paid have been paid from SPLOST VIII; Phase I had no allocations from SPLOST VIII, and current research is to see if amended quotes were supposed to be for the entire project rather than only Phase I. Mike Jacobs with the Regional Commission and a representative from Department of Community Affairs have come down to review the documentation file, and the Clerk has asked Mr. Jacobs for his help in setting up a meeting to further discuss this possibility. All invoices that have been received have been paid.
- Reported that contact and bank account information for ARPA has been updated and verified with Treasury and the City can expect the second tranche (distribution) to be sent in the next 2-3 weeks. The City does need to set up a new bank account to house these funds alone. The only two expenditures she is seeing from ARPA funds are the \$11,000 for Employee Premium Pay and the \$66,000 just paid to Killeen on the Water Improvements project. Mayor Sandlin asked what all ARPA could be used for. City Clerk Lisa Johnson stated that three of the Governor's priorities were Water and Sewer Infrastructure, Broadband Expansion and promotion and assistance to Tourism Related Industries, but there are many

areas that are approved; the document detailing those allowed expenditures is approximately 140 pages long.

- The information needed to review and set the 2022 millage rate has been received from the County, and we will be working on this. The Clerk has requested estimated budget numbers from Department heads for general information purposes to assist with this and with ongoing LOST negotiations.
- The City is in the process of analyzing the current Information Technology (IT) setup in order to be able to make recommendations for upgrades. Daniel Munoz, with Tech Worries in Homerville, has been contacted for help with this, and has asked us to provide an audit of the current hardware. After analysis and recommendations are completed, the City would need to run a Request for Proposal for support going forward. It is expected that new hardware and software will be recommended.
- The Clerk's office will be working on establishing written policies for better guidance in day-to-day operations. A sample of a Purchasing Card Policy was included with Council packets for review, and a more detailed Financial Policy is recommended. Council Member Lane has been working on a new Personnel Policy, which will need to be reviewed for amendments or changes and a time set for adoption. The Clerk asked for clarification on whether the rollover date, or "use by" date for vacation time was at the end of the calendar year or the anniversary year, and was told that the City uses the anniversary year for each employee. The practice has been to try to use Comp Time accrued within the same pay period.

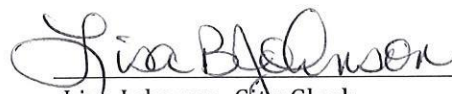
Other:

- Fire Chief David Brown stated for the Council that he had previously completed Safety Coordinator training for modules 1-3 through GIRMA, and requested permission to attend module 4 on August 3 in Tifton. These classes are offered to members of GIRMA at no charge, and the only expense would be for the travel to the class.
- Council Member Lane asked about the Budget process. Mayor Sandlin responded that Budget requests had been distributed. City Clerk Lisa Johnson stated that for the new Fiscal Year, the Budget would be completed later in the year, but some general numbers to help plan for LOST negotiations and millage rate are needed as soon as possible.

Mayor Sandlin asked Council if there was any other business to be addressed, and hearing none, called for a Motion to Adjourn. Council Member Michelle Lane made a motion to adjourn; Council Member June Yeomans seconded the motion. The motion passed unanimously, 3-0.

Mayor Jena Sandlin adjourned the meeting.

  
Jena Sandlin, Mayor

  
Lisa Johnson, City Clerk

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