

## **COUNCIL MEETING CITY OF MOLENA**

**JANUARY 13, 2020 6:00 P.M.**

The meeting was called to order at 6:00 P.M. by Mayor Joyce Corley and Councilmembers Damon Riggins, Allison Turner, and Jennifer Riggins were present as well as Chief of Police Novin Darsey, City Clerk Tausha Grose, and City Attorney Scott Mayfield. Councilman Glenn Beckham was not present.

Councilman Damon Riggins opened the meeting with prayer and the pledge of allegiance.

### **PUBLIC COMMENTS**

None

### **APPROVAL OF AGENDA AND MINUTES**

Councilman Damon Riggins made a motion to approve the agenda followed by a second from Councilwoman Alison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to approve the minutes from the December Council Meeting followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

### **INVITED GUEST**

AW Britt, a city resident and property owner, requested that a property he owned at 125 East Jones Street be rezoned from residential to commercial. The council notified him that he would have to fill out the rezoning request to start the process. The council notified him the paperwork would be ready for him at City Hall this week.

### **CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Darsey notified the council that the Tahoe needs new tires. Councilman Damon Riggins said that he would check on pricing this week.

Chief Darsey reported that the mileage on the Tahoe is 119,551 and the Impala is 130,648.

### **BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

**WAYS & MEANS**

None

**WATER**

None

**MAYOR'S REPORT**

Mayor Corley notified the council that they needed make the yearly appointments. Councilman Damon Riggins made a motion to appoint Councilwoman Jennifer Riggins as Mayor Pro Tem followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Tausha Grose as City Clerk followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Novin Darsey as Police Chief followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Scott Mayfield as City Attorney followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

Councilman Damon Riggins made a motion to appoint David Fowler as Municipal Judge followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Abbott, Jordan, Koon CPA as Auditor followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Allison Turner to Building, Streets, and Grounds followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

Councilwoman Jennifer Riggins made a motion to appoint Damon Riggins to Public Safety followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Glenn Beckham to Ways and Means followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to appoint Jennifer Riggins to Water followed by a second from Councilwoman Allison Turner and this unanimously passed.

## **OLD/UNFINISHED BUSINESS**

Mayor Corley notified the council that she is continuing work on the USDA Grant for a new police cruiser. She needs to get two loan quotes for the grant paper work.

Mayor Corley presented the council with quotes for trash receptacles that she thought were fairly priced. Councilwoman Allison Turner made a motion to purchase four black trash receptacles followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

The council discussed building a smoking area for the patrons of The Topsy Daisy and decided that it was not in the best interest of the city. They also discussed banning smoking in outdoor public areas and decided that the best step to take is to first ban smoking in outdoor city property like the parks and pavilion. City Attorney, Scott Mayfield, said that he would draft an ordinance and have it ready at the next council meeting.

The council discussed the Wild Daisy's request to allow drinking on the side walk in front of their business and the council decided that it was not in the best interest of the city.

## **NEW BUSINESS**

Mayor Corley notified the council that she would like to schedule a goal setting workshop and the council decided that February 3<sup>rd</sup> at 6:00 P.M. would work for everyone.

Mayor Corley notified the council that the signature card at the bank needed to be updated. Councilwoman Allison Turner made a motion to have Tausha Grose, Joyce Corley, and Damon Riggins on the signature card followed by second from Councilwoman Jennifer Riggins and this unanimously passed.

Mayor Corley notified the council that the fuel injection pump on the lawnmower needed to be repaired and would cost about \$1000. Councilman Damon Riggins made a motion to repair the fuel injection pump on the lawnmower followed by a second from Councilwoman Allison Turner and this unanimously passed.

Mayor Corley notified the council that City Hall needed a new computer because the operating system that the current computer has is outdated. Councilman Damon Riggins made a motion to purchase a new computer for city hall for no more than \$1000 followed by a second from Councilwoman Allison Turner and this unanimously passed.

Mayor Corley notified the council that the updated Statewide Mutual Aid and Assistance Agreement needed to be signed. Councilman Damon Riggins made a motion to accept and sign

the Statewide Mutual Aid and Assistance Agreement followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

The next regular meeting will be February 10, 2020 at 6:00 P.M.

Councilman Damon Riggins made a motion to adjourn at 6:50 P.M. followed by a second from Councilwoman Allison Turner and this unanimously passed.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

**COUNCIL MEETING CITY OF MOLENA**

**FEBRUARY 10, 2020 6:00 P.M.**

The meeting was called to order at 6:00 P.M. by Mayor Joyce Corley and Councilmembers Damon Riggins, Allison Turner, and Jennifer Riggins were present as well as Chief of Police Novin Darsey, City Clerk Tausha Grose, and City Attorney Scott Mayfield. Councilman Glenn Beckham was not present.

Councilman Damon Riggins opened the meeting with prayer and the pledge of allegiance.

**PUBLIC COMMENTS**

None

**APPROVAL OF AGENDA AND MINUTES**

Councilman Damon Riggins made a motion to approve the agenda followed by a second from Councilwoman Alison Turner and this unanimously passed.

