



**City of West Point**  
Council Work Session Minutes  
Thursday, January 4, 2024 @ 5:30 p.m.  
West Point Council Chambers

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The Work Session of the Mayor and Council was held in the Council room of West Point City Hall January 4, 2024, at 5:30 p.m. with Mayor Steve Tramell opening the session.

Members Present:

Mayor Pro-Tempore Gerald W. Ledbetter  
Councilmember Joseph R. Downs III  
Councilmember Joel B. Finlay  
Councilmember Gloria R. Marshall  
Councilmember Sandra Thornton  
Councilmember Deedee Williams

Members Absent:

**Review Agenda**

Mayor Steve Tramell called the meeting to order. He reviewed the agenda and asked for a motion to approve the agenda. Councilmember Joel B. Finlay made said motion. Councilmember Gloria R. Marshall seconded the motion; **passed unanimously.**

**Public Comment on Any Items**

Mr. Bo Barber II thanked the Mayor and Council for hearing his comments. He passed them a map on and around Old West Point Road. He stated he needs their help with all the unbelievable traffic on Highway 18. Cars, Trucks, Tractor Trailers (18 Wheelers), and School Buses. He also stated the 18 wheelers are damaging the reflectors in the road. He pointed out the damage to the blue reflectors may cause a higher risk of safety because they indicated where water hydrants are placed, and the Fire Department may not be able to locate the hydrants in case of a fire in the area. He also asked for an increase in the police presence in the area. Mayor Tramell thanked Mr. Barber for his comments.

**New Business**

**2024 Appointment City Officers**

Mayor Tramell stated the Mayor and Council will need to appoint Mayor Pro-Tempore, City Attorney, and the Municipal Court Staff. The appointments will be on the next business agenda for consideration.

**Development Authority Board Appointments**

The West Point Development Authority Board recommends Pete Bober to serve a five- year term replacing James Griggs Zachery whose term expired on 12/31/2023. The Board also recommends appointing Aaron Lewis to fill the unexpired term of Kevin Patrick. Mr. Patrick's term expires on 12/31/2025. Deedee Williams asked if there were any other applicants. Mr. Moon stated Henry Hutchinson had applied to serve on board. The recommendations will be on the next Business agenda for consideration.

## **2024 Board and Committee Appointments**

City Manager Ed Moon stated in March there will be two vacancies on the Board of Adjusters that will need to be filled, two vacancies on the Hawkes Library Board, and two on the Planning Board. There will also be a vacancy on the West Point Development Authority Board that will need to be filled in December. Councilmember Deedee Williams asked were there any other applicants and if the process has changed from the Mayor and Council making the recommendation rather than the Authorities making the recommendation. City Manager Ed Moon stated there were no changes in the process. There was a question regarding the Judge Pro-Tempore and the Recording Court Judge. City Manager Ed Moon stated they are one in the same.

March agenda:

- (3) Board of Adjustments
  - Jothaniel Zeigler 03/05/2023
  - Andra Hynes 03/05/2023
  - Vacant
- (1) Hawkes Library
  - Elizabeth Lester 03/01/2024
- (2) Municipal Planning Board
  - Aaron Lewis 03/15/2024
  - Vacant 03/15/2027 (Kevin Patrick 3-year unexpired term)

October Agenda:

- (2) West Point Historic Preservation Commission
  - Jane Fuller 10/01/2024
  - Marshall Sapp 10/01/2024

December Agenda:

- (1) West Point Development Authority
  - Josh Moon 12/31/2024

All applicants received, including those from incumbents, will be reviewed and considered for an interview.

## **Sale of Unopened Street**

City Manager Ed Moon stated Jason and Meghan Richardson are requesting to purchase an unopened street adjacent to their property located between East 4<sup>th</sup> Street and East 3<sup>rd</sup> Street, Harris County, parcel # 001A310. The two adjoining property owners, John and Sue Mattox and Lawrence Henry were contacted by letter to obtain interest in the unopened street property. John Mattox decided not to participate in having interest and Lawrence Henry did not respond to the letter. The total unopened street is 11,672 square feet. The city will maintain a utility easement for the existing power line and any future utility needs. Staff recommends the sale of the property to the Richardsons for \$846.30. The last sale of an unopened street was sold to Anita Jones on 6<sup>th</sup> Avenue for .15 cents per square foot. The item will be on the Business agenda for consideration.

## **Georgia Municipal Employee Benefit Retirement Plan Restatement**

City Attorney Alex Dixon stated the General Addendum to the Georgia Municipal Employees Benefit System Defined Benefit Retirement Plan Adoption Agreement. The General addendum contains certain provisions (Section 16) which do not fit squarely within the standard GMEBS General Addendum format. Thus, it will be necessary to file the city's Plan with the IRS for a separate opinion letter. Following the city's approval of the Plan documents, GMEBS will work with the tax counsel to prepare the IRS filing documents for the city's signature. The draft documents will take effect on the date of their approval by the city. (Per O.C.G.A. 47-5-40.

The adoption agreement has been drafted in the form of an ordinance. The item will be on the next Business Meeting Agenda for consideration.

**Highland Drive Headwall Rehabilitation**

City Manager Ed Moon stated the apparent low bidder for the Highland Drive Headwall Rehabilitation is Larkin Enterprises with a total bid of \$119,490.00. Upon notice of approval by the City and Council, we will issue the contract documents and notice to proceed to the approved contractor. This item will be on the next Business agenda for consideration. Councilmember Deedee Williams asked about the closed road on 7<sup>th</sup> Street and the closed road on Avenue D where a pipe collapsed. She also had questions regarding sewer taps and whether the city has shifted the responsibility to the citizens.

**Non- Residential Development Permit Fees**

City Community Development Director Dennis Dutton stated Staff recommends going forward with increasing the building permit fees for Commercial and Industrial development, labeled as Non-residential development. This request does not include single-family residential. Multi-family, apartments, townhomes, and boarding homes shall be classified as commercial due to the requirements of architectural plans. Hotels and Bed & Breakfast shall also be included in the commercial sector. The current fees are listed below.

General Government

Current Residential and Commercial Building Permits Fees

\$1- \$2000	\$25.00
\$20001 - \$15,000	\$25.00 Plus \$7.80 per thousand
\$15,001 - \$100,000	\$135 for first \$15,000, plus \$4.50 for each additional \$1,000
\$100,0001 - \$500,000	\$517.50 for first \$100,000, plus \$2.50 for each additional \$1,000
\$500,001 - \$1,000,000	\$1,517.50 for first \$500,000 plus \$1.00 for each additional \$1,000
Over \$1,000,000	\$2,017.50, plus \$0.30 for each additional \$1,000

**The recommended Non-Single Family/Commercial Building Permits fees**

General Government

Building Permits

\$1- \$2000	\$75.00
\$2,0001 - \$25,000	\$69.25 for 1 <sup>st</sup> \$2000 Plus \$14.00 per each additional thousand up to 25,000
\$25,001 - \$50,000	\$391.25 for first \$25,000, plus \$10.10 for each additional \$1,000
\$50,001 - \$100,000	\$643.75 for first \$50,000 plus \$7.00 for each additional 1000 up to \$100,000
\$100,0001 - \$500,000	\$993.75 for first \$100,000, plus \$5.60 for each additional \$1,000 up to \$500,000
\$500,001 - \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000 up to 1,000,000
Over \$1,000,001	\$5,608.75 for first 1000,000 plus \$3.75 for each additional \$1,000

The item will be on the next business meeting agenda for consideration.

**Charles Abbott Associates, Inc., Building Inspection and Plan Review Service**

Community Development Director Dennis Dutton stated the city is seeing a serious expansion in the EV electric automobiles as well as the housing which includes single-family, multi-family, townhomes, condos, apartments, warehousing, distribution centers, and commercial outparcels. He stated with new technology and lack of training to deal with the new development, Staff recommends contracting this service. Staff reached out to Mr. Will Hart, CBO and Tim Inglis, CBO, and VP of Charles Abbott Associates, Inc. for their assistance. CAA

already has a contract with the Cities of Hogansville and LaGrange. The company also has a relationship with Kia Manufacturing and Hyundai. Mr. Will Hart and Steven Fincher representatives of Charles Abbott Associates answered questions from the Mayor and Council. Staff recommends contracting their services. The item will be on the next business meeting for consideration.

### **Agenda for January 8, 2024, Business Meeting**

Mayor Tramell reviewed the agenda for the January 8, 2024, business meeting.

- Swearing -In of Elected Officials, Mayor and Council Members
- Appointment of City Officers
- Swearing \_ In City Attorney
- Recognize Gus Darden, Downtown West Point Development Authority
- 2023 Development Authority Board Appointments
- Sale of Unopened Street
- Georgia Municipal Employee Benefit Retirement Plan Restatement
- Highland Drive Headwall Rehabilitation
- Non-Residential Development Permit Fees
- Charles Abbott Associates, Inc., Building Inspection and Plan Review Service

Mayor Tramell asked for a motion to set the January 8, 2024, Business Meeting Agenda per review. Councilmember Joseph R. Downs III made said motion, seconded by Councilmember Sandra Thornton; **passed unanimously**.

Councilmember Sandra Thornton asked everyone to come to the Martin Luther King Breakfast on January 15, 2023. This year the breakfast will be held at Goodsell United Methodist Church in Lanett.

### **Adjourn**

Councilmember Joseph R. Downs III made a motion to adjourn. The motion was seconded by Councilmember Gloria R. Marshall; **passed unanimously**.

There being no further business, the meeting was adjourned.