

## September 23, 2019 City Council Work Session

1. Police Chief will be in training 9/30/19 – 10/10/19.
2. Tabitha and I discussed that we would like to move the balance of the Crime Lab Fund to the Technology Fund.
3. The Police Department has \$444.42 in our Post-Forfeiture Asset account. I would like to use this account to purchase our ammo that is needed for our requalifying next month.

Sgt. Langley contacted GSP and completed our request for excess property. We are going to the next class available for training in how to Requisition Property, Nov. 11<sup>th</sup>.

From 09/01/2019 to 09/23/2019 Police Calls for Service:

Alarm Calls: 4

Burglary:1

Attempted Burglary:1

Domestic Violence:1

Theft:1

Counterfiet Money:1

Shoplifting:1

Assist LCSO: Mutiple Times, including Traffic Stops, Suscide Attempts, Robbery, Pursuits (we staged with stop sticks), Alarm Calls.

# City Council Fire Report for October 2019

Fire Calls: 3 so far

1 fire alarm

1 Medical call

1 Structure fire (mutual aid with County)

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Station Needs: Station Generator has been installed

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Truck Repairs: Rescue 1 is supposed to be ready on Friday the 27<sup>TH</sup>

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Community Events: Smoke detectors are available

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Grants: GMA grant for maintenance (generator with work light) class was cancelled that Tabatha and I was supposed to attend looking for another class to attend. Has to be done before end of year

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Ordered 4 Stop Signs & 4 Stop Ahead Signs

Maintenance  
Report

Busted beaver dam @ Cordley's Land

Put 3 benches by the pond & 1 by playground

Cut grass on all right aways

Edged ~~all~~ medians & sidewalks

Trimmed all suckers off of Crepe Myrtles

Removed tree on Lawrence St.

Mowed around Tom's Pond Rd

Talked to James Council about installing fire hydrate on Tom's Pond Rd.

Busted culverts where beaver dams were @ on Broadway St.

Met with Patrick Dupree about trapping beavers

Talked to DOT about drainage on 376 was told we were on their work list

Replaced broken window on backhoe \$475

Exmark lawnmower was leaking oil Billy said it was a cracked manifold took it to dealership & mechanic said valves needed adjusting... GOT SEAT FIXED IN TRUCK!

# Tom's Pond Veterans Memorial Park – Parks & Recreation Committee

## Formation and implementation timeline

\*page numbers correlate with page number in top right corner of page

- Pages 1-2 Original Ordinance 114 for Tom's Pond Veterans Memorial Park
- Page 3 Initial mention of consolidating groups to form committee
- Page 4-5 Discussion of changing to Parks & Recreation Committee
- Page 6 Email to attorney about how to amend Ordinance 114
- Page 7 Attorney reply about amendment
- Page 8 Attorney reply about repealing Ordinance 114
- Page 9 Review of existing Ordinance 114
- Page 10 Welcome of Parks & Recreation Committee
- Page 11 Ordinance 114 Amendments – Repeal
- Page 12 Review of amended Ordinance 114
- Page 13-14 Copy of amended Ordinance 114
- Page 15 Ordinance 114 Amendment
- Page 16-20 Parks & Recreation Advisory Committee By-Laws
- Page 21-23 Updated proposed Ordinance 114 Amendment

Adopted 7-11-17

RECEIVED JUN 30 2017

ORDINANCE NO. 114

TF

AN ORDINANCE OF THE CITY OF LAKE PARK, GEORGIA

To amend the Code of the City of Lake Park ("the City Code") to add a new Chapter 5.6 regarding establishment of a trust fund and board of trustees for management of the Tom's Pond Veterans Memorial Park; and for other purposes,

BE IT ORDAINED by the Mayor and Council of the City of Lake Park and it is hereby ORDAINED by the authority thereof:

I.

A new Chapter 5.6 is added to the City Code as follows:

Chapter 5.6

PARKS

Article I: Tom's Pond Veterans Memorial Park

Sec. 5.6-1. Trust fund established:

There is hereby created and established a trust fund to be known as Tom's Pond Veterans Memorial Park Trust Fund (hereinafter referred to as "the trust fund"), and all monies received by the city pursuant to the provisions of this article shall be a part of and be deposited in said trust fund, and shall be kept separate and apart from all other funds of the city. The records of the city shall at all times show the amount of principal and interest held in such trust fund.

Sec. 5.6-2. Trustees.

The city council shall appoint four individuals who shall serve as the board of trustees for the trust fund. Persons serving as trustees are not required to be residents of the city. Members of the board of trustees shall serve a term of four years commencing from the date of initial appointment, except that if a trustee position shall become vacant during the term, the city council shall appoint a successor who shall serve for the balance of the departing trustee's term. Individuals may be appointed for successive terms. The board of trustees shall meet monthly or at such times as may be agreed by a majority of the trustees. All business of the board of trustees shall be conducted in accordance with the Georgia Open Meetings Act. Three trustees shall constitute a quorum of the board of trustees. Once a quorum is established, actions by the board shall require approval by affirmative vote of a majority of the trustees present and eligible to vote.

Sec. 5.6-3 Powers of Trustees.

The board of trustees shall be authorized to use the assets of the trust fund to provide for building, improvement, utilities, and maintenance of the Tom's Pond Veterans Memorial Park Any expenditures of trust funds totaling \$500.00 or more shall require approval by the city council. Substantially related expenditures shall be aggregated and presented together and the trustees shall not attempt to circumvent the provisions of this section by breaking up proposed expenditures into smaller amounts.

Sec. 5.6-4 Gifts to Trust Fund

Any gifts or donations received by the city or trustees and identified by the donor as being for the Tom's Pond Veterans Memorial Park shall be deposited in the trust fund.

Secs. 5.6-5 - 5.6-15. Reserved

II.

All other provisions of the City Code shall remain in full force and effect except as amended hereby.

III.

This Ordinance shall become effective immediately upon adoption.

IV.

All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

ORDAINED this 11 day of July, 2017.

Eric Schindler  
Eric Schindler, Mayor

ATTEST:

Tabatha Fowler  
Tabatha Fowler, City Clerk



May 1  
2018

Keith Sandlin, 901 Cotton Ave, stated he wanted to apologize to the Mayor and Council for missing the two meetings that he was invited to attend. He stated that he had other meetings that he had to go to.

Richard Sell, 1013 Egret Way, wanted to acknowledge that the citizens should work together, and that he understood the issues that property owners have with the upkeep and maintenance of their property. He also included that Council might want to consider a permitting process for those property owners to use boats on the pond; it's a potential revenue source.

Mayor called for Admin/Executive Reports

Member Carter requested that a potentially hazard in the road on Railroad Ave be added to the next meeting agenda. There is a water line that is sticking out of the ground and has busted pavement around it. Jeff was told to rope/tape off area until we can get it checked out. No action taken.

Council reviewed and discussed a bid submitted by Mike Killen for the Railroad Ave and Lawrence Street area. No action taken.

Next Meeting will be Monday May 21 at 6:30 PM. Mayor asked that Mike Killeen and Lovell Engineering be contacted and asked to attend. No action taken.

Council reviewed bids for millings to repair/patch areas of road at Ocean Pond from Killeen and from Scruggs. No action taken.

Council reviewed bid submitted from Luke Electrical for upgrade to electrical panel for City Hall. No action taken.

Mayor and Council advised to put the Lawrence Street closure between Railroad and Thomas on the agenda for May 21.

Member Taylor asked about auditor review and accounting procedures. No action taken.

Member Barr suggested that they consider consolidating or forming a committee (1) to cover Tom's Pond events/activities, Tom's Pond Veterans Memorial, Civic Center, and other event planning. He further stated that he felt that we owed it to the existing committee members, to contact them by letter to inquire if they would like to continue to serve on such a committee. No action taken.

Mayor and Council agreed to contact property owners surrounding Tom's Pond by letter to advise them of Ordinance 118 and to notify them that the final reading and vote for adoption would be held on June 5, 2018.

