



**City of Flowery Branch
City Council Meeting
Thursday, September 7, 2023, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

Mayor Asbridge called the council meeting to order at 6:01 p.m.

Present: Mayor Asbridge and Council Members Joe Anglin, Joseph Mezzanotte, and Chris Mundy.

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Assistant City Clerk Nancy Rodriguez, Finance Director Matt Hamby, Human Resources Director Krystle Hightower, Police Chief Chris Hulsey and City Attorney Karen Thomas.

Absent: Council Members Oliver McClellan and William McDaniel

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

There was a motion to approve the September 7, 2023, meeting agenda as presented.

MOTION: Chris Mundy
SECOND: Joseph Mezzanotte
AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

NEW BUSINESS -WORK SESSION:

Consider Executing a Memorandum of Understanding (MOU) with Parkside Partners, LLC for the development of Downtown Flowery Branch or Old Town – Phase II.

City Manager Parrish presented a Memorandum of Understanding with Parkside Partners, LLC. for the development of Downtown Flowery Branch Phase II. The City has reached out to Parkside Partners for professional services and they have agreed to sign a MOU with the City for the development of Downtown Flowery Branch Phase II. This MOU provides Parkside Partners with the exclusive right to develop the project in one or more phases. As part of the redevelopment, the City and Parkside Partners are agreeing to share costs to retain consultants

and obtain third-party reports that will enable Parkside Partners to understand existing conditions of the City-owned parcels and to complete its due diligence prior to proposing a formal agreement to develop the project.

Council held a discussion with City Manager Parrish regarding the MOU.

Consider Resolution 23-009 Third and Fourth Quarter Budget Amendment FY2023

Human Resources Director Hightower presented Resolution 23-009, Third and Fourth Quarter Budget Amendment FY2023. A balanced budget is required by Georgia Law on local government budgets (36-81-3) and Government Finance Officers Association (GFOA) Best Practices.

General Fund:

- Adjustment to Cell Phones for multiple departments as vendor changed from Verizon to AT&T.
- City Hall & Buildings adjustment for cleaning expenses (RFQ will be sent out FY24).
- Court increases for prison costs.
- Police increase for vehicle repairs and education and training.
- Public Works increase for land fill expenses and vehicle repairs and maintenance.
- Community Room and Depot increase in cleaning related to increased rentals.
- Community Room and Depot increase in communications related to service calls for the Depot elevator.
- Planning increase for contracted services.
- IT Services increases for several departments related to change in allocation for FY23.
- Traffic Signal increase as AT&T charges for Club Bill increased twice during FY23. This line has been eliminated and refunds are in process.

Special Revenue Funds:

Tax Allocation District Fund

- Received \$5,000 BRACE Grant
- Increased budget based on Hall County's portion of TAD that was received greater than budgeted. Funds distributed for use in future capital projects.

Hotel/Motel Tax Fund

- Increased budget based on revenue received greater than budgeted.

Capital Project Funds:

Water/Wastewater Capital Projects

- Increase budget for Gainesville Sewer Line project.

SPLOST VII

- Increase to PD Vehicles and Equipment
- Transfer from LMIG Revenue to Annual Road Paving & Sidewalks Program

- Increase to Martin School Sanitary Sewer Replacement
- Local Resources Fund – increased budget for the following projects:

- Police Utility Vehicle
- Tourism Golf Cart
- Community Development Vehicle

Water/Wastewater Operating Fund:

Several adjustments made for the end of the fiscal year:

- Salaries
- Health Insurance, FICA, Medicare
- Professional Services
- Overtime
- Engineering Fees
- Chemicals
- Repairs and Maintenance
- Well Buildings Repairs

Third Quarter Adjustments:

- General Fund \$459,340 – no change in budget
- Water/Wastewater Fund \$27,535 – no change in budget

Fourth Quarter Adjustments:

- General Fund \$1,919,691 – increase in budget by \$24,900 from revenue received greater than budgeted.
- Water/Wastewater Fund \$970,794 – increase in budget by \$315,000.

Council held a discussion with Director Hightower regarding the budget amendments.

