



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

City of Lake Park Work Session Agenda  
March 29, 2021  
6:00 PM

Department Reports  
Fire  
Maintenance  
Police

Cemetery Survey

Water Rates – any additional changes ?

Essa Street Water Project

Proposed Leave Guideline

Flythe Mosquito Spraying

Water Procedure - Lock

Zoning Ordinance Update – SGRC Optional Billing

LP 2021-0215 – Benchmark Custom Homes, Variance Request for Heron Ln.

Subdivision Application - Benchmark Custom Homes Heron Ln.

Subdivision Application – Georgia Power

Cemetery Update- Reimbursement to payroll, signage, private section

Broadway Update

City Hall Reopen Date

July 4 Celebration

Executive/Admin Reports

Upcoming dates to remember:

Tuesday April 6<sup>th</sup> – Regular Council Meeting @ 6:00

Tuesday April 20<sup>th</sup> – Lake Park Municipal Court @ 6:00

Monday April 26<sup>th</sup> – Work Session @ 6:00

\*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  
March 29, 2021  
6:00 PM

Mayor Keith Sandlin called the work session to order. Those present were as follows; Mayor Sandlin, Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Carl Taylor, and June Yeomans. Also present were Fire Chief David Brown, Maintenance Supervisor Jeff Patterson, and Clerk Tabatha Fowler. Cemetery Chairman Tyson McLane was also present. Cemetery Committee Members Bob Elsworthy and Pat Brown came in later.

Member Taylor made a motion to move the cemetery survey and discussion to the top of the agenda, Member Barr second, all in favor motion passed.

Rodney Tenery, Prime Consulting Solutions, came forward to give an overview of the last cemetery survey. Mr. Tenery, Mayor and Council, Chairman McLane discussed property boundaries, fencing, and street signs. Survey to be put on the April 6 Regular Meeting agenda.

Mayor called for department reports;

Fire Chief David Brown came forward to give his monthly fire report, which included the need of tires for engine one due to their age. Item to be put on April 6 Regular Meeting agenda. No action taken.

Maintenance Supervisor Jeff Patterson came forward to give his monthly report. Patterson stated that the civic center renters have complained about the stove and refrigerator, the stove isn't working properly and the refrigerator is outdated. Council requested he get 3 estimates on replacements. Patterson stated that the sidewalk on Broadway is cracking, when asked why he stated he thought it may be where the school bus is crossing over it. Council asked Clerk to research minutes and find out when and who poured the sidewalk. Patterson further stated that Lowndes County Board of Elections have come and reviewed the civic center to verify it meets voting place regulations. Council asked Clerk to invite Deb Cox to the next work session. No action taken. Member Taylor questioned the use of backhoe on clean outs of culverts and red lights on new truck. Member Barr asked how many benches were left and how many Patterson thought we needed for the city. He suggested the use of a composite material to be used on the benches for durability and to increase the usage time. Member Yeomans stated that there was no stop sign at the intersection of Essa and Collins and one needed to be installed. Member Barr stated that he wanted Patterson to get a quote for a finishing mower for the tractor while Patterson stated he would prefer a zero turn so that they could get up as close as possible, while enabling access to areas that the tractor isn't able to access. No action taken.

Police Department report was reviewed. No action taken.

Mayor Sandlin called on Member Taylor to catch Pat Brown up to speed with what was discussed earlier regarding the Cemetery plans.

Mayor called for review of the water rates. No additional changes at this time, no action taken.

Mayor Sandlin called for review of the proposed leave guideline. Member Barr asked that Clerk Fowler note the following and type it up in a list for the April 6 Regular Meeting.

1. Vacation time will be effective January 1, 2021 for all new hires.
2. Sick time will accrue at 6 hours per month (72 hours annually)
3. Sick time can only accrue up to 240 hours
4. Bereavement will be paid for from vacation hours.
5. Comp time will be required to be used within 2 pay periods (28 days) and must be used prior to the use of any vacation or sick time.
6. Forty vacation hours can be paid out to a full time employee after Council approval.

7. A doctor's excuse must be submitted after 3 days of sick leave. Member Barr further stated any office closing must be preapproved by Mayor Sandlin. He further requested a typed schedule for Jeff, Billy, Tabatha, and Connie for the April Regular Meeting

Mayor called for review of the Flythe mosquito spraying quote. Item to be put on the April 6 Regular Meeting agenda. No action taken.

Mayor Sandlin called for review of water procedure. Clerk Fowler advised that the Council may want to consider installing locks on fire hydrants. Patterson stated he was notified by a citizen that a business vehicle was seen filling getting water from a hydrant on a weekend with no city personnel on site. Fowler stated she would have Chief Brown gather some quotes for the locks. No action taken.

Mayor called for review of the Zoning Ordinance Update. Clerk Fowler stated that she has been in contact with SGRC's Loretta Hylton about billing options. Hylton has stated that she could start updating the zoning by working a set number of hours a month (to be decided by Council) to be paid by monthly billing. Member Barr asked what the rate would be and Fowler stated she should have that information before the April meeting. Fowler also advised Council to review a fee scale for the subdivision application process that currently does not have a dollar amount shown in the ordinance. No action taken.

Mayor Sandlin called for review of the minutes from the variance case LP 2021-0215 for Benchmark Custom Homes on Heron Lane. No action taken.

Mayor called for review of the subdivision application for Benchmark Custom Homes Heron Ln. No action taken.

Mayor Sandlin called for review of the subdivision application for Georgia Power. No action taken.

Cemetery Update- Reimbursement to payroll, signage, and private section – discussed at beginning of agenda.

Mayor called for an update to the Broadway drainage easement. No action taken.

Mayor Sandlin called for review of the city hall reopen date. All agreed to allow Mayor to decide when to open back up to the public. Mayor Sandlin stated city hall should reopen to the public on Monday April 5, 2021.

Mayor called for discussion of the July 4 Celebration. All agreed that they would like to have fireworks only. Item to be added to the April 6 Regular Meeting agenda.

#### Executive/Admin Reports

Mayor Sandlin called for review of the Essa Street water project. Council discussed the property owners request to have drainage area cleared of debris and garbage on his property as well as the need of an easement. Bids were reviewed and Clerk Fowler was asked to contact the contractors to confirm the bid amounts would be the same even though they were submitted earlier in the month. Item to be put on April 6 Regular Meeting agenda.

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Read & approved Tabatha Fowler Date 4.6.21