Being no further business, Member Barr made a motion to adjourn at 8:50 PM, all in favor motion passed.

Read & approved \_\_\_\_\_ Date \_\_\_\_\_



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

City of Lake Park Call Meeting Minutes  
May 21, 2018  
6:30 PM

Mayor Schindler called the work session to order and led with the Pledge of Allegiance.

Those present were as follows; Mayor Schindler, Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Debbie Sauls, and Carl Taylor, Clerk Tabatha Fowler, Deputy Clerk Connie Martinez and citizens.

Mayor began by calling on Joyce Jones from Georgia Power Valdosta Credit Union. Mrs. Jones began by giving a brief description of the credit union and their membership. She also explained the process of electronic payroll process.

Mayor asked if there were any additions or changes to the submitted department reports. Police Chief Breletic came forward to explain the recent GCIC audit. He also stated that the July 4<sup>th</sup> Celebration Parade will be held on June 30 at 3:00 and the events to follow at Tom's Pond. He further stated he would like to introduce Charles "Chuck" Davis, whom had approached him again about annexing in his lake. Mr. Davis came forth and stated that he would like to annex in the Long Pond Lake he had acquired and would like the City of Lake Park to consider his annexation. Davis offered a copy of his appellant court finding on his property.

Mayor called for discussion of the Lawrence Street/Railroad drainage. Lovell Engineering Team Leader Clayton Milligan came forward to discuss and answer any questions as it pertains to the proposal submitted for surveying and engineering service for the drainage issue. Before proceeding with any action, Council decided to request other engineering bids for same scope of work. \*Member Carter stated that historical society expressed that they would like the city to hold off any more repairs right now until they could have their own work completed.

Mayor asked for item of Railroad Ave damage to be reviewed. Council decided to request pictures of damage and review already submitted bids to determine if this work was included in previous bids.

Mayor called for the item of the Lawrence Street closure between Railroad and Thomas, Council discussed and reviewed plans for the area. Member Carter made a motion and Member Taylor second for discussion. After discussion, Mayor asked for Member Carter to restate his motion. Member Carter stated he recommended that they open up Lawrence Street all the way down to the pond, and use an engineer to get the proper drainage, layout, parking, handicap parking, and whether it will have to be concrete or paved. Member Taylor second the motion, all in favor motion passed.

Mayor then called for item of the Tom's Pond Veterans Memorial Committee. Clerk Fowler read aloud the letter mailed to each of the members, as previously requested by Council. (See attached). Fowler explained that the only member of the committee to respond as requested was Laura Minchew, who was also in attendance. \*Member Sauls stated that she was notified by David White that he did not want to continue on the committee.



Council discussed (5) potential committee members for a Parks and Rec Committee, and an amendment to Ordinance 114 Tom's Pond Veterans Memorial Park. Council Member Taylor stated that Southern Occasions Florist (Dawn and/or Heather) had shown an interest in becoming active with Christmas Tree Lighting event and decorations. Bob Wilbers and Laura Minchew previously volunteered to serve on such a planning committee as well. Mayor advised that Johnny Parker, local businessman, also expressed interest in serving on a committee. Mayor further stated he would like to see a Council Member be on the committee, not to lead it but to be there to advise on procedures. That Council Member would have no voting rights unless there was a tie among the 4 committee members. Clerk is to contact Attorney Plumb to inquire about ordinance amendment, and Council will readdress at the next Council meeting. Currently being considered for the committee is, Bob Wilbers, Laura Minchew, Johnny Parker, Southern Occasions Florist (either Dawn or Heather) and Council Member Carl Taylor. It was also decided that a representative (other than council person) would be appointed from the committee to present updates on events and accounts quarterly to the Mayor and Council.

Mayor called for discussion of the staging area for debris. Mayor explained that they had located a parcel of property that he would like to approach the property owner to inquire about using for emergency situations as a staging area for debris. He further explained that if the property owner agreed, the property would still have to be inspected by EPA to confirm that it meets all the EPA/FEMA guidelines. Upon agreement of the use of property and inspections by EPA/FEMA, Mayor proposed paying property owner \$850 annually, and that the fee is reimbursable by FEMA if an emergency or disaster occurs. After discussion, Member Carter made a motion to allow Mayor to contact property owner and offer the \$850 a year to pay for the use of her property as a staging area for debris contingent on EPA approval, annexation, and it be guaranteed for 3 years, Member Sauls second for discussion. After discussion, Member Carter retracted his motion. Council will re-approach at next meeting.

Mayor called for discussion of annexation fee removal, they discussed what the current charges were and what the current expense was for the city. Members agreed that anyone wanting to come into the city should not be charged for that process. Member Carter made a motion to remove the annexation fee and Member Taylor second, all in favor motion passed.

Mayor requested clerk to contact First State Bank to inquire about process and prices for doing payroll EFT's, as well as First Federal Bank.

Mayor asked if there were any further business, Member Carter stated he was approached by Fran Wilbers about the Tom's Pond Veterans Memorial Fund donations being refunded. Mayor advised that they had previously gotten legal direction on that issue from Attorney Plumb and advised that we need to direct those questions to him.

Being no further questions meeting adjourned at 9:05 PM.

Read & approved \_\_\_\_\_ Date \_\_\_\_\_

June 5  
2018

Member Taylor asked for an update on the Ocean Pond road repair, Council discussed the use of SPLOS VII funds or LMIG funds for repair, they asked Patterson to gather more bids on the repair.

Member Barr asked Fire Chief for an update on the compressor repair. Chief Brown stated that the parts had been delivered and that they should have it repaired soon. He also asked about status of the light bar, Brown stated that the light bar was in working condition. Member Taylor asked about the pump testing and the possibility of decreasing the ISO rating. Chief Brown explained plans that the fire departments are working on which includes Pre Fire Plans and inspections. Member Taylor expressed his support and stated he would like for Council to entertain a possible compensation for the extra time that it will take to get these inspections and processes completed before the next ISO grading.

Police Chief Breletic came forward with a bid for a barcode scanning system for his officers. They system would enable the officers to scan the back of driver's license and get a quicker history of the driver, therein making it easier for the officer to maintain visual on the vehicle, driver, and/or passengers which in turn makes for a safer work environment. Breletic went on to report that he had funds in the public safety portion of the SPLOST VII that he would like for Council to approve for this purchase. Member Taylor made a motion to approve the purchase of the barcode scanner to improve the police equipment using SPLOST VII, public safety-law enforcement, funds, Member Carter second, all in favor motion passed.

Member Taylor stated that before moving on, he would like to make motion to go into Executive session. After quick discussion, Member Taylor retracted his motion.

Mayor called for agenda item of Lawrence Street Closure between Railroad and Thomas. Council reviewed the Engineer report submitted by Arrow Engineering and Construction Services, LLC. No action taken at this time.

Mayor called for review of Ordinance 114, he read the existing Ordinance aloud. No action taken at this time, item to be put on the agenda for the June 26 Call Meeting.

Mayor stated that at this time there were no updates to report regarding the staging area for debris. Item to be put on the agenda for the June 26 Call Meeting

Mayor called for review of Lawrence Street/Railroad Ave Drainage engineering bids. At the previous meeting, Council reviewed an engineering bid submitted by Lovell Engineers. Council reviewed an additional engineer report submitted by Arrow Engineering and Construction Services, LLC. Member Carter asked that Council to once again hold off any action until after the Historical Society has completed their scope of work to the area in question. No action taken at this time.

Citizens' Concerns

Julie Wilbers, 360 Back Forty Drive Lake Park, GA 31636, addressed Council about taking on the role of Emergency Management Liaison. Her information that she gave to Council was gathered from her recent Emergency Management training that she attended in Valdosta. That information included hurricane season dates of June 1 – November 30, social media posts reporting damaged areas should include #LowndesEMA so that they can track the damage accordingly, and an additional website to follow updates about sever weather can be found at [www.weather.gov/tae](http://www.weather.gov/tae). Wilbers also pointed out that at this time, she



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

City of Lake Park Regular Meeting  
October 2, 2018  
7:30 PM

Mayor Schindler welcomed everyone and led the Pledge of Allegiance followed by an invocation.

Those present were as follows; Mayor Eric Schindler, Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Debbie Sauls, and Carl Taylor, Clerk Tabatha Fowler, Deputy Clerk Connie Martinez, Police Chief James Breletic, Fire Chief David Brown, Maintenance Supervisor Jeff Patterson, and citizens.

Mayor called for review of the minutes from September 4 Regular Meeting and September 17 Work Session. Member Carter made a motion to approve the minutes as read, Member Taylor second, all in favor motion passed.

Mayor called for review of the financial report for September. Member Barr made a motion to accept the financials as presented, Member Carter second, all in favor motion passed.

Citizens' Concerns

Ralph Russell, Tobacco Rd, came forward to invite Mayor and Council to come to "Between Holidays Car, Truck and Tractor Show" that will be held Saturday December 1<sup>st</sup> at the Church of Christ between 8-12.

Mayor called for the Parks & Recreation Committee Members to come forward. Those present were Thomas Hager, Johnny Parker, Jennifer Rutland, and Bob Wilbers. He thanked them all for their volunteerism and encouraged them to take a few moments in the conference room to introduce themselves and set up a contact list as well as a meeting date to discuss upcoming events.

Mayor asked if there were any updates/changes to the department reports that were presented during the work session.

Police Chief James Breletic came forward to address Council. He asked for Council to consider authorizing him to hire a new employee to replace Officer Langley that will be leaving this week. Breletic introduced Bryer White, 20 year old graduate from the academy. He went on to report that White was a local resident, raised in Lake Park, whom put his self through the police academy and graduated in September 2018. No action taken at this time.

Maintenance Supervisor Jeff Patterson came forward to address Council. He reported that the Park Street and Ocean Pond road projects were completed.

Oct 29

11

Ordinance 114 Amendment – Repeal  
Council discussed Ordinance 114 and the options as to repeal or amend. Item is to be added to November 6 agenda. No action taken.

Read & approved \_\_\_\_\_ Date \_\_\_\_\_

NOV 6 2018

12

that the \$1,500 grant from Norfolk Southern had been submitted but no word yet on the outcome.

Mayor called for discussion of city alley way between Ganas and Bennett's Fire Protection. Ganas and Bennett came forward and addressed Council. They stated that they had come to an agreement and would like Council approval. Both parties agreed to split the use of the alley in half and to leave it being owned by the city. They agreed to move the fence back and keep the alley way maintained at no cost to the city. Member Barr requested that the Mayor and Council speak with city attorney before making a decision to make sure there were no liability issues. Barr stated he didn't have a problem with the agreement as long as there were no issues that might be foreseen by the attorney. Mayor asked for Council approval to contact city attorney and to add the item to the work session agenda. If no issues are raised, a written agreement between the City of Lake Park, Mr. Ganas, and Mr. Bennett would be drawn up and signed at that time.

Mayor Schindler called for Council to review the amended Ordinance 114 and asked for any further suggestions. After reading the amended ordinance, Mayor asked for an additional text portion to be added to sec. 5.6-1;

There is hereby created and established a trust fund to be known as the Parks and Recreation Committee Fund (hereinafter referred to as "the trust fund") and all monies received by the city pursuant to the provisions of this article shall be a part of and be deposited in said trust fund, and in addition separate fund accounts shall also be kept for specific projects, and apart from all other funds of the city. The records of the city shall at all times show the amount of principal and interest held in such trust fund.

*See following 2 pages as review*

Final amendment to be reviewed and first reading to be done at work session in November. (Date to be set at the end of the meeting)

Mayor called for item of business license rates. After a short discussion, item was moved to work session agenda in November. (Date to be set at the end of the meeting)

Mayor called for review of the court fee on tickets. Item moved to work session agenda in November. Judge Rodgers is to be contacted and asked to attend. (Date to be set at the end of the meeting)

Mayor called for review of the proposed cemetery payment policy. Clerk advised that Connie was still sorting through cemetery deeds and creating a spread sheet of information. Each unpaid plot owner will receive a certified letter from the clerk's office once all unpaid have been accounted for. Clerks will keep Council posted. After reviewing the payment policy, Member Barr made a motion to accept the policy as presented, Member Carter second, all in favor, cemetery payment policy approved.

Mayor asked for Council review and discussion of current observed city holidays. After review, Member Barr made a motion to decrease the holiday list from 13 to 10 beginning January 2019, Member Taylor second, all in favor motion passed. Those holidays to be observed by the city beginning in January 2019 are as follows; New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

#### Citizens' Concerns

Mayor called on Clerk Fowler to give address the allegations regarding registered voters not being able to vote in the local election. Fowler began by briefly describing the incident that occurred recently when a city resident went to early

Nov 6  
2018

**ORDINANCE NO. 114**

**AN ORDINANCE OF THE CITY OF LAKE PARK, GEORGIA**

To amend the Code of the City of Lake Park ("the City Code") to add a new Chapter 5.6 regarding establishment of a trust fund and board of trustees for management of the Parks and Recreation Committee, and for other purposes.

BE IT ORDAINED by the Mayor and Council of the City of Lake Park and it is hereby ORDAINED by the authority thereof:

I.

A new Chapter 5.6 is added to the City Code as follows:

**Chapter 5.6**

**PARKS**

**Article I: Parks and Recreation Committee**

**Sec. 5.6-1. Trust fund established:**

There is hereby created and established a trust fund to be known as the Parks and Recreation Committee Fund (hereinafter referred to as "the trust fund") and all monies received by the city pursuant to the provisions of this article shall be a part of and be deposited in said trust fund (and in addition separate fund accounts shall also be kept for specific projects, and apart from all other funds of the city.) The records of the city shall at all times show the amount of principal and interest held in such trust fund.

*Corrected*

**Sec. 5.6-2 Trustees:**

The city council shall appoint six (6) individuals who shall serve as the board of trustees for the trust fund. Persons serving as trustees are not required to be residents of the city. Members of the board of trustees shall serve a term of four (4) years commencing from the date of initial appointment, \*possible replacement - at inception, one (1) member being appointed chairman by the committee, shall serve a full four (4) year term as well as two (2) other committee members, remaining two (2) members shall serve a two (2) year term as to establish a staggered committee term. \* except that if a trustee position shall become vacant during the term, the city council shall appoint a successor for the successive terms. The board of trustees shall meet monthly or at such times as may be agreed by a majority of the trustees. All business of the board of trustees shall be conducted in accordance with the Georgia Open Meetings Act. Three trustees shall constitute a quorum of the board of trustees. Once a quorum is established, actions by the board shall require approval by affirmative vote of a majority of the trustees present and eligible to vote.

**Sec. 5.6-3 Powers of Trustees:**

Nov 6 2018 11

The board of trustees shall be authorized to use the assets of the trust fund to provide for building, improvement, utilities, maintenance, event planning, and city community activities of the Parks and Recreation committee. Any expenditure of trust funds totaling \$500 or more shall require approval by the city council. Substantially related expenditures shall be aggregated and presented together and the trustees shall not attempt to circumvent the provisions of this section by breaking up proposed expenditures into smaller amounts.

**Sec. 5.6-4 Gifts to Trust Fund**

Any gifts or donations received by the city or trustees and identified by the donor as being for the Parks and Recreation Committee shall be deposited in the trust fund.

**Sec. 5.6-5-5.6-15 Reserved**

**II.**

All other provisions of the City Code shall remain in full force and effect except as amended hereby.

**III.**

This Ordinance shall become effective immediately upon adoption.

**IV.**

This Ordinances and parts of Ordinances in conflict with the Ordinance are hereby repealed.

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Eric Schindler, Mayor

ATTEST:

\_\_\_\_\_  
Tabatha Fowler, City Clerk



NOV 27 2018

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

City of Lake Park Work Session Minutes  
November 27, 2018  
11:30 AM – Lunch Meeting

Mayor Schindler welcomed everyone and apologized for the delay, he explained that there were some technical issues with the audio recording device. Once the device was working properly, Mayor Schindler called the meeting to order and lead the Pledge of Allegiance.

Those present were as follows; Mayor Schindler, Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Debbie Sauls, and Carl Taylor, Clerk Tabatha Fowler, Maintenance Supervisor Jeff Patterson, Fire Chief David Brown, Judge Carl Rodgers, and citizens.

Mayor Schindler called the Public Hearing to order for the 2018 budget amendments and the 2019 proposed budget. Mayor asked if anyone wished to speak in favor or opposition of the proposed budget numbers. There were none, being no one to speak, Mayor closed the public hearing and called the work session to order. No action taken.

Mayor called for review of the department reports, he asked if any department head had anything additional they wished to address with Council.

Jeff Patterson, Maintenance Supervisor, came forward to discuss the need of a new door for the civic center. He explained the condition and provided pictures of the existing door. Jeff further presented 3 bids on replacement doors, see attached. After review, Council decided to add to the December meeting agenda. No action taken.

Mayor Schindler called for the Parks and Recreation Committee Report. Committee Chairman Bob Wilbers stated he had no formal report at this current time and that the committee was still working on setting their by-laws and reviewing the ordinance for amendment suggestions. No action taken.

**Ordinance 114 – Amendment / Repeal – post pone to January 2019 work session agenda. No action taken.**

Mayor called on Carl Spano for an update in Zoning. Spano stated noted that with Mr. Wilbers taking on the task of being the Parks and Recreation Chairman that he couldn't serve on the Board of Zoning and has resigned his seat. Mayor advised Council to be prepared to appoint a replacement to the seat at the December Regular Meeting. Mayor asked that the replacement nomination be added to agenda as well as a replacement to the Ethics Committee. No action taken.



# City of Lake Park, Georgia

## Lake Park's Park & Recreation Advisory Committee Bylaws

### Article I Purpose & Objectives

- Section 1** The purpose of the Advisory Committee is to strive for excellence toward the betterment of the City of Lake Park Georgia
- A) Advise the Governing Body of the City of Lake Park, Georgia regarding Parks & Recreation issues affecting programs, services & facilities of the city.
  - B) Create a more desirable, healthier & safer city.
- Section 2** The objective of the committee shall be to assume duties for the recommendation of the following recreational purposes:
- A) The establishment of supervised recreation for the city of Lake Park, Ga.
  - B) Recommendations for use of parks, playgrounds, recreational facilities, water areas, or any other recreations and structure(s), lands or buildings owned or leased to the city of Lake Park, Ga.

### Article II Membership

- Section 1** The committee shall be composed of the Chairman plus 5 members
- Section 2** The council shall appoint members to the committee.
- Section 3** Committee members shall be one or both of the following:
- A) Residents within the City of Lake Park
- Or
- B) Business Owners with a Lake Park, Georgia mailing address
- Section 4** Other than provisions set forth in section 4 governing initial terms, each committee member shall serve a four-year term. A committee member appointed to fill an unexpired term shall complete that said unexpired term.
- Section 5** Once the expiration of the initial term each committee member will be allowed the continuance of service as long as the City Council permits.

Article III  
Officers-&-Staff Liaison

**Section 1** The elected Officers of the Committee are as follows:

1. Chair
2. Vice-Chair
3. Secretary

**Section 2** Terms of elected Officers shall be one year commencing the date of the election and continuing until the succeeding year's election.

**Section 3** The council shall elect Officers at the first regularly scheduled meeting of each year.

**Section 4** **A)** In the event that the Office of Chair becomes vacant the Office shall succeed to the Vice-Chair for the unexpired term. The Office of Vice-Chair will then succeed to the Secretary and the council shall elect a member to succeed the Secretary for the unexpired term at the next regular scheduled meeting.

**B)** In the event that the Office of Vice-Chair becomes vacant the Office shall succeed to the Secretary for the unexpired term. The council shall elect a member to succeed the Secretary for the unexpired term at the next regular scheduled meeting.

**Section 5** The duties of the elected officers shall be as follows:

**A) Chair**

1. Shall preside at all committee meetings.  
Shall preside at all city meetings
2. Shall represent the committee, as necessary, at all city meetings.

**B) Vice-Chair**

1. Shall preside at all committee meetings.
2. Shall preside at all city meetings in the absence of the Chair.
3. Shall represent the committee in the absence of the Chair, as necessary, at said city meetings.

Article III  
Officers-&-Staff Liaison  
Continued...

C) Secretary

1. Shall preside at all committee meetings.
2. Shall represent the committee in the absence of both Chair and Vice-Chair, as necessary, at said city meetings.
3. Shall present committee and or board with any and or all documentations regarding the Lake Park Parks and Recreation Advisory Committee.

Article IV  
Vacancy Procedure

Upon the vacancy of a position on the committee, the Chairman shall notify the city council of the vacancy. The city council shall at that time assume responsibility to find a suitable replacement until a member is voted in to fulfill the duties for the remainder of the term.

Article V  
Attendance

- Section 1** All committee members are expected to attend all regular and special meetings.
- Section 2** Any committee member having three (3) unexcused absences or five (5) accumulated absences in one (1) calendar year; for any reason shall be deemed by the committee to have voluntarily resigned from his/her position.
- Section 3** Failing to notify the chairman of an absence at least twenty-four (24) hours prior to a scheduled meeting shall be counted as an unexcused absence. Attendance shall be reviewed regularly to ensure compliance.

Article VI  
Meetings

- Section 1** The committee shall meet regularly at a date, time, and place as determined by a simple majority vote of the members so long as ten days' notice is given to all committee members. If circumstances warrant it, Chair may cancel or postpone a regular or special meeting of the

committee and; if necessary; set a new date, time, and place for the meeting.

## Article VI Meetings Continued...

**Section 2** Notice of regular meetings and agendas if prepared for regular meetings shall be transmitted to all committee members at least one week prior to the meeting. Notices, agendas, minutes, and other materials may be delivered electronically.

**Section 3** The Chair may call a special meeting of the committee, provided at least three full days' notice is given to all committee members, media and the public via posting notice of the special meeting on the website or via other means as available and as deemed appropriate by the chair.

## Article VII Quorum

Four (4) Members of the committee shall constitute a quorum. There must be a quorum present before the committee may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.

## Article VIII Open Meetings & Records

All regular and special meetings of the committee shall be held in compliance with the GA Sunshine Law (O.C.G.A. § 50-14-15 and § 50-18-73, as amended). All records of the committee shall be subject to the provisions of the Georgia Open Records Law Est. 1998

## Article IX Bylaws

**Section 1** The purpose of these bylaws is to establish rules governing the internal organization of the committee and its' operational procedures.

**Section 2** These bylaws may be amended at any time by a simple majority vote of all current members of the committee.

**Section 3** Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the committee.

25

Revised 1-29-19

**Section 4** Bylaws and all amendment to these bylaws must be approved by the Lake Park City Council before bylaws or amendments to bylaws will take effect.

AN ORDINANCE OF THE CITY OF LAKE PARK, GEORGIA

To amend the Code of the City of Lake Park ("the City Code") to add a new Chapter 5.6 regarding establishment of a trust fund and board of trustees for management of the Parks and Recreation Committee, and for other purposes.

BE IT ORDAINED by the Mayor and Council of the City of Lake Park and it is hereby ORDAINED by the authority thereof:

I.

