City of Flowery Branch
City Council Meeting
Thursday, February 3, 2022, 6:00 PM
City of Flowery Branch City Hall
5410 W. Pine Street, Flowery Branch, GA 30542

CALL WORK SESSION TO ORDER:

Mayor Edward Asbridge called the council meeting to order at 6:00 pm.

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

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Finance Director Alisha Gamble, Planning Director Rich Atkinson, Downtown Events Coordinator Renee Carden, Public Works Director Bill Whidden, Interim Police Chief Chris Hulsey, and City Attorney Ron Bennett.

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

UNFINISHED BUSINESS - WORK SESSION:

Consideration of Second Reading of Ordinance 658A - An Amendment to Ordinance 658 to provide for a Special Election.

City Clerk Cooper presented an amendment to Ordinance 658, an Ordinance to provide for a Special Election on March 15, 2022. The amendment will correct the verbiage on the original ordinance to replace The City of Flowery Branch with Hall County Board of Elections. The IGA with Hall County dated July 8, 2021, states that the Hall County Board of Elections will call and conduct municipal elections on behalf of the City, by and through the Elections Board.

NEW BUSINESS -WORK SESSION:

Consideration of First Reading of Ordinance: GMEBS-R; City of Flowery Branch Defined Benefit Retirement Plan Amendment.

Finance Director Gamble presented a consideration of GMEBS-R; City of Flowery Branch Defined Benefit Retirement Plan Amendment. Per the executed employment agreement with the new City Manager, the City must provide eligibility for immediate vesting in the Defined Benefit Plan. Because of this requirement, an amendment to our plan documents is required. GMEBS attorneys have prepared an amendment as shown on the agenda for review and approval. Once executed by our Mayor and Council, GMEBS will finalize the execution of the plan amendment for the effective date of March 3, 2022.

Consideration of Approval of Special Event submitted by Beer Me & Peyton's Pie

Downtown Events Coordinator Carden presented a consideration of approval of a special event submitted by Beer Me & Peyton's Pier for a Super Bowl Pre-Game Party. The application also requests to close the upper part of Main Street between Church and Mitchell Streets for this event, but it was noted that these are the only two businesses open on this day and time, and it would not impede with any other businesses. There will be a large pop-up screen, live music, cornhole, pizza, beer, and cocktails. All the food will be served at Peyton's Pie and all alcoholic drinks will be in approved plastic cups per the City ordinance. There will be coordination with the police department on the street closures.

Council Member McDaniel wanted clarification about what the coordination with the police department was about, the expected number of attendees and if private security had been hired.

Downtown Events Coordinator Carden replied that the coordination was regarding the street closures, the estimated number of attendees was between 100 and 200 and private security was needed for this event.

Resolution 22-002: 2nd Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021.

Finance Director Gamble presented Resolution 22-002; 2nd Quarter Amendment to the Budget for FY2022 as previously adopted on June 17, 2021. She explained that a budget is balanced when the sum of estimated revenues and appropriated fund balances equals expenditure/expense appropriations for each applicable fund. Revenue estimates and governmental needs change throughout the year, requiring Council approval for said budget amendments.

The requested non-departmental adjustments are as follows:
• $1,500 for the Mayor's laptop.
• Net $35,552 adjustment for new city manager department expenses for the remainder of FY2022.
• Net $13,382 adjustment for November 2021 election costs differences and estimates for the March 2022 special elections costs. Council approved Hall County to manage and operate both elections after Council adopted the FY2022 budget on June 17, 2021.
• An adjustment for the annual transfer of the City's portion of Tax Allocation District transfer for $167,319.71. The amount of this net budget adjustment is $97,320.
• Annual transfer of income from General Fund to Local Resources Fund for future capital projects to a total of $666,545.
• Recording of the first half of grant funding for $1,554,429.

DEPARTMENT REPORTS:

City Manager Report:

City Manager Parrish asked Rich Edinger from Clark Patterson Lee to give an update on the Mitchell Street project. Mr. Edinger stated Georgia Power has received all the signed easements from the homeowners on Mitchell Street. However, Georgia Power is having a hard time locating a concrete pole that is needed for this project and the pole will have to be ordered. On December 1, 2021, a change order was issued, and the contractor, Summit Construction and Development, LLC. was told to order the tremron block needed for the project but after calling the contractor today, the order for the block has not been placed with the manufacturer. The contactor has admitted that he made a mistake with placing the order. Mr. Edinger explained to the contractor that he has until April 7, 2022, to complete this project or charges for liquidated damages will be issued. The contractor has reported that the block has been ordered today but due to supply issues will not be delivered for fourteen to sixteen weeks.

