



**City of Flowery Branch
City Council Meeting
Thursday, January 2, 2025, 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 meeting to order at 6:00 p.m.

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

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Finance Director Matthew Hamby, Planning and Community Development Director Chris McCrary, Public Works & Utilities Director Bill Whidden, Human Resources Director Krystle Hightower, Police Chief Chris Hulsey, and City Attorney Ted Baggett.

Absent: Council Member William McDaniel

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

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

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

AWARDS & RECOGNITIONS: There were no awards or recognitions.

NEW BUSINESS -WORK SESSION:

Discussion of Text Amendments to Article 6, Article 9, Legacy Zoning Categories and Public Hearing Advertisement Time Frame.

Director McCrary discussed a proposal for a text amendment to Article 6, Article 9, legacy zoning categories, and public hearing advertisement time frames. Staff propose a text

amendment to Article 6 to establish a new zoning district for single-family townhomes. This amendment outlines specific district dimensions for townhomes, with a maximum density of six units per acre. Staff proposes a text amendment to Article 6 to establish a new zoning district for residential multi-unit housing. This amendment outlines specific district dimensions for multi-family units, with a maximum density of twelve units per acre.

Staff propose a text amendment to Article 9, Table 9.1 to make minor use changes. Large civic areas such as private clubs, churches, temples, synagogues, or places of worship are similar in holding a large congregation in a single room or building. Staff recommend these uses obtain a Conditional Use Permit. Remove residential uses as by right in some non-residential zoning. The city adopted Mixed Use as a zoning category. Removed public schools from the table. Public schools are exempt from local zoning codes. Changed private schools to CUP in some zoning categories.

Legacy Zoning Categories are classifications used in land use planning to address areas that were zoned under previous zoning ordinances but no longer align with current zoning practices or standards. Zoning shown on the Zoning Map but no longer active are R-3, Residential Multi-Family District and PUD, Planned Unit Development.

Staff proposes to revise the notice of public hearing advertisement time to align with Georgia Law and revise the period from a minimum of 30 days to 15 days. Procedures are found in Article 33, Article 34, Article 37 & Article 38.

Council held a discussion with Director McCrary on the proposed changes.

Consider a Consulting Agreement with Jimmy Dean for Wastewater Consulting Services

City Manager Parrish presented a consideration of a consulting agreement with Jimmy Dean for Wastewater Consulting Services. Jimmy Dean served as a consultant during 2023 and 2024 and has provided valuable information on the daily operations as well as the design of the city's new wastewater treatment plant. He has agreed to continue working on an average of two days per month compared to two days per week previously as he provides institutional knowledge during construction of the new plant. The wastewater treatment plant is now under construction with an anticipated completion date of August 2026. Jimmy Dean's advice continues to be sought and is of much value to the City of Flowery Branch during construction. Staff recommend that Jimmy Dean's schedule is adjusted to the first two Thursdays out of the month for four hours each day, and as needed by telephone. The agreement is not to exceed \$15,000.00.

Consider the First Reading of Ordinance 728 for Publishing of 2025 General Election Qualifying Fees

City Clerk Cooper presented Ordinance 728 to provide for the 2025 municipal election for the City of Flowery Branch for the position of Mayor, Post 3, Post 4, and Post 5. The qualifying fee for the position of Mayor is \$270.00 and the qualifying fee for Post 3, 4, and 5 is \$216.00. The qualifying dates will begin on August 18th from 8:30 a.m. until 4:30 p.m. and will go through August 20th at 4:30 p.m. The general election will be on November 4, 2025.

DEPARTMENT REPORTS:**City Clerk Report:**

City Clerk Cooper presented an update from the City Clerk's Office. The clerk's office is the custodian of our community's history and the guardian of our democratic processes. The clerk's office strives to ensure that every citizen, regardless of background or circumstance, can engage with their local government with ease. The office serves the needs of our citizens as well as every city department. One of the clerk's goals for 2024 was to scan all resolutions to an electronic file and that was completed by identifying and scanning all resolutions.

City clerks are tasked with properly maintaining public records and handling any open record requests. The clerk's office acts as a liaison between local government and citizens, ensuring that correspondence is received, distributed and filed appropriately with any open records request.

Year 2024	Year 2023	Year 2022
73	57	52
23 requests completed same day	17 requests completed same day	21 requests completed same day
22 requests completed in one day	12 requests completed in one day	13 requests completed in one day
5 requests completed in two days	5 requests completed in two days	8 requests completed in two days
23 requests completed in three or more days	24 requests completed in three or more days	10 requests completed in three or more days



Some requests take less than a few minutes to complete and others have taken over fifty hours to complete. We strive to fulfill all requests as quickly as possible.



The clerk's office is responsible for organizing, maintaining, archiving, and deleting records according to Georgia Law and the city's records retention schedule. The goal is to ensure that records are properly retained for legal, compliance and business purposes, and to be properly disposed of when no longer needed. Records are managed from the point of creation to the point of their disposition. The clerk qualifies candidates and helps coordinate election information, communication, and processes. The qualifying officers and elections superintendents must complete a certification program through the Secretary of State Election Division prior to every municipal election. We strive to facilitate the democratic process with integrity and pride.

The city clerk's office maintains meticulous records of official city council actions. The office ensures that our community's history is preserved for generations to come by maintaining

meeting minutes. Minutes are the written record of all actions in a meeting, including city council meetings. Minutes are also necessary so information can be referenced later. Minutes should contain mainly a record of what was done at a meeting, not what was said by the members. The minutes must never reflect the clerk's opinion, favorable or otherwise, on anything said or done.

City Clerk Cooper successfully completed the Georgia Certified Clerk's Training on February 5, 2024. On February 5, 2024, Nancy Rodriguez was sworn in as the Assistant City Clerk. Nancy is also the Budget and Purchasing Manager and acts as a backup for the clerk's office. Nancy is working to acquire the Georgia Certified Clerk's Certificate.

Council Report:

Mayor Asbridge advised citizens about the Special Called Meeting for Saturday, January 4, 2025, at the Georgia Mountains Regional Commission.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 6:30 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 6:30 p.m.

PUBLIC COMMENTS: There were no public comments.

CONSENT AGENDA:

- Consider December 19, 2024 City Council Meeting Minutes
- Consider December 2024 Per Diem for Mayor Asbridge

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

MOTION: Chris Mundy

SECOND: Joseph Mezzanotte

AYES: Joe Anglin, Oliver McClellan, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider a Consulting Agreement with Jimmy Dean for Wastewater Consulting Services

There was a motion to approve a consulting agreement as presented with Jimmy Dean for calendar year 2025.

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

Consider the First Reading of Ordinance 728 for Publishing of 2025 General Election Qualifying Fees

City Clerk Cooper read the caption for Ordinance 728 for Publishing of 2025 General Election Qualifying Fees.

There was a motion to approve the first reading of Ordinance 728 for publishing the 2025 General Election Qualifying Fees.

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

EXECUTIVE SESSION: There was no executive session held.

ADJOURNMENT:

There was a motion to made to adjourn the meeting at 6:32 p.m.

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

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk