City of Flowery Branch
City Council Meeting
Thursday, September 19, 2024, 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 6:00 p.m.

Present: Mayor Asbridge and Council Members Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte and Chris Mundy.

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Public Works & Utilities Director Bill Whidden, Director of Fun Renee Carden, Finance Director Matt Hamby, Human Resources Director Krystle Hightower, Police Chief Chris Hulsey, and City Attorney Ted Baggett.

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

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

MOTION:	Chris Mundy
SECOND:	Joe Anglin
AYES:	Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS:	None

Motion carried

AWARDS & RECOGNITIONS: There were no awards or recognitions.

NEW BUSINESS -WORK SESSION:

Discussion of Variance Request from TownePlace Suites

Mr. Hiren Patel of Rim Builders, 2310 Parklake Drive, Suite 525, Atlanta, Georgia presented a variance request for TownePlace Suites with a proposed location at 4865 Hog Mountain Road, Flowery Branch, Georgia. Mr. Andrew Swicegood, ESG Engineering, spoke about the traffic studies that have been done and explained traffic standards. Council held a lengthy discussion with the applicant and Mr. Swicegood regarding traffic that will come in and out of 4865 Hog Mountain Road and whether there is a need for a turning lane.

Consider Procurement of a New Compact Track Loader in FY2025 with Funding Provided by: General Fund Fund Balance

Director Whidden presented a consideration for an urgent need for a new compact track loader in FY2025 with funding provided by General Fund Fund Balance. The city's current compact track loader has been experiencing frequent breakdowns over recent months, resulting in higher repair costs and extended downtime. Despite consistent maintenance efforts, these issues have escalated, compromising the city's ability to meet project deadlines and maintain productivity. To maintain operational efficiency and manage costs effectively, it is recommended that the city proceed with the early acquisition of a new compact track loader. The procurement will be conducted through cooperative purchasing (Sourcewell Contract #020223-CEC), ensuring compliance with procurement regulations and obtaining favorable pricing. The new purchase will include the trade-in of the existing loader, which will help offset the cost of the new equipment by $12,000.00. Additionally, this will involve reallocating the FY2026 Capital Budget to FY2025 for the purchase.

Council held a discussion with Director Whidden.

Consider Proposal for Bowman Consulting Group, LTD. to Provide Planning Services - Interim Community Development Director to the City of Flowery Branch, GA.

City Manager Parrish presented a proposal for Bowman Consulting Group, LTD. to provide planning services for interim Community Development Director to the City of Flowery Branch, Georgia. The City of Flowery Branch currently has a vacancy for Community Development Director. This position is a highly skilled and licensed position requiring expertise in the process of plan and plat review, final reviews and signature approvals. The City of Flowery Branch is experiencing active growth in revitalization, new construction, and new business growth. All of which require expert review and approval to comply with local, state, and federal building mandates. Operating without a trained professional in the capacity of Community Development Director to support these activities burdens the City of Flowery Branch and places a hardship on citizens and business owners. Bowman Consulting Group, LTD. will provide the requisite services required regarding plan and plat review process, final reviews, and signature approvals. Additionally, this service will cover review of public hearing applications for completeness, meeting with applicants, preparing and writing staff recommendation reports, attending public hearings, providing details of applications to elected officials and the City Manager.

Consider a Task Order Agreement for Professional Services from ESG Engineering to fulfill the City's Obligation to Submit a Physical Inventory List and Planning Document to the EPA Required by October 16, 2024.

Mr. Trey Gavin, ESG Engineering presented a task order agreement for professional services from ESG Engineering to fulfill the city's obligation to submit a physical inventory list and planning document to the EPA required by October 16, 2024. The program is designed to satisfy

the requirements for the 2021 LCRR and reduce lead and copper in drinking water. The following steps are included in the program:
1. Acquisition of Inventory Data: Perform a desktop query and as-built file review for a water system by utilizing GIS software in conjunction with county tax parcel data, utility billing addresses, and drinking water capital improvement plans. The goal is to determine if water piping was installed before 1990 or after 1990.
2. Physical Inventory: If the material at a service address cannot be determined through the initial desktop query or as-built review (defined as an "unknown"), then field investigation is required. Field technicians will be deployed to verify the service line material on both the public side of the meter and the private side of the meter by various means and methods approved by the EPA/EPD.
3. Planning Document: The next step in this program will be to develop and submit the Planning Document required by the EPD to accompany the Inventory Submittal on behalf of the city.
4. Program Management: This task will establish sampling protocols for programs extending beyond the inventory period, recommend public awareness concepts, assist with public notification, and provide design, bid assistance, and construction administration for lead and copper service line replacements resulting from the findings.

Council held a discussion with Mr. Gavin.

Consider Resolution 24-006, Loan Agreement from Drinking Water State Revolving Fund Administered by Georgia Environmental Finance Authority

Mr. Trey Gavin, ESG Engineering presented Resolution 24-006, loan agreement from Drinking Water State Revolving Fund Administration by Georgia Environmental Finance Authority. In order to pursue funding to support the Environmental Protection Agency's (EPA) federal regulation, 2021 Lead and Copper Rule Revisions (LCRR), GEFA created a funding application to offset the burden of cost designed to control lead and copper in drinking water.

Consider Authorizing a Change Order in the Amount of $68,579.75 for Incorporating Additional Road Paving Scope into the Ongoing Road Resurfacing Improvements Contract and Allow for an Additional 15 Days

City Manager Parrish presented a change order in the amount of $68,579.75 for incorporating additional paving improvements into the ongoing road resurfacing improvements contract and allow for an additional fifteen days of contract time.

This contract change order will incorporate road resurfacing improvements on the follow roads:
• A portion of Capitola Farm Road near the intersection with Scarlet Oak Way. Due to extensive fatigue/alligator cracking and rutting of the existing pavement, a deep patch will be performed to improve the overall pavement structure and prevent further damage.
• The proposed Railroad Avenue parking aisle which was incorporated into the contract in Change Order #1 will be expanded from 20' to 30' and parking spaces will be striped at a perpendicular angle. The number of parking spaces will increase to a total of 38 additional spaces on Railroad Ave.

Due to the additional scope of work, the contract period has been increased by 15 days, to a total of 135 days. Funding was anticipated to be $2.6M for the entire paving project for FY25. This is within the budget. The funding is from SPLOST and the city's Local Resources Fund.

Council held a discussion with City Manager Parrish.

Consider the First Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.

City Manager Parrish presented Ordinance 721, an amendment to the Insurer Licensing Fee. The purpose of this amendment is to update the city's insurer licensing fee ordinance to adjust the fee based on the city's decrease in population. The insurer licensing fee was last updated in 2022 with the fee increase taking effect on January 1, 2023. O.C.G.A. Sec. 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the municipal limits, the amount of which is determined by the population of each city. According to the revised Census figures received from the Georgia Insurance Department, the population of Flowery Branch was revised downward to 9,396. Accordingly, under the authorizing statute, the City is authorized to decrease its annual license fee to insurance companies from $75 to $50. This fee decrease will take effect on January 1, 2025; the City's ordinance must be adopted prior to the end of this year.

Council held a discussion with City Manager Parrish and City Attorney Baggett.

Consider Resolution 24-007, FY2024 Closure of Local Resources Fund Capital Projects

Finance Director Hamby presented Resolution 24-007, FY2024 closure of Local Resources Fund Capital Projects. As capital projects are completed, from time to time, funds remain unspent. In some cases, the funds remaining are classified as restricted assets and must be returned to their associated Fund. In this case, there are no funds remaining that are classified as restricted, but there are funds remaining to use for future allocation. The remaining funds will remain in the Local Resources Fund to be allocated to future projects.

Council held a discussion with Director Hamby.

DEPARTMENT REPORTS:

City Manager Report:

City Manager Parrish introduced Mr. Chris McCrary of Bowman Consulting Group. She stated Mr. McCrary has been a huge help in the planning and zoning department. She also introduced Mr. John Powell, who is assisting the city manager on a temporary basis and she stated he has been a huge help as well.

City Clerk Report:

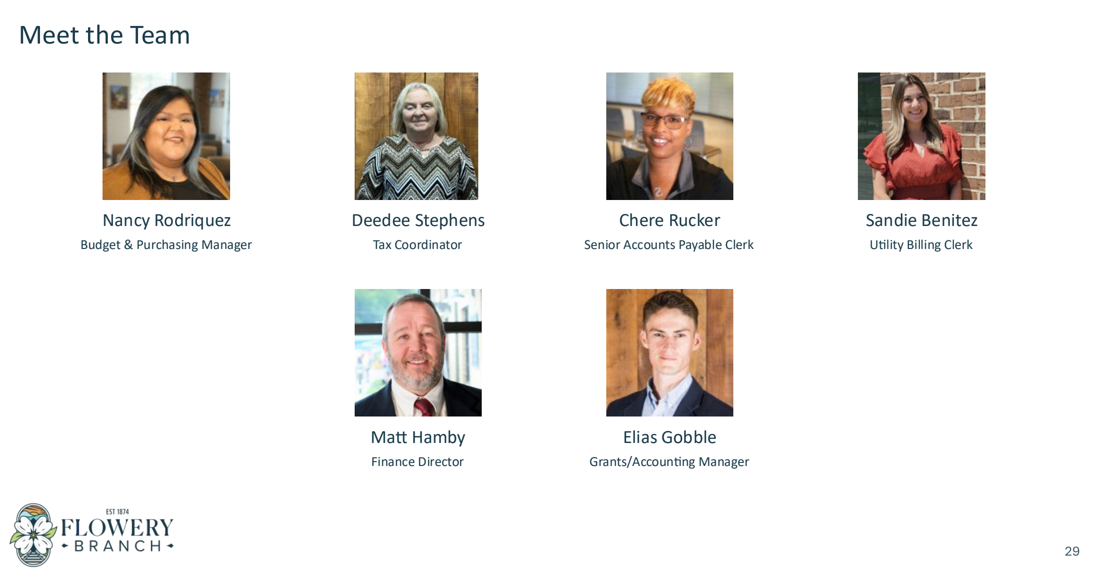
City Clerk Cooper reported that the city will be partnering with Meals on Wheels by collecting lap/throw blankets and socks starting the first week of October through mid-November.

<u>Department of Fun Report:</u>

Director Carden noted upcoming events. She reported her newest employee, Emily McAndrews, started Monday, September 16, 2024.

<u>Finance Report:</u>

Director Hamby updated Council on the finance department accomplishments. He gave an overview of a new accounts payable automation system, strategic plans, interest revenues, retirement benefits, staff accomplishments and reported on the triple crown award.



Police Department Report:

Police Chief Hulsey reported the police department has received a $15,000 grant from Norfolk Southern for the purchase of a new drone.

Council Report:

Council Member Mundy commented on how great the city staff is performing.

Council Member Mezzanotte commented on the 150th birthday celebration of the city and he also stated he appreciates the city staff.

Council Member McDaniel appreciates the staff and the police department.

Council Member Anglin commented there is a lot to be proud of around here including staff and the citizens of Flowery Branch.

Council Member McClellan echoed what the previous Council Members reported.

Mayor Asbridge commented that there are many things going well for the City of Flowery Branch.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 7:11 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 7:11 p.m.

PUBLIC COMMENTS: There were no public comments.

CONSENT AGENDA:

- Consider August 15, 2024 City Council Meeting Minutes
- Consider August 2024 Per Diem for Mayor Asbridge

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

MOTION: Chris Mundy
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Procurement of a New Compact Track Loader in FY2025 with Funding Provided by: General Fund Fund Balance

There was a motion made to approve the procurement of a new compact track loader through the Sourcewell Contract #020223-CEC Cooperative Purchasing Agreement with trade-in of the City's current loader in the amount of $145,000 with funding by General Fund Fund Balance.

MOTION: Joseph Mezzanotte
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Proposal for Bowman Consulting Group, LTD. to Provide Planning Services - Interim Community Development Director to the City of Flowery Branch, GA.

There was a motion made to approve the Bowman Consulting Group contract for Planning Services.

MOTION: Oliver McClellan
SECOND: Chris Mundy
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider a Task Order Agreement for Professional Services from ESG Engineering to fulfill the City's Obligation to Submit a Physical Inventory List and Planning Document to the EPA Required by October 16, 2024.

There was a motion made to accept the Task Order Agreement from ESG Engineering to perform Lead Service Line Inventory measures to adhere to the Environmental Protection Agency's 2021 Lead and Copper Rule Revision.

MOTION: Joe Anglin
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

<u>Consider Resolution 24-006, Loan Agreement from Drinking Water State Revolving Fund Administered by Georgia Environmental Finance Authority</u>

There was a motion made to approve Resolution 24-006 to accept a loan agreement from the Drinking Water State Revolving Fund.

MOTION: Oliver McClellan
SECOND: Joe Anglin
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

<u>Consider Authorizing a Change Order in the Amount of $68,579.75 for Incorporating Additional Road Paving Scope into the Ongoing Road Resurfacing Improvements Contract and Allow for an Additional 15 Days</u>

There was a motion made to authorize Change Order #2 for Baldwin Paving, Inc. in the amount of $68,579.75 for additional paving improvements and allow for an additional 15 days of contract time.

MOTION: William McDaniel
SECOND: Joe Anglin

Council Member Anglin stated how good the roads look since repaving, and it is a great indication of using tax money the correct way.

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

<u>Consider the First Reading of Ordinance 721, An Amendment to the Insurer Licensing Fee.</u>

City Clerk Cooper read the caption to Ordinance 721, an amendment to the Insurer Licensing Fee.

There was a motion made to approve Ordinance 721 amending the insurer licensing fee from $75.00 to $50.00.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Consider Resolution 24-007, FY2024 Closure of Local Resources Fund Capital Projects

There was a motion made to approve the closed projects, leaving $7,456.73 in the Local Resources Fund to be allocated to future projects.

MOTION: Joe Anglin
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters related to the acquisition/disposition of real estate, for matters related to certain personnel issues, and for matters related to pending or potential litigation at 7:17 p.m.

MOTION: Chris Mundy
SECOND: Joe Anglin
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

There was a motion made to exit executive session at 8:37 p.m.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, Willilam McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Mayor Asbridge announced that it has become necessary to add an item to the agenda.

There was a motion made to approve a contract to purchase a property sale agreement, for property located at the northern corner of Gaines Ferry Road and McEver Road in the amount of $135,000.

MOTION: Chris Mundy
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, Willilam McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

ADJOURNMENT:

There was a motion made to adjourn the meeting at 8:38 p.m.

MOTION: Joe Anglin
SECOND: Chris Mundy
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

Edward R. Asbridge, Mayor	Date	Shelia Cooper, City Clerk