CITY COUNCIL WORK SESSION

APRIL 07, 2025 AT 6:00 PM

COUNCIL CHAMBERS - 1859 CITY CENTER WAY, JONESBORO, GA 30236

MINUTES

I. CALLED TO ORDER

The meeting was called to order at 6:01 p.m. by Mayor Sartor and Lanea Johnson.

II. ROLL CALL

The roll was called by City Clerk Jewett.

- Mayor Donya L. Sartor
- Mayor Pro-Tem Tracey Messick
- Councilmember Alfred Dixon
- Councilmember Don Dixon
- Councilmember Billy Lester
- Councilmember Asjah Miller
- Councilmember Billy Powell
- Interim City Clerk, Shandrella Jewett
- City Attorney, David Dreyer
- Interim Police Chief, Christopher Cato
- Community Development Director, Adleasia Cameron
- Public Works Director, Marcus Heard

Absent:

- Downtown Main Street Manager, Andrew Simpson

III. ADOPTION OF AGENDA

A. Council to consider approval and adoption of the amended agenda.

The following amendments were made:

VIII. New Business:

- Language revision to item A. Council to consider approval of the ~~tentative 2025 millage rate for advertising purposes~~ roll back millage rate for Fiscal Year 2025.
- Removed item F. Council to discuss decor regarding Jonesboro downtown area.
- Added new item F. Council to discuss a contract regarding an Interim City Manager.
- Added item G. Council to discuss and consider approval of a migration contract between Luminary Mediaworks and the City of Jonesboro, Georgia.
- Added item H. Council to discuss information regarding the procurement process.
- Added item I. Council to discuss the city's credit cards.
- Add item J. Council to discuss the Forensic Audit.

RESULT: **Approved (Amended Agenda - Vote was unanimous)**
MOTION: **Councilmember A. Dixon**
SECONDER: **Councilmember Miller**

IV. PUBLIC COMMENTS (PLEASE LIMIT COMMENTS TO THREE (3) MINUTES).

- Jocelyn Taylor (Jonesboro Resident) - Spoke regarding Jonesboro Housing Authority and being in favor of the partnership with Prestwick Development. Also, spoke regarding the conditions of the tap water at her apartment complex.
- Akshat Shah (Jonesboro Business Owner of AHS Kwik Mart) - Spoke regarding his role at AHS Kwik Mart.
- Arlene Charles(Jonesboro Resident) - Spoke regarding the resignation of City Manager Miller-Thornton.

V. PUBLIC HEARING

None

VI. PRESENTATIONS

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Council to consider approval of the roll back millage rate for FY25.

Mayor Sartor led the discussion. The roll back rate is 7.363 and the calculations were made by the County's office. (No vote required)

B. Council to discuss Downtown Development Authority Board Appointment.

Mayor Sartor led the discussion in the absence of Mr. Simpson. Applicant Bryan Homes was recommended, according to the Downtown Development Authority Manager, Andrew Simpson.

The item was added to the Consent Agenda.

C. Council to discuss a partial road closure on Courthouse Way for "Meet Me on Main Sip and Stroll" event on 4/18/25.

The item was added to the Consent Agenda.

D. Council to discuss the City's Sign Ordinance.

Councilmember A. Dixon led the discussion. He spoke regarding the Sign Ordinance being updated to provide businesses with an opportunity to create advertisements.

He asked City Attorney Dreyer to speak regarding the current Sign Ordinance and asked what the revised Sign Ordinances for businesses would include. City Attorney Dreyer said he had been speaking with the DDA Manager, Mr. Simpson about road naming. He said the Community Development Director Cameron could speak about the signage.

Community Development Director Cameron stated she would like the Sign Ordinance to be reviewed in its entirety and not just for one specific section. She agreed to contact DDA Manager Simpson regarding the Sign Ordinance.

E. Council to discuss donations to Arts Clayton.

Councilmember Miller said she went to Arts Clayton prior to the Galla that was recently held. She spoke about the different tiers of donations and the City of Jonesboro was not listed on

any of the tiers. It would cost $5,500.00 annually to be listed as one of the top tier donors. Since Arts Clayton is located in the City of Jonesboro, she feels it is only right that the City make an annual donation. She stated, "moving forward I would like this to be a discussion for the budget". She made a recommendation for Council to consider approving a donation in the amount of $5,500.00 annually to Arts Clayton at the April 14, 2025 Council Meeting. The documentation that shows what the $5,500.00 includes will be shared on April 14, 2025.

F. Council to discuss a contract regarding an Interim City Manager.

Mayor Sartor led the discussion. The Council would like to consider an Interim City Manager for 30-60 days regarding specific tasks such as ARPA Reporting, LMIG Reporting, CDBG, LRA, and assist with the posting of the Millage Rate. The remainder of the discussion was held during the Executive Session (personnel matter).

G. Council to consider approval of a migration contract between Luminary Mediaworks and the City of Jonesboro, Georgia regarding archived records in the MinuteTraq software.

Mayor Sartor led the discussion. The City switched from MinuteTraq to CivicPlus Agenda and Meeting Management software effective January 1, 2025. Therefore, the City has a large number of archived records that has to be migrated from the MinuteTraq portal (2014 to present). The IT Department (Mr. Tran of Luminary Mediaworks) said they would charge a one-time migration fee of $4,500.00 in addition to the $200.00 per month server fee.

The item was added to the Consent Agenda.

H. Council to discuss information regarding the procurement process.

City Attorney Dreyer led the discussion. On July 10, 2023, Mayor and Council received a memo from the Finance Director (at that time) regarding Jonesboro Procurement Policy and Procedures. Some of the information was regarding purchases over $15,000.00 that would require approval from the City Council and purchases that exceed $5,000.00 would require three written quotes and must be submitted to the City Manager for approval, etc. However, the Purchasing Policy does not read the same. Therefore, Ordinance 2-157 needs to be changed to match up with what was circulated and implemented in May, June, and July 2023. He said if the City policy is working well, then there needs to be a change to the ordinance.