Council Member Anglin ask if there was another block that could be substituted. Mr. Edinger stated that there was not a substitution.

Mayor Asbridge asked if we had used Summit Construction and Development, LLC on prior projects. Mr. Edinger said he did not believe that we had used Summit before.

Council Member Mundy asked if we had a time frame on the concrete pole that Georgia Power needs for the project. Mr. Edinger said he would get a time frame from Georgia Power.

Council Member Mundy inquired about the differences in the two blocks that the homeowners had to choose from. Mr. Edinger stated that the tremron block has a more architectural look and there are different sizes. The other block was more uniform in appearance and looks more commercial in appearance.

Council Member Mundy asked if there was a more expensive option that is available now, but Mr. Edinger said that was not an option.

Council Member McDaniel asked if there was another manufacturer that produces this block, but Mr. Edinger stated there was not.

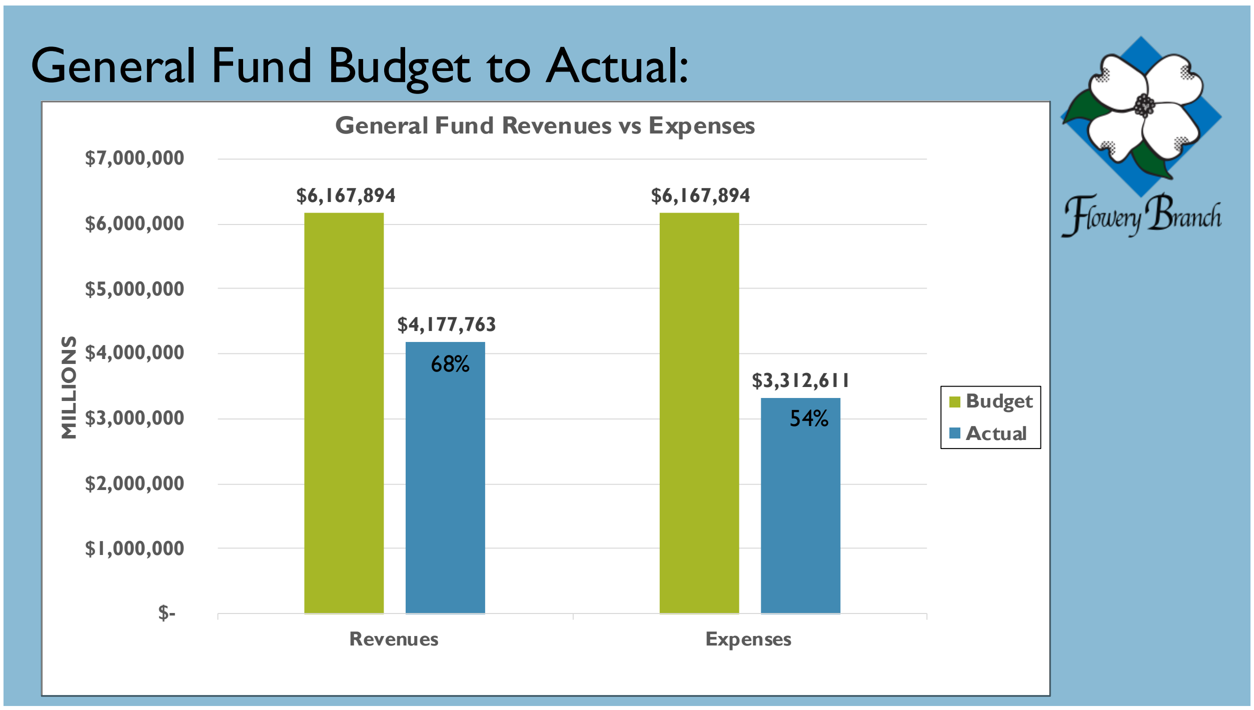
Council Member Anglin asked if we could terminate the contract with Summit Construction and Development, LLC. but Mr. Edinger stated that it would not give any faster result as this is a supply problem. It would be a longer process by terminating the contract with Summit.

Mr. Edinger explained the liquidated damages process is where a contractor is charged for the inconvenience of not having a project completed by the end date agreed upon.

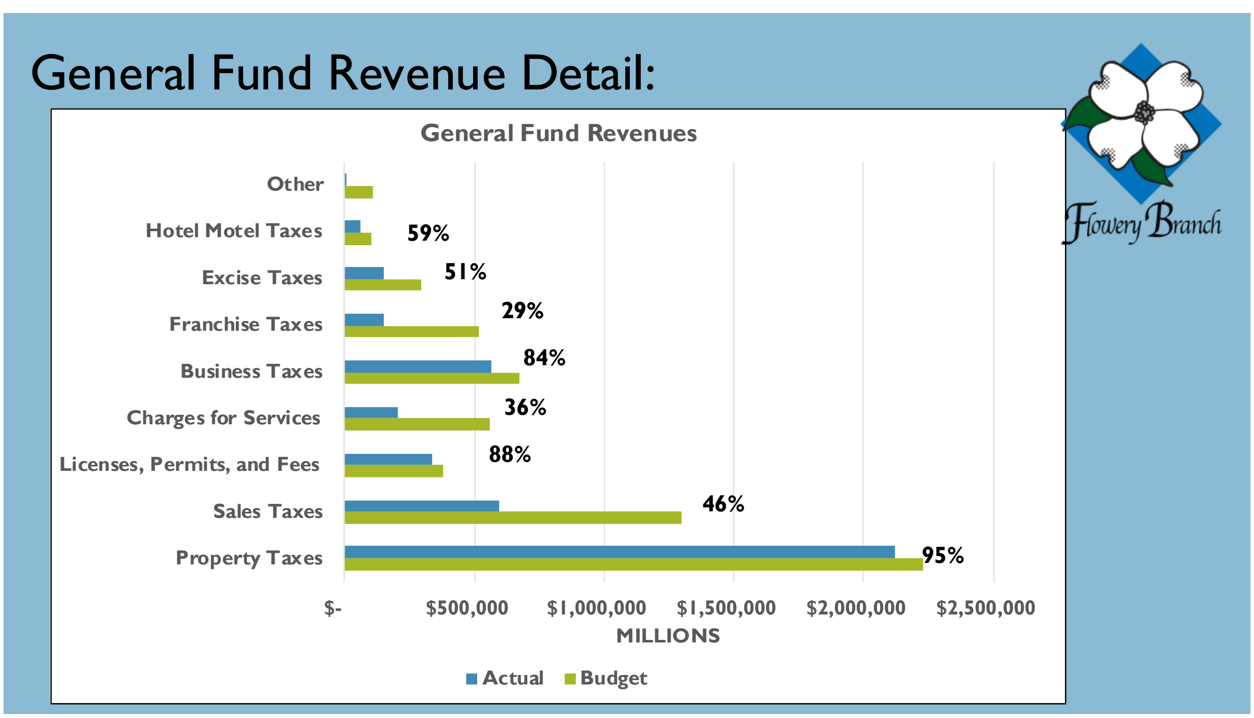
Council Member McDaniel asked if there was a temporary fix for this problem or if anything could be done until the block comes in. Mr. Edinger stated that he would check and see if there were any options.