*proposed revision  
as of Aug 2019*

A new Chapter 5.6 is added to the City Code as follows:

**Chapter 5.6**

**PARKS**

**Article I: Parks and Recreation Committee**

**Sec. 5.6-1. Trust fund established:**

There is hereby created and established a trust fund to be known as the Parks and Recreation Committee Fund (hereinafter referred to as "the trust fund") and all monies received by the city pursuant to the provisions of this article shall be a part of and be deposited in said trust fund, and in addition separate fund accounts shall also be kept for specific projects. and apart from all other funds of the city. The records of the city shall at all times show the amount of principal and interest held in such trust fund.

**Sec. 5.6-2 Trustees:**

The city council shall appoint six (6) individuals who shall serve as the board of trustees for the trust fund. Persons serving as trustees are not required to be residents of the city. Members of the board of trustees shall serve a term of four (4) years commencing from the date of initial appointment. If a trustee position shall become vacant during the term, the city council shall appoint a successor for the successive terms. The board of trustees shall meet monthly or at such times as may be agreed by a majority of the trustees. All business of the board of trustees shall be conducted in accordance with the Georgia Open Meetings Act. Three trustees shall constitute a quorum of the board of trustees. Once a quorum is established, actions by the board shall require approval by affirmative vote of a majority of the trustees present and eligible to vote.

**Sec 5.6-2.a Committee Chairman:**

Committee chairman is responsible for maintaining communication between Mayor and Council Members, committee members, volunteers, and staff. Other duties of Committee Chairman may include but are not limited to;

- Recruits and organizes volunteers for event tasks
- Decides how to promote the event
- Works with media sponsors

Manages various methods of communication: TV, print, web, email and social media

22

### **Sec 5.6-2.b Committee Trustees/Members:**

Committee Trustees or Members are volunteers to make the committee successful. Someone who is great at working with and motivating people, solving problems and generally helps people feel they are part of the team. This team is in charge of gathering and organizing all the items for the event. They need to be creative in coming up with ideas and persistent in pursuing them. Other duties of Committee Trustees or Members may include but are not limited to;

- Coordinates with the committee Chairman
- Contacts vendors
- Coordinates with businesses
- Identifies possible sponsors for event
- Develops a strategy for acquiring sponsors
- Delivers the promised benefits to sponsors
- Brainstorm to identify event goals
- Determines what decorations are needed based on the event
- Coordinates set up, execute event, and clean up
- Determines, selects, and contracts the entertainment, the emcee, the guest speaker etc.
- Develop and plan fundraisers to pay for events

### **Sec. 5.6-3 Powers of Trustees:**

The board of trustees shall be authorized to use the assets of the trust fund to provide for building, improvement, utilities, maintenance, event planning, and city community activities of the Parks and Recreation committee. Those events and/or activities include but are not limited to;

- Memorial Day Celebration
- Independence Day Celebration
- Veterans Day Celebration
- Christmas Jubilee Celebration
- Art Show
- Fishing Rodeo
- Tom's Pond Veterans Memorial
- Tom's Pond Recreation Area

Any expenditure of trust funds totaling \$500 or more shall require approval by the city council. Substantially related expenditures shall be aggregated and presented together and the trustees shall not attempt to circumvent the provisions of this section by breaking up proposed expenditures into smaller amounts.

### **Sec. 5.6-4 Gifts to Trust Fund**

Any gifts or donations received by the city or trustees and identified by the donor as being for the Parks and Recreation Committee shall be deposited in the trust fund.

### **Sec. 5.6-5-5.6-15 Reserved**

23

**II.**

All other provisions of the City Code shall remain in full force and effect except as amended hereby.

**III.**

This Ordinance shall become effective immediately upon adoption.

**IV.**

This Ordinances and parts of Ordinances in conflict with the Ordinance are hereby repealed.

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Keith Sandlin, Mayor

ATTEST:

\_\_\_\_\_  
Tabatha Fowler, City Clerk



City of Lake Park  
Parks and Recreation Advisory Committee  
August 13, 2019 (*unapproved*)

Members present: Thomas Hager (Chair), Johnnie Parker, Jim Taylor, Bob Wilbers

Members not present: (two vacant seats)

Guests: Sedra Beckman, Julie Wilbers

The meeting convened at 6:30 pm at the City of Lake Park Civic Center by Mr. Hager.

1. Committee vacancies:

MOTION: To accept Sedra Beckman as a member of the Parks and Recreation Advisory Committee.

Moved: Bob Wilbers                      Seconded: Johnnie Parker

Carried (unanimous)

MOTION: To accept Julie Wilbers as a member of the Parks and Recreation Advisory Committee.

Moved: Bob Wilbers                      Seconded: Johnnie Parker

Carried (unanimous)

DISCUSSION: Mr. Hager brought forward the name of Ms Pat Brown for any other future committee openings, however it was determined that Ms Brown currently held a spot on the City of Lake Park's Ethics Committee.

2. Tom's Pond Veterans Memorial:

Discussion: Bob Wilbers made a report regarding meeting with Larry Sanders of Arrow Engineering on an engineer's rendering of Tom's Pond with the Veteran's Memorial, potential parking, landscaping, and a pavilion. Julie Wilbers made a report regarding a flag fundraiser similar to the fundraiser used by the American Legion in Madison, FL.

MOTION: To pay up to \$500 from the Memorial Fund for a graphic rendering of the proposed Veteran's Memorial and Memorial site at Tom's Pond by Larry Sanders (City of Lake Park engineer) and Arrow Engineering.

Moved: Johnnie Parker      Seconded: Jim Taylor  
Carried (unanimous)

MOTION: To plan a flag fundraiser as a source of funding for the construction and maintenance of the Veteran's Memorial.

Moved: Jim Taylor      Seconded: Johnnie Parker  
Carried (unanimous)

3. Due to scheduling conflicts, the September meeting of the Committee will be held on September 3, 2019 at 8:00 pm in the City Civic Center.

4. Committee resignations:

Thomas Hager, Johnnie Parker, and Jim Taylor verbally resigned from the committee. Ms. Wilbers asked them to supply a short written note/email regarding their intentions to the City Clerk's office.

Meeting adjourned.

Minutes prepared by Julie Wilbers

MINUTES SUBMITTED TO CITY CLERK:

Date: \_\_\_\_\_ By: \_\_\_\_\_

MINUTES APPROVED:

Date: \_\_\_\_\_

## Parks and Recreation Advisory Committee Meeting

The following are copies of the Parks and Recreation Meeting minutes and documentation that has been obtained after speaking with Jennifer Rutland and email correspondence with Julie Wilbers.

I've also attached a current list of committee members and their term expirations.

# City of Lake Park

120 North Essa Street, Lake Park, GA 31636 | 229-559-7470

## Park and Recreation Advisory Committee:

November 12, 2018

### ORGANIZATION:

City Ordinance No. 114: Review/Advise Member: Bob & Jen

\*Name change

Bylaws:

Member: Jim Com

Member: John Com

\*Set Review Date every 5 years.

\*Staggered Terms?

Minutes:

Member: Jim

\*Copies to City Council deadline?

\*Advertise meetings/agenda deadline?

\*Financial report to City Council deadline?

City of Lake Park General Liability Coverage

Member: Tab

Presentation to City Council

\*(work session or regular meeting?)

Member: Bob

### CITY POLICY REGARDING:

Parade route:

\*GaDOT Notification/Approval policy

Member: Jim

\*City Liability form/rules and regulations

Member: John

2019 Calendar of City Festival and Events:

Member: Committee

\*Parade Marshall appointment policy

Tom's Pond fishing and maintenance policy

Members: Committee

Civic Center: \*rental fees, maintenance and supplies

Members: Committee

11/12/2018

***"Celebrate a Christmas Tradition"***

Date: December 8, 2018

Venue: City Hall, 120 N. Essa Street

Committee: Jeff Patterson  
Julie Wilbers

Parade Marshal: Lake Park Area Historical Society

Santa: Bob Wilbers

Tree decorated by: Deidre Jarvis

Tree lighting: Debbie Allen (mother of Josh Allen)

Sound system: First Baptist Church of Lake Park

Festival entertainment: Lake Park Church of God – Tracy Fountain  
Calvary Baptist Church  
Lake Park Church of Christ  
First Baptist Church of Lake Park  
Lake Park Elementary Chorus

# Lake Park Christmas Festival and Parade | 2018

## FINANCIAL REPORT, page 1.

### EXPENSES:

229 Graphix	2 gray banners	\$108.00
229 Graphix	Parade marshal banner	\$32.00
Dexter Sharper	Chair rental	\$225.00
Dollar Tree	Santa candy	\$22.88
Preferred Rental	Light tower	nc
	Advertising	nc
Raisin' Cane	Decorations	nc
Julie Wilbers	Vendor reimbursement (4 @ \$25.00)	\$100.00
<b>TOTAL:</b>		<b>\$487.88</b>

### REVENUES:

Vendors*	5 @ \$25.00	\$125.00
Sponsors/Donations**	13 @ \$25.00	\$325.00
	<i>(less Lake Dogs lost check)</i>	<i>(\$25.00)</i>
<b>TOTAL:</b>		<b>\$425.00</b>

COST TO CITY:

*(\$62.88)*

# Lake Park Christmas Festival and Parade 2018

FINANCIAL REPORT, page 2.

**VENDORS\*:**

Connie Sosa		\$25.00
P&J's Funnel Cakes		\$25.00
Schmitt Midway		\$25.00
Hardees		\$25.00
doTerra Oils	No show	
TOTAL:		\$125.00

**DONATIONS/SPONSORS\*\*:**

Tom Barr	Tom Barr	\$50.00
Tom Barr	Eric Schindler	**
Jessica Bolesta	Raisin' Cane	\$25.00
Johnnie Parker	229 Graphix	\$25.00
Jim Taylor	Old Stuff Thrift	\$25.00
	Rollin Farms	\$25.00
	El Cazador	\$25.00
Richard Sells	Valdosta Transmission	\$25.00
Ben Futch	Top Shelf Team, LLC	\$25.00
	Lake Hardware and Feed	\$25.00
	First Federal Savings	\$25.00
Donna Adams	Lake Dogs at Long Pond	(\$25.00)
Julie Wilbers		\$25.00
TOTAL:		\$300.00

Submitted by:

\_\_\_\_\_  
Julie O. Wilbers

01/10/2019 These numbers DO NOT reflect the cost of City Personnel.

Gift  
Sunshine Law

Lake Park  
Parks & Recreation  
Advisory Committee

4<sup>yr</sup> terms

12.10.18

7 pm

yr 1 date by-laws Accepted

5x8 Flag

2-11-19

voted on flag purchase  
voted positions

Project Timelines

September  
Parade Policy / Chief  
Dot  
P/R  
Start - Stop  
procedures

Veterans Memorial Facebook Page  
Committee Page



360 Back Forty Drive  
Lake Park, GA 31636  
January 4, 2019

TO: Tabatha Fowler, City Clerk  
RE: Parks and Recreation Advisory Committee  
Meeting Dates

Dear Tabatha:

The State of Georgia Sunshine Law requires that municipal meetings be held in a public forum and advertised to the public 7 days prior to the meeting. Please post the following meeting dates on the City of Lake Park's webpage. The committee will notify your office if any changes need to be made.

"The Parks and Recreation Advisory Committee will hold its meetings on the second (2<sup>nd</sup>) Monday of each month. The meetings will be held in the City's Civic Center and will start at 7:00 pm. Please note that any changes to this information will be advertised through the City Clerk's office as well as on the City's webpage.

January 14, 2019

February 11, 2019

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

**\*\*November 11, 2019 NO MEETING (\*\*Veteran's Day)**

December 9, 2019"

Please contact me if you have any questions or concerns. Thank you for your time and assistance.

Sincerely,

Bob Wilbers, Chair

RW/jw

Lake Hardware & Feed  
1-229-559-3481  
Why Go to Town?  
Help is Just Around the Corner!

Transaction#: A543550  
Associate: Sean  
Salesperson: Bucky  
Date: 02/02/2019 Time: 08:43:38 AM

Due Date: 03/15/2019

\*\*\* SALE \*\*\*

PO: remoreal veterans park fl

Bill To:  
Customer # 99  
CITY OF LAKE PARK  
120 ESSA ST.  
LAKE PARK, GA 31636

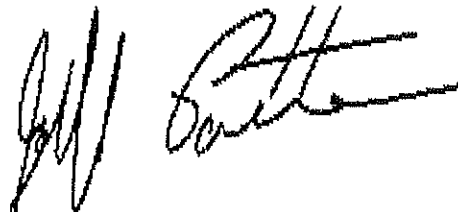
---

SCRUGGS CONC. MIX  
SCM  
10.00 EACH @ \$4.79 N \$47.90

Subtotal: \$47.90  
TAX EXEMPT  
TOTAL: \$47.90

INVOICE: \$47.90  
CHANGE: \$0.00

A Finance Charge of 1.5% per month  
applies to all past due invoices



(X) \_\_\_\_\_  
Jeff Patterson

---

THANK YOU  
LAKE PARK!!

Feb. 6, 2019

Erected Flag Pole

Poured 3X3, 6" deep  
slab around Flag Pole

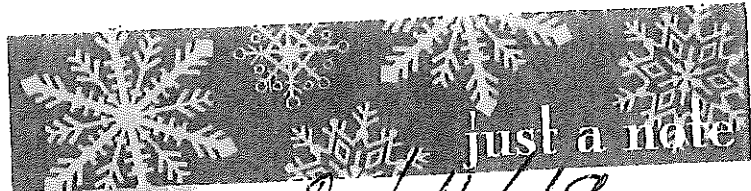
10-60lbs Bag of

Feb. 7, 2019

Took Form off, Filled  
in trench with dirt.  
Put Rope holder on pole,

30' Pole 5x8

35'-40' Pole 6x10



~~2/11/19~~ 2/11/19

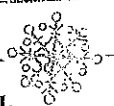
Memoria Fund 4,873.48

Park Fund 343.00

Blank lined area for additional entries

NPGenFY12

AMERICAN LUNG ASSOCIATION. Fighting for Air



City of Lake Park  
Parks and Recreation Advisory Committee  
February 11, 2019

Members present:

Members no present:

1. Election of Officers

- a. Chairman *Thomas*
- b. Vice Chairman *Bob*
- c. Secretary/Treasurer *Jim*

2. Old Business

- a. Flag pole in place at Tom's Pond
  - i. Cost of cement *47.90*
- b. Flag
  - i. City Hall may have one
  - ii. If not, they will order *or Donated by Jim*
- c. Days that flag will be flown until lights are installed. *✓*

3. New Business

- a. Bronze plaque from flag pole donation
- b. Sign. "Work in progress" *Noted on coming soon sign by John*

4. Memorial Day Commemoration (Monday, May 27)

5. Other:

6:30pm to - 7:00pm  
Write UP Resignation  
No Show Notice  
Heather  
Squires

4-8-19

(Flower shop) No Show

\$ Non Refundable Rec Hall <sup>Renter l.</sup> deposit

~~4th~~ No fire works minimal  
Parade - ONI Time Frame <sup>early morning</sup> to 2:3

Raffle Ideas | Parade Route  
City Hall <sup>10 am</sup> Tomorrow 4-9-19

Vendor Meeting?  
City hall work session 4/29/19

Pre Voted to have  
added to committee

Flyers to bring business owners  
Promote Memorial Day

# Parks and Recreation Committee Meeting Minutes

Monday May 13, 2019 @6:30 PM

Thomas Hager, Committee Chairman, called the meeting to order. Those present were committee members Bob Wilbers, Johnny Parker, and Jim Taylor. Hager explained that member Jennifer Rutland resigned her seat on the board due to family obligations.