Councilwoman Jennifer Riggins made a motion to approve the minutes from the January Council Meeting and Goal Workshop followed by a second from Councilman Damon Riggins and this unanimously passed.

**INVITED GUEST**

None

**CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Darsey reported that the mileage on the Tahoe is 120,675 and the Impala is 130,800.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

**WAYS & MEANS**

None

## **WATER**

None

## **MAYOR'S REPORT**

Mayor Corley notified the council that she would like to look into playground equipment. Mayor Corley had City Clerk Tausha Grose contact the insurance company to find out what recommendations or regulations they had for playground equipment. The insurance company sent a representative out and they gave the city some recommendations on the old playground that the city will address in the coming months. The representative recommended that the new playground be installed by the pavilion and recommended the equipment be made of plastic and metal and recommend surfaces to be installed under the equipment. Mayor Corley will be meeting with a representative from Fisher Price in the coming weeks and will keep the council updated on her progress.

## **OLD/UNFINISHED BUSINESS**

Mayor Corley notified the council that City Clerk Tausha Grose spoke with Paragon and they are going to have a quote for the zoning map to her later this week. Councilman Damon Riggins made a motion to approve the quote for the zoning map if it comes back for anything under \$2000 followed by a second from Councilwoman Allison Turner and this unanimously passed.

## **NEW BUSINESS**

Mayor Corley notified the council the lights at City Hall desperately needed to be replaced with LED lights. She presented the council with a quote from Doug Neath in the amount of \$2663.10. Councilman Damon Riggins made a motion to have the lights replaced with LED lights followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

Mayor Corley notified the council that she is working on getting quotes for the repairs at City Hall that were discussed during the goal workshop.

The next regular meeting will be March 9, 2020 at 6:00 P.M.

Councilman Damon Riggins made a motion to adjourn at 6:31 P.M. followed by a second from Councilwoman Allison Turner and this unanimously passed.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

**COUNCIL MEETING CITY OF MOLENA**

**MARCH 9, 2020 6:00 P.M.**

The meeting was called to order at 6:00 P.M. by Mayor Joyce Corley and Councilmembers Damon Riggins, Allison Turner, and Jennifer Riggins were present as well as Chief of Police Novin Darsey, City Clerk Tausha Grose, and City Attorney Scott Mayfield. Councilman Glenn Beckham was not present.

Councilman Damon Riggins opened the meeting with prayer and the pledge of allegiance.

**PUBLIC COMMENTS**

None

**APPROVAL OF AGENDA AND MINUTES**

Councilwoman Allison Turner made a motion to approve the agenda followed by a second from Councilman Damon Riggins and this unanimously passed.

Councilwoman Jennifer Riggins made a motion to approve the minutes from the February Council Meeting and the March Planning & Zoning Workshop followed by a second from Councilman Damon Riggins and this unanimously passed.

**INVITED GUEST**

Harris Stokes from Crawford Grading & Pipeline notified the council that his company can map the water system for Molena and that he thinks that is should be done in the near future because every time there is a water leak it is difficult find the shut off valves because our water maps are so outdated. Mr. Stoles then walked the council through the process of mapping the water system.

**CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Darsey reported that the mileage on the Tahoe is 121,616 and the Impala is 130,958.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

## **WAYS & MEANS**

None

## **WATER**

None

## **MAYOR'S REPORT**

Mayor Corley notified the council notified the council that she is still waiting on the decision for the generator grant but that if we receive the grant, we will be responsible for the cost of installing the generator and the yearly inspections and up keep. Mayor Corley notified the council that the initial cost would be about \$10,000.

Mayor Corley notified the council that there were two water leaks over Valentine's Day weekend. One leak was on East Jones street that caused the entire water system to be shut down and one behind City Hall on Main Street. The repairs cost the city roughly \$7000. The Mayor and Council discussed the necessity for the water mapping so that in the future the whole system will not have to be shut down to make repairs. The council thought it was a good idea to look into grants to help alleviate the cost of the mapping. Mayor Corley was going to do the research and reach out to some people and hopefully have more information at the next meeting.

## **OLD/UNFINISHED BUSINESS**

Mayor Corley notified the council that she had to correct some items on the LMIG application because there was some information the previous Mayor did not fill out correctly. The application was submitted and we are waiting on hear back from GDOT.

Mayor Corley notified the council that she is still working on the police car grant and will notify the council when she makes progress.

Mayor Corley notified the council that Joel received a quote to have the uranium filters changed out for \$550 from Virginia Well Company. Councilman Damon Riggins made a motion to have the uranium filters for \$550 followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

City attorney Scott Mayfield presented the council the no smoking ordinance. The council looked over the ordinance and Councilman Damon Riggins a made a motion to adopt the first reading of the no smoking ordinance followed by a second from Allison Turner. This unanimously passed.

Mayor Corley notified the council that all the projects for city hall are currently on hold because they are having trouble finding a contractor. City Clerk Tausha Grose will continue to work on finding a contractor.

Mayor Corley is still working on the city logo. She will keep the council up to date on her progress.

**NEW BUSINESS**

Mayor Corley notified the council that they need to consider purchasing a cell phone for city hall because cell service is so bad. City Clerk Grose presented the council with a quote for cell service with Verizon. The phone will be free and we will receive a \$50 rebate and the service will cost about \$51 a month. Councilman Damon Riggins made a motion to purchase a cell phone for City Hall followed by a second from Allison Turner and this unanimously passed.