Consider First Reading of Ordinance 699 Establishing Human Resources Director in the City of Flowery Branch

City Manager Parrish presented the first reading of Ordinance 699 establishing a Human Resources Director in the City of Flowery Branch. For more efficient, effective operations, the need has arisen to establish a Director of Human Resources that is to internally assist all employees of the City. This position is a full-time department director position and is budgeted in the FY2024 budget.

Consider Correction of Lease Documents for 4 Elephants Catering, LLC from 5519 Main Street, Suite 102 to 5521 Main Street.

City Manager Parrish presented a correction of lease documents for 4 Elephants Catering, LLC. from 5519 Main Street, Suite 102 to 5521 Main Street. The addresses have now been assigned to each space in the Main Street Building. 4 Elephants Catering, LLC has approached the City with a request to correct the lease documents from the newly assigned address of 5521 Main Street.

DEPARTMENT REPORTS:

City Manager Report:

City Manager Parrish noted upcoming events.

Mayor Asbridge asked for an update on the sewer line to Gainesville. City Manager Parrish reported the master meter is installed and the sewer line is complete but there is no flow at this time.

Council Report:

Council Member Anglin noted the car show for Saturday, September 9, 2023.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 6:16 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 6:16 p.m.

PUBLIC COMMENTS:

Aubrey Duke, 7016 Tree House Way, Flowery Branch, Georgia 30542

Mr. Duke reported that he did a ride along with the police department and he developed a greater appreciation of the City of Flowery Branch Police Department. He thanked Chief Hulsey for allowing him this opportunity and he stated he is proud to be a Flowery Branch citizen and to have a police department like the City of Flowery Branch Police Department.

CONSENT AGENDA:

- *Consider August 17, 2023, City Council Meeting Minutes*
- *Consider August 17, 2023, Executive Session Minutes*
- *Consider August 2023 Per Diem for Mayor Asbridge*

There was a motion made to approve the consent agenda as presented.

MOTION: Chris Mundy

SECOND: Joseph Mezzanotte

AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Executing a Memorandum of Understanding (MOU) with Parkside Partners, LLC for the development of Downtown Flowery Branch or Old Town – Phase II.

There was a motion made to approve executing a Memorandum of Understanding with Parkside Partners, LLC. for the Development of Flowery Branch Downtown or Old Town – Phase II.

MOTION: Joseph Mezzanotte

SECOND: Joe Anglin

Council Member Mezzanotte stated he is excited to get further into this project. Council Member Anglin stated Parkside Partners has a strong pedigree and they have presented some great ideas and he thinks they will do a fine job. Parkside Partners have stated they would like to hear from the public and see what residents would like to see. He is looking forward to moving through this process.

AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Consider Resolution 23-009 Third and Fourth Quarter Budget Amendment FY2023

There was a motion made to approve Resolution 23-009 Third and Fourth Quarter Budget Amendment FY2023.

MOTION: Joe Anglin

SECOND: Chris Mundy

AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Consider First Reading of Ordinance 699 Establishing Human Resources Director in the City of Flowery Branch

City Attorney Thomas read the caption for Ordinance 699 Establishing Human Resources Director in the City of Flowery Branch.

There was a motion made to approve the First Reading of Ordinance 699 establishing a Human Resources Director in the City of Flowery Branch.

MOTION: Chris Mundy

SECOND: Joe Anglin

AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Consider Correction of Lease Documents for 4 Elephants Catering, LLC from 5519 Main Street, Suite 102 to 5521 Main Street.

There was a motion made to approve the correction of lease documents for 4 Elephants Catering, LLC from 5519 Main Street, Suite 102 to 5521 Main Street.

MOTION: Joe Anglin
SECOND: Chris Mundy
AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters related to pending or potential litigation, matters related to the acquisition/disposition of real estate and for matters related to certain personnel issues at 6:23 p.m.

MOTION: Joe Anglin
SECOND: Chris Mundy
AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

There was a motion made to exit executive session at 7:23 p.m.

MOTION: Joe Anglin
SECOND: Chris Mundy
AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Council Member Anglin inquired about the Historic Preservation Committee and getting it running again.

City Manager Parrish advised that City Planner, Yu Peng is currently working on getting the Historic Preservation Committee active again.

ADJOURNMENT:

There was a motion made to adjourn the meeting at 7:26 p.m.

MOTION: Joe Anglin

SECOND: Chris Mundy

AYES: Joe Anglin, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk