



**City of Flowery Branch
City Council Meeting
Thursday, January 18, 2024, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

PLEDGE OF ALLEGIANCE:

ADOPTION OF AGENDA:

AWARDS & RECOGNITIONS:

NEW BUSINESS -WORK SESSION:

- Consider Beer, Wine, and Distilled Spirits Alcohol License for Eat Grt LLC, DBA: Caroline's On Main located at 5518 Main Street.
[Executive Summary Eat Grt LLC, DBA: Caroline's On Main](#)

DEPARTMENT REPORTS: - a. City Manager Report

- b. City Clerk Report
- c. Department of Fun Report
- d. Finance Department Report
- e. Human Resources Report
- f. Planning Department Report
- g. Police Department Report
- h. Public Works & Utilities Report
- i. Attorney Report
- j. Council Report

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

PUBLIC COMMENTS: - Please limit to two minutes

CONSENT AGENDA:

- Consider January 4, 2024 City Council Meeting Minutes
[Unofficial January 4, 2024 City Council Meeting Minutes.pdf](#)
- Consider January 4, 2024 Executive Session Minutes

NEW BUSINESS - VOTING SESSION:

- Consider Beer, Wine, and Distilled Spirits Alcohol License for Eat Grt LLC, DBA: Caroline's On Main located at 5518 Main Street.
[Executive Summary Eat Grt LLC, DBA: Caroline's On Main](#)

EXECUTIVE SESSION:

ADJOURNMENT:

If you have a disability or impairment and need special assistance please contact the City Clerk prior to the meeting at 770-967-6371 - Meeting agenda is subject to change



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider Beer, Wine, and Distilled Spirits Alcohol License for Eat Grt LLC, DBA: Caroline's On Main located at 5518 Main Street.

COUNCIL MEETING DATE: January 18, 2024

HISTORY:

FACTS AND ISSUES:

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Police

Prepared by: Shelia Cooper

ATTACHMENTS

- [Executive Summary Eat Grt LLC, DBA: Caroline's On Main](#)

**FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY**

SUBJECT: New Alcohol License for Eat Grt LLC

DATE: January 18th, 2024

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL-

☐ **OTHER**

CAPITAL-

COUNCIL ACTION REQUESTED ON: January 18th, 2024

PURPOSE: To allow the owner of Eat Grt LLC, DBA: Caroline's On Main to serve beer, wine and distilled spirits.

HISTORY: Caroline's on Main is a new business located at 5518 Main Street. The prior business of this location was Liberty Candy Company.

FACTS AND ISSUES: Caroline's on Main has 6 owners, with Nick and Allison St. Clair having majority of the ownership. The St. Clair's own 2 other locations that sell alcohol within the city limits of Flowery Branch and there have been no alcohol violations with either of those locations.

The application has been processed and reviewed and everything is in order for Council's approval.

OPTIONS: Approve or Deny

RECOMMENDED SAMPLE MOTION: Consent Agenda

DEPARTMENT: Police Department

Prepared by: Kelsey Cash



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider January 4, 2024 City Council Meeting Minutes

COUNCIL MEETING DATE: January 18, 2024

HISTORY:

FACTS AND ISSUES:

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [Unofficial January 4, 2024 City Council Meeting Minutes.pdf](#)



**City of Flowery Branch
City Council Meeting
Thursday, January 4, 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, William McDaniel, Joseph Mezzanotte, and Chris Mundy.

Also, present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Public Works & Utilities Director Bill Whidden, Planning and Community Development Director Rich Atkinson, Finance Director Matt Hamby, Director of Fun Renee Carden, Police Chief Chris Hulsey and City Attorney Ted Baggett.

Absent: Council Member Oliver McCellan

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADMINISTER OATHS

City Clerk Cooper administered the Oath of Office to Council Member Chris Mundy and Council Member Joseph Mezzanotte.

ADOPTION OF AGENDA:

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

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

AWARDS & RECOGNITIONS: There were no awards or recognitions.

UNFINISHED BUSINESS - WORK SESSION:

Consider Awarding RFP 24-001 for Branding to Radical Design Co., LLC

Director Carden presented a consideration for awarding RFP 24-001 for branding to Radical Design Co., LLC. The current brand for the City of Flowery Branch is the Dogwood flower. Branding is much deeper than just a logo. It tells a story that encompasses the past, present, and future. Currently, the City of Flowery Branch does not have a brand.

Ryan Lefkoff, co-founder of Radical Design Co. presented a consideration for his branding concept.

Consider the First Reading for a Rezoning Request submitted by Edge City Properties.

Kenneth Wood, representative for Edge City Properties led a discussion with Council regarding a rezoning request. The applicant made changes that were discussed and reviewed with Council.

Consider the First Reading for a Conditional Use Permit Request submitted by Park Mini-Storage, LLC.

Keith Cook, representative of Park Mini-Storage, LLC. led a discussion with Council regarding a conditional use permit request.

NEW BUSINESS -WORK SESSION:

Discussion Regarding Updated City Zoning Map.

Director Atkinson presented an updated map of the City for consideration.

Consider Termination of Contract with VC3 for IT Services

City Manager Parrish presented a termination of contract with VC3 for IT Services. The contract calls for 90 days' notice to terminate the contract.

Consider a Contract with Critical Path Security

City Manager Parrish presented a contract with Critical Path for the protection of our network. The plan is to have both parties under contract and working simultaneously for 60 days to provide for a seamless transition from one to the other. The contract with Critical Path includes daily monitoring of all network traffic and a LASO (Local Agency Security Officer for the police department).

Consider a Contract with ClearLink for IT Services

City Manager Parrish presented a contract with ClearLink Technology Solutions for IT services. Not only does this include most of our licensing (Office 365) but more importantly includes a person assigned to the City of Flowery Branch who will be here, onsite, 3 days per week, 4 hours per day. This type of technical assistance has been a constant point of contention and a struggle for a lot of city staff. This option will allow for a much more effective and efficient use of the

city's resources. This request is for a 90-day contract at which time staff will evaluate the services provided. The contract will automatically be renewed unless notification is given that it will not be renewed.

Consider a Consulting Agreement with Jimmy Dean for Wastewater Consulting Services

City Manager Parrish presented a consulting agreement with Jimmy Dean. Jimmy Dean served as a consultant during 2023 and has provided a lot of valuable information in the daily operations as well as the design of the city's new wastewater treatment plant. He has agreed to continue working an average of two days per week as there is still so much going on with the city's water system and wastewater treatment plant. The wastewater treatment plant is now 30% designed and 80% of the plans are expected in February 2024. The plant will not be completed in 2024 and as each piece of the plant is designed, bid out, and built, Jimmy Dean's advice will be sought and is of much value to the City of Flowery Branch.

Council held a discussion regarding the renewal of contract with Jimmy Dean.

Consider Adoption of Proposed FY2025 Budget Calendar.

Director Hamby presented the proposed FY2025 Budget Calendar which provides a basic plan for preparing, reviewing, and adopting the City of Flowery Branch budget for the upcoming fiscal year.

DEPARTMENT REPORTS:

Department of Fun Report:

Director Carden noted upcoming events.

Finance Department Report:

Director Hamby gave an update on the community room audio and visual system.

Public Works & Utilities Report:

Director Whidden reported that Peter Woerner is doing a fantastic job.

Council Report:

Mayor Asbridge shared his condolences to the family of Bob and Faith Hayes on the passing of Mr. Bob Hayes.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 6:46 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 6:46 p.m.

PUBLIC COMMENTS:

Mark Weber, 6114 Stella Lights Drive, Flowery Branch, GA 30542

Mr. Weber is excited for the branding of the City. He stated he and some of his neighbors are unhappy with the Emory Clinic logo being on the new water tank.

CONSENT AGENDA:

- Consider December 21, 2023 City Council Meeting Minutes
- Consider December 21, 2023 Executive Session Minutes

There was a motion made to approve the consent agenda.

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

UNFINISHED BUSINESS - VOTING SESSION:

Consider the Second Reading of Ordinance 701, Adoption of Proposed Local Amendment to the Plumbing Code for Water Efficiency.

City Clerk Cooper read the caption to Ordinance 701, adoption of proposed local amendment to the plumbing code for water efficiency.

There was a motion made to approve the second reading of Ordinance 701.

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

Consider Awarding RFP 24-001 for Branding to Radical Design Co., LLC

There was a motion made to award RFP 24-001 for Branding to Radical Design Co., LLC.

MOTION: Joseph Mezzanotte
SECOND: William McDaniel
AYES: William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: Joe Anglin
Motion carried

NEW BUSINESS - VOTING SESSION:

Consider the First Reading for a Rezoning Request submitted by Edge City Properties.

City Clerk Cooper read the caption to Ordinance 702, first reading for a rezoning request submitted by Edge City Properties.

There was a motion made to approve the first reading of Ordinance 702.

MOTION: Joe Anglin
SECOND: Joseph Mezzanotte

Council Member Anglin advised the renderings will need to be updated prior to the next vote.

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

Consider the First Reading for a Conditional Use Permit Request submitted by Park Mini-Storage, LLC.

City Clerk Cooper read the caption to Ordinance 703, first reading for a conditional use permit request submitted by Park Mini-Storage, LLC.

There was a motion made to approve the first reading of Ordinance 703.

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

Consider Termination of Contract with VC3 for IT Services

There was a motion made to terminate the contract with VC3, Inc. for IT Services.

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

Consider a Contract with Critical Path Security

There was a motion made to approve the contract with Critical Path Security.

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

Consider a Contract with ClearLink for IT Services

There was a motion made to approve the contract with ClearLink Technology Solutions.

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

Consider a Consulting Agreement with Jimmy Dean for Wastewater Consulting Services

There was a motion made to approve the consulting agreement with Jimmy Dean for calendar year 2024.

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

Consider Adoption of Proposed FY2025 Budget Calendar.

There was a motion made to adopt the proposed FY2025 Budget Calendar as presented.

MOTION: Chris Mundy
SECOND: William McDaniel
AYES: Joe Anglin, 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 pending or potential litigation, matters related to the acquisition/disposition of real estate and for matters related to certain personnel issues at 6:59 p.m.

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

There was a motion made to exit executive session at 7:18 p.m.

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

ADJOURNMENT:

There was a motion made to adjourn the meeting at 7:18 p.m.

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

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider January 4, 2024 Executive Session Minutes

COUNCIL MEETING DATE: January 18, 2024

HISTORY:

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RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

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FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



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RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Police

Prepared by: Shelia Cooper

ATTACHMENTS

- [Executive Summary Eat Grt LLC, DBA: Caroline's On Main](#)

**FLOWERY BRANCH CITY COUNCIL
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☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

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The application has been processed and reviewed and everything is in order for Council's approval.

OPTIONS: Approve or Deny

RECOMMENDED SAMPLE MOTION: Consent Agenda

DEPARTMENT: Police Department

Prepared by: Kelsey Cash