City Clerk Grose is currently waiting on a quote from Pike County Road Department for the culvert and road repairs on Bagwell Road.

The next regular meeting will be April 13, 2020 at 6:00 P.M.

Councilman Damon Riggins made a motion to adjourn at 6:36 P.M. followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

**COUNCIL MEETING CITY OF MOLENA**

**APRIL 13, 2020**

City of Molena's April Council Meeting was cancelled due to the COVID-19 pandemic.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

**COUNCIL MEETING CITY OF MOLENA**

**MAY 11, 2020**

City of Molena's May Council Meeting was cancelled due to the COVID-19 pandemic.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

**COUNCIL MEETING CITY OF MOLENA**

**JUNE 8, 2020 6:00 P.M.**

The meeting was called to order at 6:00 P.M. by Mayor Joyce Corley and Councilmembers Damon Riggins, Allison Turner, Jennifer Riggins, and Glenn Beckham were present as well as Chief of Police Novin Darsey, City Clerk Tausha Grose, and City Attorney Scott Mayfield.

Councilman Damon Riggins opened the meeting with prayer and the pledge of allegiance.

**PUBLIC COMMENTS**

None

**APPROVAL OF AGENDA AND MINUTES**

Councilman Damon Riggins made a motion to approve the minutes from the March Council Meeting followed by a second from Councilman Glenn Beckham and this unanimously passed.

Councilman Damon Riggins made a motion to approve the agenda followed by a second from Councilwoman Jennifer Riggins and this unanimously passed.

**INVITED GUEST**

Jenny and Teddy Meeks along with Land Surveyor Randy Davis presented the council with a proposed parcel subdivision of the 14.18-acre property located on the corner of Dunn Road and McCrary Road. They would like to subdivide the property into four parcels and build custom homes on the parcels. After some discussion, City Attorney Scott Mayfield notified the council that there would need to be a public hearing and proper advertising before the council could vote on the proposed parcel subdivision. The council decided to schedule the public hearing for June 24, 2020 at 5:00 P.M.

**CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Darsey reported that the mileage on the Tahoe is 125,281 and the Impala is 131,297.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

## **WAYS & MEANS**

None

## **WATER**

None

## **MAYOR'S REPORT**

Mayor Joyce Corley notified the council notified the council that due to COVID-19 she was not able to get quotes for the construction and cost of new playground equipment at the pavilion. She is expecting to have the quotes by the next council meeting.

## **OLD/UNFINISHED BUSINESS**

City Clerk Tausha Grose notified the council and mayor that during the audit on the LMIG funds she was notified that they did not properly match the 30% when completing the sidewalk project on the corner of Hwy 18 and Hwy 109. They auditor notified her that they also did not spend all of the monies received from GDOT. The remaining monies will be deferred and when the City begins the LMIG projects for 2020 they will need to match the 30% for 2020's grant funds as well as 2019's grant funds.

Mayor Joyce Corley notified the council that she is still working on the police car grant and will notify the council when she makes progress.

Mayor Joyce Corley notified the council that she received a quote from Three Rivers Regional Commission for updating the City's Zoning Ordinances. Three Rivers gave an estimate of \$10000 but they could possibly use some grant monies from DCA to get the cost down to about \$5000-\$6000. Councilman Glenn Beckham made a motion to have the Zoning Ordinances update with the help of Three Rivers for a cost of up to \$10000 followed by a second from Councilman Damon Riggins and this unanimously passed.

Councilman Damon Riggins a made a motion to adopt the second reading of the no smoking ordinance followed by a second from Councilman Glenn Beckham. This unanimously passed and the ordinance was adopted.

Mayor Joyce Corley notified the council that all the projects for city hall are currently on hold because they are having trouble finding a contractor. City Clerk Tausha Grose will continue to work on finding a contractor.

Mayor Joyce Corley notified the council that they never voted and approved the resolution for the council and mayor to receive a salary increase as well as beginning to receive said salary.

Councilwoman Jennifer Riggins made a motion to adopt the resolution to increase the salary of the mayor to \$200 per council meeting and the council to \$100 per council meeting to be retroactive to January 1, 2020 followed by a second from Councilman Glenn Beckham. Council woman Allison Turner voted in favor of the motion and Councilman Damon Riggins voted against the motion. The motion passed.

**NEW BUSINESS**

Mayor Joyce Corley presented the council with the updated 2019-2024 Hazard Mitigation Plan and notified the council that they needed to adopt the resolution. Councilman Damon Riggins made a motion to adopt the 2019-2024 Hazard Mitigation Plan Resolution followed by a second from Councilman Glenn Beckham and this unanimously passed.

Mayor Joyce Corley notified the council that Grounds Supervisor Dyke McMichael is having a hard time completing all the landscaping of city property by his self. Mayor Joyce Corley suggested that the city needs to consider hiring a seasonal part time grounds worker to help with the work load. After some discussion, the council directed City Clerk Tausha Grose to place an ad in the paper to gather applications for a seasonal part time grounds worker that can work 20 hours per week at a rate of \$10 per hour. The ad will run until the position is filled.

