City of Flowery Branch
Council Meeting Minutes
February 20, 2020 6:00 pm.
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch GA, 30542

CALL WORK SESSION TO ORDER:

PRESENT: Mayor James Miller and Council Members Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin and Amy Farah

Also present were City Manager Bill Andrew, City Clerk Melissa McCain, City Planner Rich Atkinson, Finance Director Alisha Gamble, Police Chief David Spillers, and Attorney Ron Bennett.

PLEDGE OF ALLEGIANCE:

Mayor Miller led the Pledge of Allegiance.

PRESENTATION

Mayor Miller presented a plaque to Officer Jake Xayavong for 10 years of service.

Mayor Miller presented a retirement shadow box to Officer Phil Davis in recognition of his 9 years of service and retirement.

UNFINISHED BUSINESS - WORK SESSION:

No unfinished business.

NEW BUSINESS -WORK SESSION:

Formal Financial Policies: Balanced Budget Policy, General Fund Reserves Policy, Enterprise Fund Reserves Policy, and Investment Policy

Director Gamble reviewed the following proposed policies.

1. Balanced Budget Policy

- Focus on application of recurring and non-recurring revenues and expenses throughout the annual budget process
- Recurring revenues fund recurring expenditures
    - Example: property taxes vs. salaries, benefits, materials and maintenance
- Non-recurring revenues fund non-recurring expenditures
    - Example: Grants (1yr term) and capital improvements/asset acquisitions
- The importance of a balanced budget
- The importance of reserves

2. General Fund Reserves Policy
    - The importance of a reserve policy – coverage of operating expenses
    - Number of months of budgeted expenditures
        - City of Flowery Branch – 4.5 months
    - Reserve limit is assigned by Council
    - Any use of reserves voted by Council
    - Replenish as soon as possible
3. Enterprise Fund Reserves Policy
    - Water and Wastewater Operating Fund
    - The importance of a reserve policy – coverage of operating expenses & debt requirement
    - Number of months of budgeted expenditures
        - City of Flowery Branch – 6 months
    - Reserve limit is assigned by Council & dictated by debt coverage limits
    - Any use of reserves voted by Council
    - Replenish as soon as possible

4. Investment Policy
    - Covers all City Funds
    - The importance of an investment policy – WHY?
    - Covers Types of Investments – per State Law
        - Including pooled cash and debt investments
    - Insurance Coverage Requirement
    - Investment options voted by Council

Resolution 20-005: Installment Agreement, as modified, for Series 2020 Bonds with Gainesville and Hall County Development Authority for Old Town Redevelopment Project, and Bond Purchase

Director Gamble reviewed the resolution and introduced Bill Camp, Underwriter with Raymond James who reviewed the bond and rating process.

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Clerk McCain had no changes.

Sewer Capacity Request - Capstone Acquisition, LLC

Manager Andrew reviewed the request and the time lime for the requested sewer as found below:

- July 2021+/-: 22,437.50 gpd serving 1st phase of the proposed multi-family and commercial developments;
- December 2021+/-: 22,437.50 gpd serving 2nd phase of the proposed multi-family and commercial developments (or 44,875 gallons per day in total as of December 2021)

- March 2022+/-: 15,750 gpd serving the proposed senior facility development (or 60,625 gallons per day in total as of March 2022).
- Capacity calculated as follows: 2.25 persons/unit at 50 gpd/person = 112.5 gpd/unit.

Manager Andrew continued by noting the following:

1. Would granting sewer now warrant an annexation agreement?
   a. Capstone has zoning for apartments from Hall County, but we might have a higher standard
   b. Capstone's plans show inter-parcel access from apartments tract to Hog Mtn Rd traffic signal
2. If no annexation, we would get the sewer revenue but not property taxes, nor the water revenue
3. They would have a sewer capacity charge of $857,808 +/-
4. If the apartments are annexed, the water capacity charge would be $343,212 +/-
5. If the city does not grant the sewer now, Capstone says they may to go to the County and the city would lose both sewer revenue & the property taxes along with our ability to regulate land use, design standards, & traffic mitigation. However, Hall County officials indicate they cannot entertain a sewer line in the Spout Springs corridor until after construction is finished in 2 years.

Councilman Anglin inquired if the City could have stipulations on the building design if the property was not annexed into the City limits.

Attorney Bennett advised that he would research the possibility but noted he felt annexation was the best way to control the design standards that are already set in the City's Code.

Mr. Chris Riley, representing Capstone, advised that they would consider an agreement on design standards as the owners want a quality development.

Mr. Riley further advised that they would like to have inter-parcel access but that the developer was open to suggestions.

Continuing Mr. Riley advised that they would develop and upgrade Hog Mountain and Spout Springs in conjunction with the GDOT and Hall County improvements.

Mayor Miller advised that the Goddard School would need to be contacted about annexing as they would be forced to annex so as not to create an unincorporated island.

Mayor Miller inquired on the availability of water and future capacity.

Manager Andrew advised that the tank expansion would allow the City to service this development.

Mayor miller noted that currently Hall County has approved 400 units for this property, if the property was annexed into the City, they are proposing 306 units.

Councilman Asbridge requested that the traffic study be revisited considering the school and the newly approved developments in the area.

DEPARTMENT REPORTS:

Police Department

Chief Spillers advised that the local Romeo Group has raised funds and donated funding for a portable AED machine for the police department to use in the field to assist with lifesaving efforts.

ADJOURNMENT WORK SESSION:

Mayor Miller adjourned the work session at 7:17 pm.

VOTING SESSION MINUTES

CALL VOTING SESSION TO ORDER:

Mayor Miller called the voting session to order at 7:17 pm.

PUBLIC COMMENTS:

Aubrey Duke – 7061 Tree House Way, Flowery Branch. Ga. 30542

Mr. Duke thanked the City for updating the street signs for Tree House Way.

CONSENT AGENDA:

1. February 6, 2020 Meeting Minutes
2. Per Diem - Mike Miller

There was a motion made to approve the Consent Agenda as presented.

MOTION: Chris Mundy
SECOND: Leslie Jarchow
AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried

UNFINISHED BUSINESS - VOTING SESSION:

GMEBS Restated Defined Benefit Retirement Plan Adoption Agreement

There was a motion made to approve the restated GMEBS Adoption Agreement and authorize the Mayor to execute any necessary documents.
MOTION: Amy Farah
SECOND: Leslie Jarchow

Discussion:

Councilman Anglin inquired if there were additional costs or any benefit changes.

Director Gamble advised that there would not be any additional cost or benefit changes.

AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried

NEW BUSINESS - VOTING SESSION:

Resolution 20-005: Installment Agreement, as modified, for Series 2020 Bonds with Gainesville and Hall County Development Authority for Old Town Redevelopment Project, and Bond Purchase

Attorney Bennett read the caption to Resolution 20-005.

There was a motion made to approve resolution number 20-005, the revised TAD financing documents and authorize the Mayor to execute any necessary documents.

MOTION: Ed Asbridge
SECOND: Chris Mundy
AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session at 7:21 pm.

MOTION: Leslie Jarchow
SECOND: Ed Asbridge
AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried

There was a motion made to reconvene open session at 7:29 pm.

MOTION: Chris Mundy
SECOND: Leslie Jarchow
AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried

ADJOURNMENT:

There was a motion made to adjourn at 7:29 pm.

MOTION: Leslie Jarchow
SECOND: Amy Farah
AYES: Chris Mundy, Leslie Jarchow, Ed Asbridge, Joe Anglin, Amy Farah
NAYS: None
Motion carried