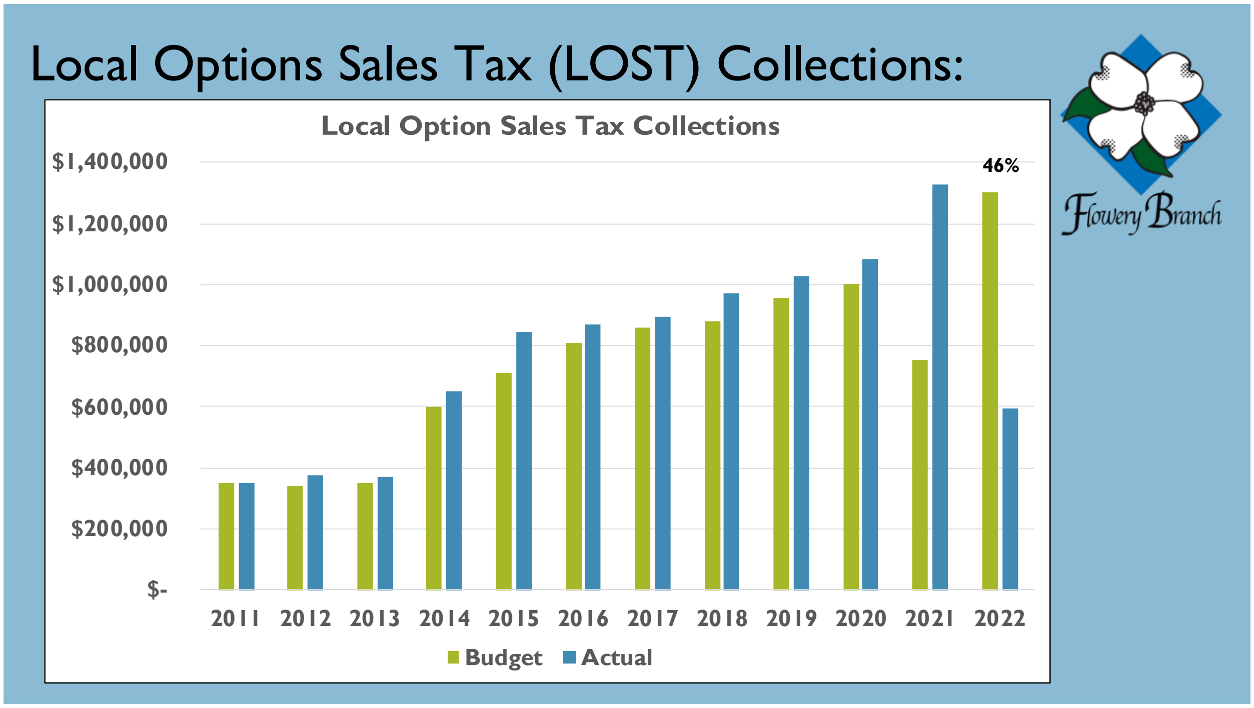
Finance Director Report:
Finance Director Gamble announced that the City has received approval of the Public Safety and First Responders Supplement Grant for all our police officers. Also, the Police Department applied for a Generator Grant in 2018 and we received approval of that Grant.

Second Quarter, FY2022 Financials Update Presentation as of December 31, 2021. First quarter activity should reflect 50% average collected or expensed as of 12/31/2021. This is dependent on when revenue is received, or the expenses are incurred. The financial report is for an interim period and are not audited statements.