Mayor Joyce Corley notified the council that they needed to schedule the first budget workshop to start discussing the 2021 General Fund and 2021 Water Fund budget. The council agreed to schedule the workshop for July 6, 2020 at 5:00 P.M.

The next regular meeting will be July 13, 2020 at 6:00 P.M.

Councilman Glenn Beckham made a motion to adjourn at 6:46 P.M. followed by a second from Councilman Damon Riggins and this unanimously passed.

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Joyce Corley, Mayor

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Tausha Grose, City Clerk

## **COUNCIL MEETING CITY OF MOLENA DRAFT**

**SEPTEMBER 14, 2020 6:00 P.M.**

The meeting was called to order at 6:00 P.M. by Mayor Joyce Corley and Council members Glenn Beckham, Jennifer Riggins, Damon Riggins and Allison Turner were present as well as Chief of Police Novin Darsey, and City Clerk Tina Lee (via telephone). City Attorney Scott Mayfield was not present.

Prior to opening, an unscheduled request was heard from Mr. A.W. Britt for approval of his plat which had been previously submitted. He was advised by Mayor Joyce Corley that his plat had already been approved and submitted to Pike County for further processing.

Pledge and invocation were led by councilman Damon Riggins.

### **APPROVAL OF AGENDA AND MINUTES**

Councilman Damon Riggins made a motion to approve the agenda followed by a second from Councilwoman Allison Turner and this unanimously passed.

Councilman Damon Riggins made a motion to approve the minutes from the August Council meeting, followed by a second from Councilman Glenn Beckham, and this unanimously passed.

### **PUBLIC COMMENTS**

None

### **INVITED GUEST**

- Jesse from Dependable Waste Services, Inc., came to describe some changes coming up to the company. He requested the City transfer the contract from Dependable Waste Services, Inc. to Bestway Specialties, LLC.
  - Councilman Damon Riggins moved to approve the change. The motion was seconded by Jennifer Riggins. After no discussion, the motion was voted on and approved by unanimous consent.
- Skip Ferron and Paul Smith came before the council to request approval for rezoning of one acre of land on Depot Street from R-1 to C-3 for the purpose of construction a 40X80 metal building to operate a Food Pantry/Food Bank from the location.
  - The Council scheduled a Public hearing on the matter for October 6, 2020, at 5 p.m. Mr. Ferron has provided a plat, will complete an application, and the City will place a Rezoning Notice sign on the property.

- Jenny Meeks, representing Lumsden Properties appeared to request permission to construct a loft apartment in the building behind the Mustard Seed.
  - The Council scheduled a Public hearing on the matter for October 6, 2020, at 5:30 p.m. Ms. Meeks will complete an application, and the City will place a Rezoning Notice sign on the property.
- Rosemary Dunn from the J. Joel Edwards Public Library made a presentation and requested permission to use City Hall on Tuesday, September 22, 2020, to sign up students and others interested for library cards and more specifically ecards.
  - The Council approved the use of City Hall on the day requested from 3-6 p.m.

**CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Novin Darsey reported complaints by citizens regarding the crepe myrtle in front of the ATT box on Main Street and requested permission to have the street department cut it down. The situation was taken under advisement by the council.

Chief Novin Darsey also discussed the condition of the city truck. He stated that it is difficult to start and keep running. He also reminded the council of the various other maintenance needs and requested the council consider replacing the truck soon.

Chief Novin Darsey reported that the mileage on the Tahoe is 428,923 and the Impala is 121,754.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

**WAYS & MEANS**

None

**WATER**

A bill from Crawford Grading and Plumbing was presented for approval. A brief discussion ensued regarding the City infrastructure. Discussion was briefly held regarding the possibility of searching out better priced contractors.

## **MAYOR'S REPORT**

None.

## **OLD/UNFINISHED BUSINESS**

City Clerk Tina Lee gave a brief update of the current CARES Act funding status.

Mayor Corley discussed the necessity of having City Clerk Tina Lee become USDA certified.

City Clerk Tausha Grose notified the council that she scanned all of the current zoning ordinances and sent them to Paragon so that they can quote what it will cost to redo the ordinances. City Clerk Tausha Grose is still waiting on Paragon to finish reviewing the ordinances.

City Clerk Tausha Grose presented the council with quotes for the metal building demo, the floor repairs at City Hall, replacing the windows and adding a payment window in the clerk's office, and adding a records room to the clerk's office. The council decided to table the items and add them to next month's agenda so that the council could prioritize the project list.

City Clerk Tausha Grose notified the council that she has only received one application for the part time grounds worker position and has had few individuals request applications. The council decided to wait and see if there was more interest at the next council meeting.

## **NEW BUSINESS**

The council held discussion regarding the possibility of a crosswalk across Highway 18 to add parking at the pavilion. An additional option discussed was to use the location of the metal building next to the post office as parking. The council briefly discussed the size of parking spaces and the need for lighting. No decisions were made during the meeting.

Chris White from Arcadia was on hand to answer any questions, if any, regarding his submitted bids for the Old Jail renovation and relocation project. There was discussion by the council of getting a sign for the Old Jail once it is in its final location as well as the Historical Registry.

Councilman Damon Riggins moved to approve the bids for the Jail renovation. Councilman Glenn Beckham seconded. All voted to approve.

Chris White will advise when he will start.

## **ADDITIONAL BUSINESS**

Councilman Damon Riggins moved to approve the previously agreed upon updates to the HR Policy. Jennifer Riggins seconded. Mayor Corley called for a vote and the motion passed unanimously.

Ordinance workshop is scheduled for September 28th, 2020, at 5 p.m.

Council meeting is scheduled for October 5th, 2020, at 6 p.m.

At 7:10 p.m. Councilman Damon Riggins made a motion to adjourn followed by a second from Councilman Glenn Beckham and this unanimously passed.

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Joyce Corley, Mayor

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Tina L. Lee, City Clerk

## **COUNCIL MEETING CITY OF MOLENA**

**AUGUST 10, 2020 6:00 p.m.**

The meeting was called to order at 6:08 p.m. by Mayor Joyce Corley and Councilmembers Damon Riggins, Glenn Beckham, Jennifer Riggins, and Allison Turner were present as well as Chief of Police Novin Darsey, Interim City Clerk Tina Lee, and City Attorney Scott Mayfield. Mayor Joyce Corley and Councilmember Damon Riggins opened the meeting with prayer and the pledge of allegiance.

### **PUBLIC COMMENTS**

Leonard "Skip" Ferron spoke briefly about potential plans to start a food pantry at Depot Street property owned by Paul and Melanie Smith.

Councilmember Jennifer Riggins commented that it was a good ministry to bring to Molena. City Attorney Scott Mayfield offered advice and details as to the proper steps that will need to be taken in order to proceed.

### **APPROVAL OF AGENDA AND MINUTES**

Councilmember Damon Riggins made a motion to approve the agenda followed by a second from Councilmember Glenn Beckham and this unanimously passed.

Councilmember Glenn Beckham made a motion to approve the minutes from the July Meeting, Molena Jail Renovations Workshop held August 3, and the Budget Workshop held August. This was immediately followed by a second by Councilmember Damon Riggins. The motion passed unanimously.

### **INVITED GUEST**

The invited guest did not come this month. Mayor Corley briefly noted their absence and proceeded with the remainder of the meeting.

### **CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report detailing a suspicious vehicle, a car alarm and multiple traffic stops. (see attached).

The new officer is riding with Officer Keys.

Chief Darsey requested the council approve LED flashers for the new lawn mower as a safety feature for Dyke McMichael. The motion was offered by Councilmember Damon Riggins and seconded by Councilmember Jennifer Riggins.

Chief of Police Novin Darsey reminded the council of upcoming surgery and advised of his plans to return in one week.

The council through Councilmember Damon Riggins and Mayor Joyce Corley advised as long as Chief of Police Novin Darsey sticks to light duty and does not exceed the limitations placed on him by his physicians or impede the healing process, they accept his early return. Chief Novin Darsey reported that the mileage on the Tahoe is 127,943 and the Impala is 131,689.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

**WAYS & MEANS**

None

**WATER**

Mayor Corley reported a leak repaired beside the sidewalk near Councilmember Allison Turner's house.

**MAYOR'S REPORT**

Mayor Joyce Corley is still working on getting the quote for the playground equipment.

**OLD/UNFINISHED BUSINESS**

SPLOST AND LMIG at the same point as the last meeting

City Clerk Tausha Grose notified the council that she scanned all of the current zoning ordinances and sent them to Paragon so that they can quote what it will cost to redo the ordinances. City Clerk Tausha Grose is still waiting on Paragon to finish reviewing the ordinances. Tina will continue to follow up on this process.

Council voted to approve the addition of a part-time grounds worker at \$12 per hour up to 20 hours. Council member Glenn Beckham moved to approve the position and Councilmember Damon Riggins seconded.

Councilmember Damon Riggins moved for a pay raise for Dyke McMichael, Head of Public Works to \$16 per hour. The motion was seconded by both Councilmember Glenn Beckham and Councilmember Jennifer Riggins.

Mayor Joyce Corley announced City Clerk Tausha Grose's last day of work will be August 18<sup>th</sup>. Councilmember Allison Turner moved to officially hire Tina Lee as City Clerk. Councilmember Damon Riggins seconded.

Councilmember Damon Riggins moved to make the appropriate changes to the signature card, second was by Councilmember Jennifer Riggins.

**NEW BUSINESS**

The jail quotes are not yet ready due to the availability of the historical pieces.

Mayor Joyce Corley presented the quotes for the office renovations and the floor repair.

Councilmember Damon Riggins moved to complete the floor repairs with a second by Councilmember Glenn Beckham up to \$20,000. Upon further discussion, Councilmember Glenn Beckham moved to go ahead and complete the remainder of the office repairs up to an additional \$15,000. Motion seconded by Councilmember Allison Turner.

Interim City Clerk Tina Lee will be sure the contractor understands the work must be complete prior to voting in November.

Demolition of the metal building will be put off until next year and will be discussed at the budget workshop in September.

The budget workshop will be the same day as the council meeting in September. That date is September 14, 2020. The workshop will be held at 5:00 p.m.