Chairman Hager called on Julie Wilbers to come forward and give everyone an update on upcoming events for Memorial Day and Independence Day. Mrs. Wilbers stated that there will be a Memorial Day Observance service held at the location of Tom's Pond Memorial at 10:00 AM on Monday May 27. Robert Dawson from First Baptist Church of Lake Park, will be the guest speaker for the service. Light refreshments and drinks will be provided at the Lake Park Civic Center. The goal for this event is to continue the service annually and to have a rotation of Lake Park churches to speak.

Wilbers went on to report on Independence Day activities, dates, and times of the event. She went on to explain that it is now up to the committee to decide what activities they would like to have so that they can plan and set volunteers to help with the event.

Discussion about a possible firework show followed. Committee members were torn about attempting a fireworks show with such short time to prepare. Mayor Sandlin was on hand and stated that Council would call a meeting on Thursday May 16 to vote on authorization of budgeted funds to be used for fireworks. No action taken at this time.

Meeting adjourned.

## Current Committee Members – Updated September, 2019

### Cemetery Committee (2-year term other than chairman)

Tyson McLane – Chairman

Ann Peterson – term ends January 2021

Paul Mulkey – term ends January 2020

Bob Elworthy – term will end July 2020

### Ethics Committee (2 year term except for Mayor/Council appointee)

Dr. Charles Adams – term ends January 2019 (3 year term Mayor/Council Appointee)

Pat Brown – term ends January 2020 (Council Appointee)

Deidra Jarvis – term ends January 2020 (Mayor Appointee) (fill vacant seat – M. Cook)

### Board of Zoning Appeals (4 year term)

Carl Spano – Chairman appointed by committee members – term ends January 2022

Ralph Romero - term will end January 2022

Brenda Huseman – term ends January 2020

Robin Cumbuss- term ends January 2020 (fill vacant seat-Weatherington)

Issac Averett - term ends January 2020

### Parks and Recreation Committee – terms to be decided

Bob Wilbers - Chairman

\_\_\_\_\_ (Vacant seat of Johnny Parker)

\_\_\_\_\_ (Vacant seat of Thomas Hager)

\_\_\_\_\_ (Vacant seat of Jennifer Rutland)

Jim Taylor

Council Member Carl Taylor

MPO Representative: Keith Sandlin (no term limit) appointed September 2, 2014

Mary Jane York - fill seat of Mayor Sandlin

Planning Commission: (5 year term) Keith Sandlin – term ends April 2, 2022

Debbie Sauls - fill seat of Mayor Sandlin



Revised  
OCT 2019

AN ORDINANCE OF THE CITY OF LAKE PARK, GEORGIA

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**Chapter 5.6**

**PARKS**

**Article I: Parks and Recreation Committee**

**Sec. 5.6-1. Trust fund established:**

There is hereby created and established a trust fund to be known as the Parks and Recreation Committee Fund (hereinafter referred to as "the trust fund") and all monies received by the city pursuant to the provisions of this article shall be a part of and be deposited in said trust fund, and in addition separate fund accounts shall also be kept for specific projects. and apart from all other funds of the city. The records of the city shall at all times show the amount of principal and interest held in such trust fund.

**Sec. 5.6-2 Trustees:**

The city council shall appoint six (6) individuals who shall serve as the board of trustees for the trust fund. Persons serving as trustees are not required to be residents of the city, all members are ultimately determined by City Council. Employees of the city may serve on the committee but should not involve "on duty" time during committee meetings and/or events. The council shall elect Officers at the first regularly scheduled meeting of each year, or as seat vacancies arise. The elected Officers of the Committee are as follows: Chair, Vice-Chair, and Secretary. Members of the board of trustees shall serve a term of four (4) years commencing from the date of initial appointment. If a trustee position shall become vacant during the term, the city council shall appoint a successor for the successive terms. The board of trustees shall meet at least quarterly, a designee should record minutes of those meetings and submit them to the city clerk within 15 days of the meeting date. All business of the board of trustees shall be conducted in accordance with the Georgia Open Meetings Act, therefore all meetings must be publicized for compliance. Three trustees shall constitute a quorum of the board of trustees. Once a quorum is established, actions by the board shall require approval by affirmative vote of a majority of the trustees present and eligible to vote. If more than one member resides in the same household, only one can be a voting member (ie-one can be a chairperson). In the event one is chairperson, that person has no voting authority even to break a tie. Such tie break would fall upon the City Council at the next business meeting.

**Sec 5.6-2.a Committee Chairman:**

Committee Chairman is responsible for maintaining communication between Mayor and Council Members, committee members, volunteers, and staff. Chairman (or designee) must submit necessary summary of account reports, such as account expenditures and/or collected

donations and other revenues at least quarterly. Other duties of Committee Chairman may include but are not limited to;

- Recruits and organizes volunteers for event tasks
- Decides how to promote the event
- Works with media sponsors
- Manages various methods of communication: TV, print, web, email and social media

**Sec 5.6-2.b Committee Vice Chairman:**

Committee Vice Chairman is responsible for presiding at all committee meetings in the absence of the Chair, and represents the committee in the absence of the Chair at said city meetings. Other duties of Committee Chairman may include but are not limited to;

Assisting Chairman in recruiting and organizing volunteers for event tasks, promoting the event, working with media sponsors, and managing other event tasks as set forth by the Chairman.

**Sec 5.6-2.c Committee Secretary**

Committee Secretary is responsible for attending all committee meetings, representing the committee in the absence of both Chair and Vice-Chair, as necessary, at said city meetings. Other duties of Committee Secretary may include but not limited to;

- Recording any and all minutes/actions of the committee,
- Submit record of minutes to the city clerk within 15 days after a meeting
- Contacting committee members regarding meeting dates and times
- Submit meeting dates to clerk's office for posting to website and at city hall.

**Sec 5.6-2.d Committee Trustees/Members:**

Committee Trustees or Members are volunteers to make the committee successful. Someone who is great at working with and motivating people, solving problems and generally helps people feel they are part of the team. This team is in charge of gathering and organizing all the items for the event. They need to be creative in coming up with ideas and persistent in pursuing them. This committee and its members are not required to organize and participate in each and every festivity. However, each member should participate, organize, and/or plan at least one (1) event annually. The committee purpose is to be a central point of contact for any persons interested in festivities. Other duties of Committee Trustees or Members may include but are not limited to;

- Coordinates with the committee Chairman
- Contacts vendors
- Coordinates with businesses
- Identifies possible sponsors for event
- Develops a strategy for acquiring sponsors
- Delivers the promised benefits to sponsors
- Brainstorm to identify event goals
- Determines what decorations are needed based on the event
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**Sec. 5.6-5-5.6-15 Reserved**

**II.**

All other provisions of the City Code shall remain in full force and effect except as amended hereby.

**III.**

This Ordinance shall become effective immediately upon adoption.

**IV.**

This Ordinances and parts of Ordinances in conflict with the Ordinance are hereby repealed.

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Keith Sandlin, Mayor

ATTEST:

\_\_\_\_\_  
Tabatha Fowler, City Clerk

## ARROW ENGINEERING & CONSTRUCTION SERVICES, LLC

---

Ms. Tabitha Fowler  
City of Lake Park  
120 North Essa Street  
Lake Park, GA 31636

**RE: Casamonica Drive**

Dear Ms. Fowler,

Below, you will find areas of concern with regards to Casamonica Drive meeting GDOT and AASHTO standards in its current state. The recommendations listed below will be based on GDOT Standards. However, GDOT has adopted the AASHTO Roadside Design Guide for design standards with regards to the shoulder and clear zone.

