

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
SPECIAL SESSION  
MONDAY, OCTOBER 19, 2020  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Porter called the meeting to order at 6:04p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene Grant (Absent), Councilmember Monica Higgs, Councilmember Hope Love, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Kizzie Scott, Councilmember Gloria Sistrunk

Staff: Dashaun N. Lanham, City Clerk, Devan A. Martin, Interim Deputy Chief Operating Officer, Jeannelle B. Wallace, Interim Chief Operating Officer, Jessica Wise, Contractor and Mike Lightfield, Contractor

**2. PRESENTATIONS:**

**2.1 Update on City Finances**

- Mr. Martin stated that we had come a long way with the financial stability in the city. We were impacted with revenue shortfalls in the city due to COVID-19 and the spending habits of the city. We have provided the reports to the elected leaders every two weeks. We have just under a million dollars in bank and we were due to have limited funds from August and September. Jessica Wise and Mike Lightfield introduced themselves. Mr. Lightfield stated that when he come on board the city was in bad position and the worst he has ever seen.
- Mr. Martin stated we had 76 employees and half were working from home.
- Ms. Wise stated the Fiscal History of the City when she had arrived in June were bills were unpaid since December 2019, Non-compliant with FY19 Audit, Lack of recordkeeping (i.e., account reconciliation), Lack of resources to navigate operation (SOP's finance staff), and an Outdated Accounting Manual.
- Ms. Wise stated that the cost savings initiatives was with the vendor of the financial system. We had transferred from NetSuite to Quick books, and

begin the use of bill.com, which reduced cost and streamline the processing of vendor payables. We begin using a Digital Purchase Orders, which reduced cost, and streamline workflow, achieve compliance. We now have PEX (Employee Expense Management) streamline workflow, monitory and reduce consumptions.

- Ms. Wise stated that NetSuite monthly cost was \$12,000 not including licensing for each user. The City was not using the system efficiently.
- Mr. Lightfield stated that the Cash Flow \$999,129 as of today with the projections of \$65,000 coming in for Speed Camera revenue.
- Mr. Lightfield stated that we had used the line of credit to pay the construction loan and we have \$49,000 remaining.
- Mr. Lightfield stated that we are spending 40% rate of the FY2021 Budget.
- Mr. Lightfield stated that the actual revenue is seven to eight million and the past budgets showed twelve million, which was inflated with the USDA loan.
- Mrs. Wallace inquired when will the line of credit be repaid?
- Mr. Lightfield stated that he will need to review the interest rate and the plan to pay back the funds.
- Mr. Martin stated that the line of credit was never intended to pay for the construction loan. The line credit was sought after over a year ago, but we did not get the money until two months ago.
- Councilmember Sistrunk inquired of the arrangement to pay for the construction and we will continue to make payments monthly.
- Mr. Martin stated that USDA had a great program for construction loans in rural development areas. We are seeking additional funding from USDA and we needed to provide them with the Job Cost Report projections and the Project Management cost which is \$377,490.41
- Mr. Martin stated that we paid Williams Scotsman \$463,088.32 and we still owe them \$66,000.
- Mr. Lightfield stated that the FY19 Audit status is the accounts payable records are showing a negative, which means you overpaid the vendors. The prediction is that the information will be provided in November. The auditing team will come to the city to sit with the staff to go through the records.
- Mrs. Wallace stated that the roadway report is due in December and Mr. Bagley is currently working on the report.
- Mr. Martin stated that Phase II of the Annexation Plan need to be presented to the Mayor and Council by the end of the year.

### **3. MEETING TOPICS**

#### **3.1. Variance Approval Request for 5937 Addison Road**

- Mrs. Wallace stated that she had Inspector Johnson to review the variance request report and visit the property to ensure that the deck dimensions will not over the property line.
- Mrs. Wallace stated that the Board of Zoning and Appeals has sent notices to the surrounding neighbors and the city for approval of the variance request.
- Mr. Johnson stated that he visited the property and do not feel that the deck will have an impact on the neighbors.
- It was Motion to approve the variance request for 5937 Addison Rd.
- Motion by Shireka McCarthy, second by Hope Love.
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Shireka McCarthy, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

#### **3.2 End of Lease Notice Approval Request to Parks & Associates**

- Mrs. Wallace stated that the renovation of City Hall and Public Works will is expected to be completed in November. The lease on the building requires a 60-day notice and she would like the approval to send a notice to end the lease in February.
- It was Motion by Monica Higgs and second by Gloria L. Sistrunk to approve Chief Operating Officer to send notice to end lease at Brightseat Rd
- Final Resolution: Motion Carried
- Yes: Monica Higgs, Hope Love, Shireka McCarthy, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

### **4. LEGISLATION**

#### **4.1. Charter Amendment Resolution CA-21-05 To Implement Succession of Duties**

- Charter Amendment Resolution CA-21-05 was introduced by the City Council and read by the City Clerk on Monday, October 19, 2020.
- It was motioned by Councilmember Sistrunk and seconded by Councilmember Love to approve Charter Amendment Resolution CA-21-05.
  - Final Resolution: Motion Carried
  - Yes: Monica Higgs, Hope Love, Shireka McCarthy, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

## 5. UNFINISHED BUSINESS

### 5.1. None

Motion to go into Closed Session under Statutory Authority 3-305(b) (1)“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals” and (8) “To consult with staff, consultants, or other individuals about pending or potential litigation”

Motion by Shireka McCarthy, second by Gloria L Sistrunk.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Shireka McCarthy, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

## 6. ANNOUNCEMENTS

### 6.1. Regular Work Session, Monday, November 2, 2020 at 6:00p.m. by Zoom Video Meeting

**ADJOURN**-The meeting was adjourned at 9:00p.m.

Submitted by,

DocuSigned by:

*Dashaun N. Lanham*

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Dashaun N. Lanham, CMC  
City Clerk