The meeting was adjourned by Mayor Joyce Corley at 6:48 p.m.

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Joyce Corley, Mayor

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Tina L. Lee, Interim City Clerk

## **COUNCIL MEETING CITY OF MOLENA DRAFT**

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### **PUBLIC COMMENTS**

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  - The Council scheduled a Public hearing on the matter for October 6, 2020, at 5:30 p.m. Ms. Meeks will complete an application, and the City will place a Rezoning Notice sign on the property.
- Rosemary Dunn from the J. Joel Edwards Public Library made a presentation and requested permission to use City Hall on Tuesday, September 22, 2020, to sign up students and others interested for library cards and more specifically ecards.
  - The Council approved the use of City Hall on the day requested from 3-6 p.m.

**CHIEF OF POLICE REPORT**

Chief Novin Darsey presented the monthly report (see attached).

Chief Novin Darsey reported complaints by citizens regarding the crepe myrtle in front of the ATT box on Main Street and requested permission to have the street department cut it down. The situation was taken under advisement by the council.

Chief Novin Darsey also discussed the condition of the city truck. He stated that it is difficult to start and keep running. He also reminded the council of the various other maintenance needs and requested the council consider replacing the truck soon.

Chief Novin Darsey reported that the mileage on the Tahoe is 428,923 and the Impala is 121,754.

**BUILDINGS, STREETS AND GROUNDS**

None

**PUBLIC SAFETY**

None

**WAYS & MEANS**

None

**WATER**

A bill from Crawford Grading and Plumbing was presented for approval. A brief discussion ensued regarding the City infrastructure. Discussion was briefly held regarding the possibility of searching out better priced contractors.

## **MAYOR'S REPORT**

None.

## **OLD/UNFINISHED BUSINESS**

City Clerk Tina Lee gave a brief update of the current CARES Act funding status.

Mayor Corley discussed the necessity of having City Clerk Tina Lee become USDA certified.

City Clerk Tausha Grose notified the council that she scanned all of the current zoning ordinances and sent them to Paragon so that they can quote what it will cost to redo the ordinances. City Clerk Tausha Grose is still waiting on Paragon to finish reviewing the ordinances.

City Clerk Tausha Grose presented the council with quotes for the metal building demo, the floor repairs at City Hall, replacing the windows and adding a payment window in the clerk's office, and adding a records room to the clerk's office. The council decided to table the items and add them to next month's agenda so that the council could prioritize the project list.

City Clerk Tausha Grose notified the council that she has only received one application for the part time grounds worker position and has had few individuals request applications. The council decided to wait and see if there was more interest at the next council meeting.

## **NEW BUSINESS**

The council held discussion regarding the possibility of a crosswalk across Highway 18 to add parking at the pavilion. An additional option discussed was to use the location of the metal building next to the post office as parking. The council briefly discussed the size of parking spaces and the need for lighting. No decisions were made during the meeting.

Chris White from Arcadia was on hand to answer any questions, if any, regarding his submitted bids for the Old Jail renovation and relocation project. There was discussion by the council of getting a sign for the Old Jail once it is in its final location as well as the Historical Registry.

Councilman Damon Riggins moved to approve the bids for the Jail renovation. Councilman Glenn Beckham seconded. All voted to approve.

Chris White will advise when he will start.

## **ADDITIONAL BUSINESS**

Councilman Damon Riggins moved to approve the previously agreed upon updates to the HR Policy. Jennifer Riggins seconded. Mayor Corley called for a vote and the motion passed unanimously.

Ordinance workshop is scheduled for September 28th, 2020, at 5 p.m.

Council meeting is scheduled for October 5th, 2020, at 6 p.m.

At 7:10 p.m. Councilman Damon Riggins made a motion to adjourn followed by a second from Councilman Glenn Beckham and this unanimously passed.

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Joyce Corley, Mayor

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Tina L. Lee, City Clerk

**Molena City Council**  
**PO Box 247 10 Spring Street Molena GA 30258**  
**Meeting Minutes**

October 5, 2020

**I. Call to order**

Mayor Joyce Corley called to order the City Council meeting of the Molena, Georgia City Council at 6:00 p.m. after calling for public comments.

**II. Roll call**

City Clerk Tina Lee conducted a visual roll call. The following persons were present: Mayor Joyce Corley; Mayor Pro Tem Jennifer Riggins, Post 1; Councilmember Glenn Beckham, Post 4; Councilmember Allison Turner, Post 5; Councilmember Damon Riggins, Post 2; City Clerk Tina Lee.

**III. Approval of minutes from last meeting**

Current agenda and minutes from the previous meeting were provided to all council members. Councilman Beckham moved to approve both the current agenda and minutes. Councilmember Damon Riggins seconded. The motion passed unanimously.

Councilmember Damon Riggins moved to approve the minutes from the September Budget workshop. Councilmember Allison Turner seconded. All voted in favor.

**IV. Open issues**

- a) Dr. Robert Kies requested a deer crossing sign to be placed on Watts to slow people down. He also discussed the ditch on the same road, which he feels is unsafe. Dr. Kies requested the City consider purchasing the land currently for sale to prevent it being turned into a subdivision. Mayor Corley assured him there is a process that would need to be followed for that to happen. Finally, Dr. Kies requested the City place an end to farm animals in the city limits due to the flies. Currently, the properties with animals are zoned Residential Agricultural and therefore, the owners are within their rights to have animals on their properties per Councilmember Glenn Beckham.