Mayor Sartor said the above was voted upon and approved, but it would need to roll over into an ordinance. Mayor Pro-Tem Messick said she would like to review the document(s) and see if it is in line with where the City is positioned currently. Once the review is completed, and changes considered (if there are any), then the City can roll it over to an ordinance.

I. Council to discuss all City issued credit cards.

Councilmember Powell led the discussion. He stated, "due to the fact that the City has had a lot of turnovers in staff, I would like to gather all of the credit cards and see who has the credit cards and what they are using them for, and who is really needing to have a city credit card." Also, he wanted to know who has access to use the credit cards.

Mayor Sartor said she would need to check into the matter because she does not believe Council has the authority to have all of the city credit cards in-hand. She would like City Clerk Jewett to continue holding the credit cards in the locked drawer. She said Council can request a statement of the charges and/or get a copy of the credit cards with the credit card numbers being redacted. Councilmember Powell said he wants the physical credit cards and then he would give them back to City Clerk Jewett (at Council's leisure) once reviewed. Mayor Sartor restated that City Clerk Jewett can make a copy of each credit card (black out the numbers), and/or make a list of the vendor and staff member names listed on each card.

J. Council to discuss the status of the Forensic Audit.

Councilmember D. Dixon led the discussion. He asked if the City had received the Engagement Letter from Plante Moran. Mayor Sartor said, per the minutes, it was decided upon that Council would hold off on the forensic audit until the City completes the two outstanding regular audits (FY23 and FY24). However, on Friday, April 4, 2025, the current audit team (Fulton and Kozak CPAs) resigned. She asked Attorney Dreyer to look into solicitation for the regular audit so that the City can post the solicitation.

Mayor Pro-Tem Messick said she would like to move forward with the hiring of a forensic auditor. She had a copy of the unsigned Engagement Letter from the forensic auditors which states they would look at credit card purchases, accounts payable, and Employee Benefits Payments, etc.

Councilmember D. Dixon asked if FY23 regular audit had been completed. Mayor Sartor replied, "no". Councilmember D. Dixon said it was stated that the FY23 regular audit had been completed, and the instructions were left on where to send it. Mayor Sartor asked if anyone had seen the findings from FY23 audit and the other Councilmembers replied, "no". She said the City is working to obtain any and all documents from Fulton and Kozack and to give the City a chance to obtain the documents.

Councilmember Miller said it is not a smart decision to start a forensic audit at this time, especially with so many things outstanding... along with job vacancies. Mayor Pro-Tem Messick agreed and said this would be so much easier if the City had a Financial Director.

Mayor Sartor said it would be helpful if Council submit their agenda items in advance of the meetings so the City would know how to proceed with gathering the information. She asked for Council to give the City a week to close out Fulton and Kozak, along with obtaining all documents.

A motion was made for the Council to consider approval to move forward with the Forensic Audit once a Finance Director is hired.

RESULT:	**Approved (4 to 3)**
MOVER:	**Mayor Pro-Tem Messick**
SECONDER:	**Councilmember D. Dixon**
AYES:	**Mayor Pro-Tem Messick; Councilmembers D. Dixon, Lester, and Powell**
NAYES:	**Mayor Sartor; Councilmember A. Dixon and Miller**

Discussion - Councilmember Miller said the City needs to hire a City Manager and a Finance Director first, then do the regular audit, then move forward with the Forensic Auditor. She asked for clarification regarding the solicitation of a forensic auditor to include the increased/revised scope of work that is now being recommended. Mayor Sartor said the law states they do not have to do a solicitation for professional services/forensic auditor. However, the City would work on the solicitation this week for Council to approve.

Councilmember A. Dixon asked if the forensic audit would run simultaneously with the regular audit. Mayor Sartor and Mayor Pro-Tem Messick both replied, "yes".

K. Council to discuss Alcohol License Application #25-ALC-002 for retail sales at 249 N. Main Street, Jonesboro, GA. 30236. The legal business name is AHS Kwik Mart. Akshat Shah has requested to be the License Representative. (Required hearing and consideration is set for Monday, April 14, 2025).

No one came forth to discuss Application #25-ALC-002.

IX. OTHER BUSINESS

A. Executive Session for the purpose of personnel matters.

At 6:58 p.m., a motion was made for Mayor and Council to go into Executive Session regarding personnel matters.

RESULT: **Approved (Vote was unanimous)**
MOVER: **Councilmember Powell**
SECONDER: **Mayor Pro-Tem Messick**

At 7:56 p.m. a motion was made to reconvene to the Work Sesson.

RESULT: **Approved (Vote was unanimous)**
MOVER: **Councilmember Lester**
SECONDER: **Councilmember Miller**

B. Consider any action(s), if necessary, based on decision(s) made in the Executive Session.

Council to consider approval of a 30-day contract between Aware Consultants, LLC and the City of Jonesboro, Georgia to serve as an Interim City Manager at a flat rate fee of $6,000.00 effective April 14, 2025 (for specific assigned tasks).

RESULT: **Approved (Vote was unanimous)**
MOVER: **Councilmember Miller**
SECONDER: **Councilmember D. Dixon**

X. ADJOURNMENT

A motion was made to adjourn the meeting at 7:57 p.m.

RESULT: **Approved (Vote was unanimous)**
MOVER: **Councilmember Powell**
SECONDER: **Councilmember D. Dixon**

Dr. Donya L. Sartor, Mayor

Shandrella Jewett, Interim City Clerk