- 1) Striping – No striping currently on road. Recommend that solid white edge lines and yellow centerline striping be applied, as well as a 24" thermoplastic stop bar at the intersection of Hwy 376.
- 2) Signing – No signing anywhere along the roadway. Recommend that a stop sign (R1-1) be added at the aforementioned stop bar at Hwy 376. Also, a speed limit sign (R2-1) shall be added along the roadway, as well as a No Outlet Sign (W14-2), and Dead-End Sign (W14-1). At the end of the road, a Type III Barricade, red & white (retro-reflective) shall be placed along with two Type IV object marker signs (OM4-1).
- 3) Shoulders – Currently, the unpaved shoulders are approximately 2' to 2-1/2' wide. The GDOT design criteria for rural (open ditch sections) local roadways is an 8 ft wide shoulder overall with a 2' paved shoulder. Lowndes County requires a 4 ft shoulder at the edge of the pavement with a slope of 6%.
- 4) Ditch Foreslope – The current foreslope has a width of 8 ft and an approximate slope of 2:1. AASHTO considers this foreslope to be a "critical slope". AASHTO recommends a slope of 3:1 or flatter for the foreslopes on low volume roads to allow for recovery of vehicles. To correct the critical slope, a barrier should be added, or the ditch should be regraded to allow for a flatter foreslope.
- 5) Ditch Backslope – The current backslope has an approximate width of 9 ft and an approximate slope of 2:1. This is acceptable per GDOT and AASHTO but may require regrading to allow for the foreslope of the ditch to be flatter.
- 6) Drainage Issue – Just past the second entrance to the apartment complex, there appears to be a drainage issue from water flowing off the end of the curb section into the ditch. It appears that water has washed away the shoulder, which has in turn required the installation of rip rap on the foreslope. Cold mix asphalt has also been added on the shoulder at the edge of the pavement where the water has washed the shoulder out and is threatening to undermine the roadway.

Please contact our office with any additional questions or comments.

Sincerely,

Hiram L. Sanders, P.E.  
Arrow Engineering & Construction Services

BK 6607PG861

LOWNDES COUNTY, GA  
FILED IN OFFICE

2019 AUG 30 PM 1:12

*Paul C. Jones*  
CLERK OF SUPERIOR COURT

LOWNDES COUNTY, GEORGIA  
REAL ESTATE TRANSFER TAX  
PAID \$ 0  
DATE Aug 30 2019  
BETH G. GREENE  
CLERK SUPERIOR COURT

Return recorded document to:  
Elliott, Blackburn & Gooding, P. C.  
3016 North Patterson Street  
Valdosta, GA 31602  
Attn: Thompson H. Gooding, Jr.

Cross Reference To:  
Book 1271, Page 301  
Lowndes County, Georgia  
Real Estate Records

**TRANSFER OF DRAINAGE EASMENT**

STATE OF GEORGIA  
LOWNDES COUNTY

**THIS AGREEMENT** for the Transfer of Drainage Easement (the "Agreement") is made as of the 27<sup>th</sup> day of AUGUST, 2019, between the **BOARD OF COMMISSIONERS OF LOWNDES COUNTY** ("Lowndes County") and the **CITY OF LAKE PARK** ("Lake Park"). Lowndes County and Lake Park shall include their respective successors, administrators, legal representatives, and assigns where the context requires or permits.);

**WITNESSETH:**

WHEREAS, Lowndes County, Georgia (of which the Board of Commissioners of Lowndes County is the governing authority) is the original and present owner and holder, as "Grantee" therein, of that certain Drainage Easement, dated December 5, 1988, and filed February 16, 1996 and recorded at Book 1271, Page 301 in the Lowndes County real estate records, between J. Issac Gurley Farms, Inc. as "Grantor" therein and said Lowndes County, Georgia as such "Grantee" (the "Drainage Easement");

WHEREAS, the location of the Drainage Easement is entirely within Lake Park;

WHEREAS, drainage from certain of Lake Park's roadways and other locations and sources drain in and through the drainage ditch covered in part by the Drainage Easement; and

WHEREAS, Lake Park thus wishes to acquire and assume from Lowndes County, and Lowndes County wishes to transfer and assign to Lake Park, all of Lowndes County's rights, title, interests, and obligations in, to, and under the Drainage Easement but with Lowndes County

retaining and reserving for itself and its successors and assigns rights under the Drainage Easement for Lowndes County's drainage to continue to drain into and through and utilize the Drainage Easement.

NOW, THEREFORE, for and in consideration of the covenants, agreements, and promises herein, the foregoing premises, the sum of Ten Dollars in hand paid at and before the sealing and delivery of these presents, and other valuable consideration, the receipt whereof is hereby acknowledged, Lowndes County and Lake Park, intending to be legally bound hereby, each agree to the following terms and conditions:

1. Lowndes County does hereby transfer and assign unto Lake Park, and Lake Park does hereby accept and assume from Lowndes County, all the rights, title, interests, and obligations of "Grantor" in, to, and under the Drainage Easement; provided, however, and notwithstanding anything in this Agreement to the contrary, Lowndes County does retain and reserve for itself and its successors and assigns rights under the Drainage Easement for Lowndes County's drainage to continue to drain into and through and utilize the Drainage Easement.
2. Lowndes County makes no warranties relating to the Drainage Easement or this Agreement.
3. Lake Park shall indemnify and hold harmless Lowndes County from any obligations, costs, and claims arising on and after the date hereof from or relating to the Drainage Easement.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Agreement, by and through its authorized representatives, the day and year first above written.

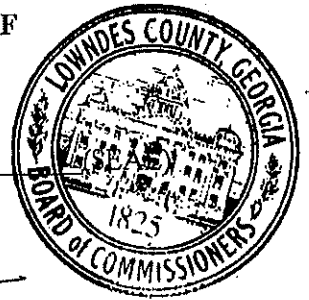
[ signatures to follow ]

BK 6607PG863

Lowndes County

BOARD OF COMMISSIONERS OF  
LOWNDES COUNTY

By: Bill Slaughter  
Bill Slaughter, Chairman



Attest: K. Paige Dukes  
K. Paige Dukes, Clerk

Signed, sealed and delivered  
in the presence of:

Sabrina Denson  
Witness

Peggy L. Moore  
Notary Public

My commission expires: 3-2-20  
(AFFIX SEAL)



BK6607PG864

Lake Park

CITY OF LAKE PARK

By: [Signature] (SEAL)  
Keith Sandlin, Mayor

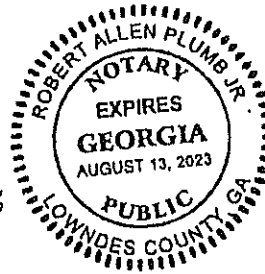
Attest: [Signature]  
Tabatha Fowler, Clerk

Signed, sealed and delivered  
in the presence of:

[Signature]  
Witness

[Signature]  
Notary Public

My commission expires: 8/13/23  
(AFFIX SEAL)





Subject **Local Area Elected Officials Appreciation Evening - Wednesday, October 23rd - Dinnerman's Farm in Adel**  
From Southern Georgia Regional Commission <kvining@sgrc.us>  
Sender Southern Georgia Regional Commission <sgrc@sgrc.ccsend.com>  
To <tabithafowler@cityoflakeparkga.com>  
Reply-To <kvining@sgrc.us>  
Date 2019-10-01 02:32 PM






The Southern Georgia Regional Commission cordially invites you  
to our:

*Annual Area Officials Appreciation  
Evening*

**Wednesday, October 23, 2019**

<b>Dinnerman's Farm</b>	<b>Reception: 5:00 p.m.</b>
<b>7051 Antioch Rd</b>	<b>Legislative Panel: 5:30 p.m.</b>
<b>Adel, GA</b>	<b>Dinner: 6:00 p.m.</b>

Please R.S.V.P. to Kim Vining  
(912) 285-6097 or kvining@sgrc.us

**Please RSVP for the Local Area Elected Officials Appreciation Evening**

**LOCATION**

Hosted at Dinnerman's Farm in Adel, GA

**DATE AND TIME**

10/23/19 5:00pm - 10/23/19 7:30pm

We host this event to show our appreciation for the state and local elected officials who diligently serve the citizens of the SGRC.

I will be there

Maybe

I will not be there