- (1) The Council tabled these requests for later discussion.

- b) Mr. David M. Lee of CleanLee offered the services of his business to clean City Hall on either a biweekly or monthly schedule.
  - (1) The Council tabled this request for later discussion with the possibility of a monthly cleaning following court each month and a touch up to clear away any dust and empty trash, if necessary, prior to the monthly meeting.
- c) City Clert Tina Lee asked about the AC filters and who/if anyone changed these since they should be changed monthly. They especially need to be changed following the recent construction. Councilmember Damon Riggins suggested having Dyke McMichael change them.

## **V. Chief of Police Novin Darsey**

- a) Chief of Police, Novin Darsey reported on the number of calls and citations. He advised the status of the vehicles and mileage of 129, 714 Tahoe / 131,754 Dodge; and financials.
- b) Reports from council and committees
  - i) Buildings, Streets, and Grounds - Allison Turner - nothing to report
  - ii) Public Safety - Damon Riggins - nothing to report
  - iii) Ways & Means - Glenn Beckham - nothing to report
  - iv) Water - Jennifer Riggins - began discussion regarding leak repairs. Councilmen Damon Riggins and Glenn Beckham moved and Seconded the approval of an invoice by Crawford Pipeline and Grading. The vote to approve was unanimous.
  - v) The Mayor's report - nothing new to report at this time.
  - vi) The Budget Workshop was rescheduled for 5 p.m. on October 20th followed by the City Ordinance Workshop at 6 p.m.
  - vii) Public millage hearing was scheduled for 5 p.m. on October 28th, and the Zoning Workshop was scheduled for 5:30

## **VI. New business**

- a) Discussed what needed to be done to prepare for upcoming Millage rate discussions

- b) Discussed proposed application for commercial water service
- c) Tabled discussion for hotel/motel taxes
- d) Discussed comprehensive alcohol legislation and decided to give it further study. Citizen Jenny M. requested open air pouring for dining.
- e) CIE CWP Annual update
- f) Discussion regarding fees for permits tabled.
- g) During Council comments decided to run ad for part time street position.
- h) Next regular meeting December 14th 6 p.m.

## **VII. Adjournment**

Mayor Joyce Corley adjourned the meeting at 6:58 p.m. followed by motion by Glenn Beckham, Second by Damon Riggins and unanimous approval.

Minutes submitted by: Tina L. Lee, City Clerk

Minutes approved by: \_\_\_\_\_

***Molena City Council***  
***PO Box 247 10 Spring Street Molena GA 30258***  
***Meeting Minutes***

November 9, 2020

**I. Call to order**

Mayor Joyce Corley called to order the City Council meeting of the Molena, Georgia City Council at 6:00 p.m. after calling for public comments.

**II. Roll call**

City Clerk Tina Lee conducted a visual roll call. The following persons were present: Mayor Joyce Corley; Mayor Pro Tem Jennifer Riggins, Post 1; Councilmember Glenn Beckham, Post 4; Councilmember Allison Turner, Post 5; Councilmember Damon Riggins, Post 2; City Clerk Tina Lee.

**III. Approval of minutes from last meeting**

Current agenda and minutes from the previous meeting and from the two previous budget workshops were provided to all council members. Councilmember Beckham moved to approve both the current agenda with a second by Councilmember Damon Riggins. Councilmember Damon Riggins moved to approve the minutes. This was seconded by Councilmember Beckham. Both motions were passed unanimously.

**IV. Open issues**

- a) Invited guest, Librarian Rosemary Bunn, discussed the (L4GA Grant Application, n.d.) grant reinstating First Foundation and that she is looking for sponsors. She detailed many of the library's goals for the area including, but not limited to Little Free Libraries. She described what a Little Free Library consists of and how she would like to see several in Molena to encourage reading for young and old.
- b) Mr. Larry Jones appeared on behalf of Cathleen Richardson to present a case requesting a refund of her water bills for the past several months. Mr. Jones explained why he believed the bills were too high. He also detailed how the

meters were being read and why he felt they were being read incorrectly. The Council agreed to the requests.

#### **V. Chief of Police Novin Darsey**

- a) Chief of Police, Novin Darsey reported on the number of calls and citations. Chief Darsey advised caution and stated he had already notified the Molena Food Mart of robberies in Concord and at Wilsons. He stated he had checked the cameras at the store and had the owner move them. He advised the status of the vehicles and mileage of 129, 714 Tahoe / 131,754 Dodge; and financials.
- b) Reports from council and committees
  - i) Buildings, Streets, and Grounds - Allison Turner - nothing to report
  - ii) Public Safety - Damon Riggins - nothing to report
  - iii) Ways & Means - Glenn Beckham - nothing to report
  - iv) Water - Jennifer Riggins - nothing to report other than the need to approve the new water budget.
  - v) The Mayor's report - nothing new to report at this time.

