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City of Lake Park  
Regular Council Meeting Minutes  
May 7, 2024  
6:00 pm

**Members present** were Mayor Jena Sandlin, Council Member Michelle Lane, Council Member Busby Courson, and Council Member Carl Spano

**Staff Present:** City Clerk Lisa Johnson, Fire Chief Matt Ryan, Police Sergeant Isael Estrada, Maintenance Supervisor-In-Training Kaleb Rogers

Mayor Jena Sandlin called the meeting to order.

Council Member Carl Spano led the invocation.

Mayor Jena Sandlin led the pledge.

**Minutes:** Mayor Sandlin called for the review and approval of the Minutes of the April 2, 2024 Regular Council Meeting and the April 18, 2024 and April 24, 2024 Called Meetings. Council Member Michelle Lane made a motion to approve the Minutes of the April 2, 2024 Regular Meeting Minutes with corrections and the April 18, 2024 and April 24, 2024 Called Council Meeting Minutes as presented. Council Member Busby Courson seconded the motion. The motion passed unanimously, 3-0.

Mayor Sandlin introduced Judge Jeremy Baker, who had requested the opportunity to address the Council and members of the public in attendance. Judge Baker spoke about his background and career in law and on the bench and announced his candidacy for Superior Court Judge.

Mayor Sandlin then called for Citizens who have concerns they would like to bring to the Council's attention.

**Citizen Concerns:**

- Katie Fanarra – lives off of David Drive by the Post Office – stated that the neighborhood had been having a lot of speeders and would appreciate increased patrol. She also stated that she was concerned about possible rezoning of the property behind the Post Office and the potential for apartments or something similar going in that would create a crowded feel.

**REPORTS OF OFFICERS/DEPARTMENT HEADS:**

**Fire Department:** Matt Ryan

- Presented a monthly call report

- Presented a quote for tires; Council Member Carl Spano asked that this be tabled until June pending a budget check.

**Police Department:** Sergeant Isael Estrada

- Presented a monthly call report.
- Reported that the Department's LiDAR had stopped working and presented a quote to replace it. Estimates are \$1,500 to repair or \$2,600 to replace with new. Council Member Carl Spano made a motion to approve the purchase of replacement LiDAR, with a cost not to exceed \$2,695. Council Member Michelle Lane seconded the motion. The motion passed unanimously, 3-0.

**Maintenance/Public Works Department:** Kaleb Rogers

- Presented activity report.
- In response to a question from Council Member Courson, confirmed that the speed bump on Long Pond had been repaired.

**Administration:** City Clerk Lisa Johnson

- Reported that software conversions were underway; Citations for Court are currently being entered manually. The City has a credit with Tyler which will be used to cover fees for interfacing Brazos, the ticketing software, with Courtware and leave a balance on the credit of approximately \$1,000.
- Reported that Maranello has been working on IT updates and will be migrating emails in the coming weeks.
- Reported that the final FEMA category is almost complete and ready for submission.
- Reported that she had received an email stating that the final 2020 Census count for Lake Park was confirmed at 928; as State Law mandates a population break at 1,000 for Municipal Insurance License fees, this will necessitate a change to that ordinance to bring the City into compliance.

**Financial Reports:** Council Member Carl Spano

- Council Member Spano stated that as Budget Officer he had authorized moving forward with interface fees from Tyler, since there was a credit and there would be no out-of-pocket expense to affect the budget.
- Reported that there was a slight increase in the cost of the fireworks, which had been authorized within the Fourth of July expense budget.
- Council Member Carl Spano made a motion to accept the Financial Report for April as stated. Council Member Busby Courson seconded the motion. The motion passed unanimously, 3-0.
- Reported that there has been discovered an issue with QuickBooks Payroll and asked the City Clerk to explain. City Clerk Lisa Johnson stated that in the old software, a NACHA file is created for payroll, which is then uploaded by staff for direct deposit. QuickBooks handles this differently, sending the information to their Clearing House and from there to the bank, which requires two days to complete. The result will be that direct deposit sent on Thursday will not reach the recipients' banks until Monday. Council Member Busby Courson asked how much disruption it would be to back up the pay period to the previous Friday, so the effect is basically a week held.

**New Business:**

- Mayor Sandlin reported that Mike Killeen would like to donate a bench at the Veteran’s Memorial dedicated to Ms. Velma Baxley and asked if there were any comments or concerns about approving this. There were none.
- Mayor Sandlin reminded everyone of the Memorial Day event to be held at the Veteran’s Memorial on May 27 at 9:00 am. Mr. Bob Wilbers reported that they were hopeful that the slab would be in place by then, but the provider is having trouble matching the stone.
- Council Member Carl Spano asked if there is currently a policy regarding job applications and was told there is not. He stated that he would like to work with the Clerk on developing one. There were no objections or concerns.
- Maintenance Tech Billy Jones has requested that Council buy out his remaining 120 hours of vacation time. His anniversary date is May 23, and the City’s policy only allows a 40-hour rollover. Mr. Jones currently earns 160 hours per year of vacation time. Council Member Carl Spano made a motion to approve buying out 120 hours of vacation time for Billy Jones. Council Member Michelle Lane seconded the motion. The motion passed unanimously, 3-0.

Council Member Michelle Lane made a motion to enter Executive Session to review the Minutes of previous Executive Session. Council Member Carl Spano seconded the motion. The motion passed unanimously, 3-0. Council entered into Executive Session at 6:41 pm.


Council Member Michelle Lane made a motion to reconvene regular session. Council Member Busby Courson seconded the motion. The motion passed unanimously, 3-0. Council reconvened Regular Session at 6:49 pm.

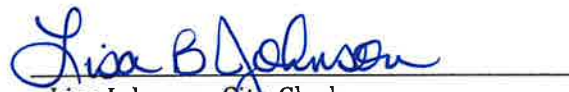
Council Member Michelle Lane made a motion to approve the Executive Session Minutes of April 2, 2024 and of April 18, 2024. Council Member Carl Spano seconded the motion. The motion passed unanimously, 3-0.

Council briefly discussed the Golf Cart ordinance, noting that with summer coming the City needs to be prepared for an increase in usage. Council Member Michelle Lane requested that a reminder of the ordinance be included in the May water bills and that the ordinance will be enforced. Council discussed amending the ordinance to include a registration for the carts, at a cost of \$25 and a transfer fee of \$15. This is in response to an issue with abandoned golf carts for which the owner cannot be found. There also needs to be a review for a section to enforce headlights on carts after dark, and locations for golf-cart crossings.

Council Member Michelle Lane made a motion to adjourn. Council Member Busby Courson seconded the motion. The motion passed unanimously, 3-0.

The next regular meeting will be on June 4, 2024 at 6:00 pm.

  
 Jena Sandlin, Mayor  
 6/4/24  
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 Date

  
 Lisa Johnson, City Clerk  
 June 4, 2024  
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 Date

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