#### **VI. Old/Unfinished Business**

- a) Millage Rate was approved at 8 mils following a motion by Councilmember Glenn Beckham and a second by Councilmember Damon Riggins.
- b) Discussion of the previous meeting with Joe Walter regarding updating Zoning Ordinances. No changes.
- c) Council voted unanimously to approve Dyke McMichael's schedule flexibility request as long as he is working the same number of hours, he is free to come in later if he needs to.
- d) Councilmember Allison Turner moved to approve the rehiring of parttime grounds worker Steven Portillo. Councilmember Jennifer Riggins seconded and all approved.
- e) Councilmember Glenn Beckham moved to approve tabled request to have CleanLee perform a full cleaning of City Hall monthly following court and a touchup monthly prior to council meetings at the agreed upon rates. This falls under the maintenance budget.

- f) Item F was added to the agenda and approved to discuss approval of up to \$9,000 for Arcadia construction to remove the metal building owned by the City of Molena situated next to the Post Office on Hwy 18.
- g) Darrell Winkler property on Garland, across from 130 needs to be cleaned - below the second house on the left on Hwy 18.

Mr. Winkler requested an update on the Fire department wish list.

Councilmember Damon Riggins advised the Council is still awaiting the list since the time of the previous mayor and has not acted on it. Advised to please provide the list to the City Clerk and the Council will consider it.

## **VII. New business**

- a) In Open Discussion, the council unanimously voted to approve both budgets as submitted upon a motion by Councilmember Damon Riggins and a second by Councilmember Allison Turner.
- b) Next regular meeting December 14th 6 p.m.

## **VIII. Adjournment**

Mayor Joyce Corley adjourned the meeting at 6:58 p.m. followed by motion by Glenn Beckham, Second by Damon Riggins and unanimous approval.

Minutes submitted by: Tina L. Lee, City Clerk

Minutes approved by: \_\_\_\_\_

**Molena City Council**  
**PO Box 247 10 Spring Street Molena GA 30258**  
**Meeting Minutes**

November 9, 2020

**I. Call to order**

Mayor Joyce Corley called to order the City Council meeting of the Molena, Georgia City Council at 6:00 p.m. after calling for public comments.

There being no members of the public present, no comments were offered.

Pledge of allegiance was led by Councilmember Damon Riggins as was the prayer.

**II. Roll call**

City Clerk Tina Lee conducted a visual roll call. The following persons were present: Mayor Joyce Corley; Mayor Pro Tem Jennifer Riggins, Post 1; Councilmember Allison Turner, Post 5; Councilmember Damon Riggins, Post 2; City Attorney, L. Scott Mayfield; City Clerk Tina Lee.

**III. Approval of minutes from last meeting**

Current agenda and minutes from the previous meeting and from the previous budget workshop were provided to all council members. Councilmember Jennifer Riggins moved to approve the current agenda with a second by Councilmember Allison Turner. Councilmember Damon Riggins moved to approve the minutes. This was seconded by Councilmember Jennifer Riggins. Both motions were passed unanimously.

**IV. Chief of Police Novin Darsey**

- a) Chief of Police, Novin Darsey reported on the number of calls and citations. Chief Darsey detailed the local calls including the traffic related incident at the intersection of Spring Road and Highway 109.
- b) Chief Darsey described the issues with the Chevrolet Impala that caused him to take it to Perkins Towing to receive an estimate for repairs. Councilmember Damon Riggins advised Chief Darsey to bring the estimate to the Council so a determination can be made whether to repair the vehicle or replace it.

- c) Chief of Police Novin Darsey reported on a request by the Chief of police in Zebulon to remove parts from the Dodge Charger and tow the remaining vehicle to the junk yard. The proceeds of the sale for scrap would be sent to Molena. Councilmember Damon Riggins moved to approve the request. Councilmember Allison Turner seconded. Council approved unanimously.
- d) Chief of Police Novin Darsey relayed a request by Street Superintendent, Dyke McMichael to swap the water tower gate and the park gate to facilitate the entry of the zero-turn mower into the area. No vote was taken since this does not change any City assets. The move is approved.
- e) Mileage reports:
  - i)

## V. Open issues

- a) Invited guest, Librarian Rosemary Bunn, discussed the (L4GA Grant Application, n.d.) grant reinstating First Foundation and that she is looking for sponsors. She detailed many of the library's goals for the area including, but not limited to Little Free Libraries. She described what a Little Free Library consists of and how she would like to see several in Molena to encourage reading for young and old.
- b) Mr. Larry Jones appeared on behalf of Cathleen Richardson to present a case requesting a refund of her water bills for the past several months. Mr. Jones explained why he believed the bills were too high. He also detailed how the meters were being read and why he felt they were being read incorrectly. The Council agreed to the requests.
- c) Reports from council and committees
  - i) Buildings, Streets, and Grounds - Allison Turner - nothing to report
  - ii) Public Safety - Damon Riggins - nothing to report
  - iii) Ways & Means - Glenn Beckham - nothing to report
  - iv) Water - Jennifer Riggins - nothing to report other than the need to approve the new water budget.

- v) The Mayor's report - nothing new to report at this time.

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Minutes submitted by: Tina L. Lee, City Clerk

Minutes approved by: \_\_\_\_\_