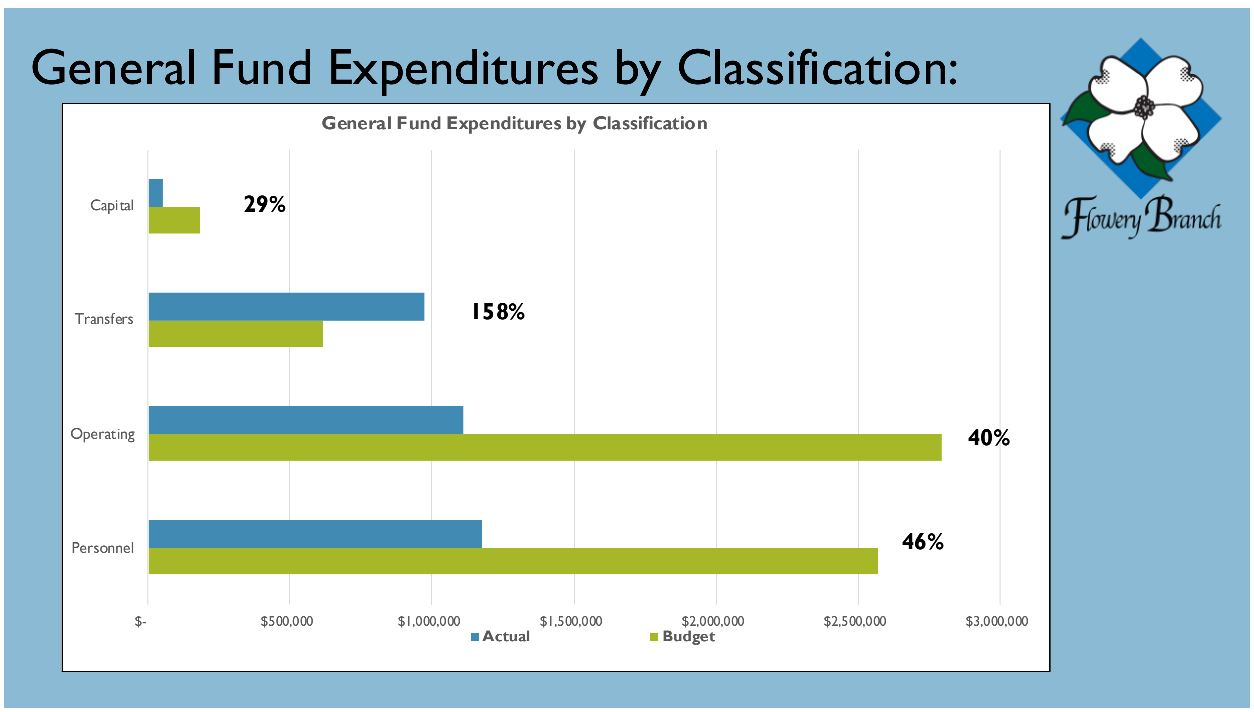


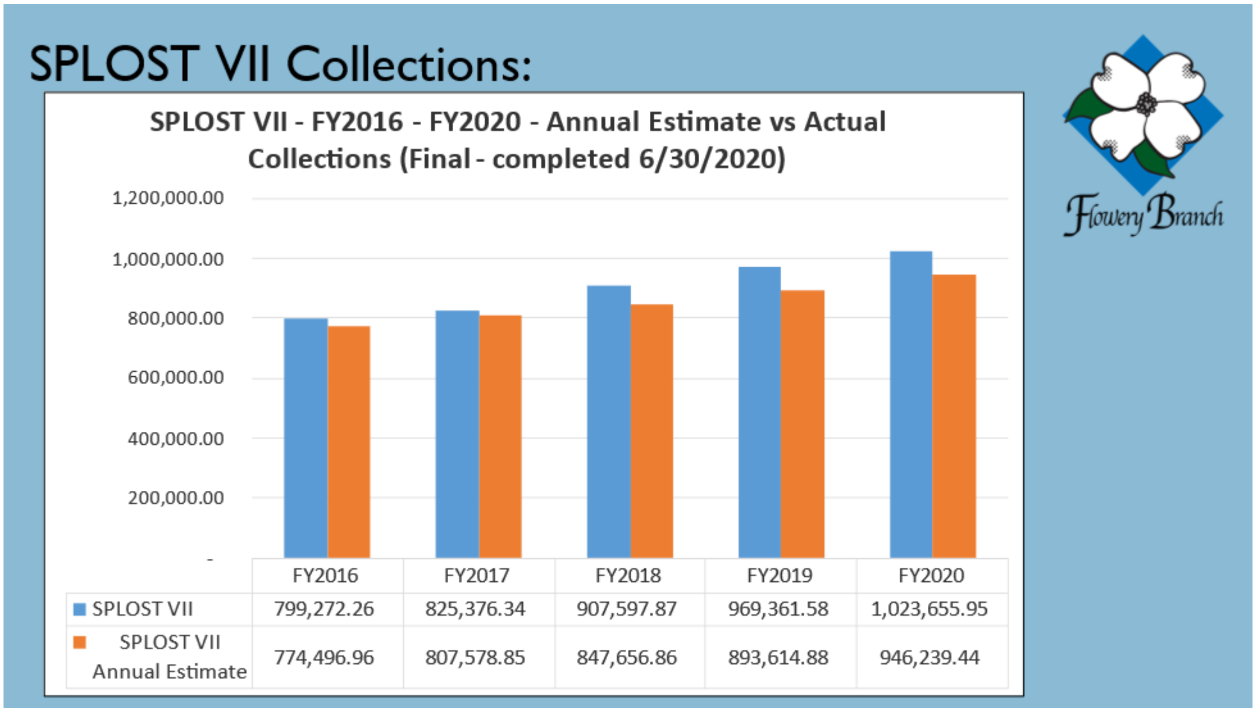
For the General Fund Budget to Actual, our revenues are at 68%, we are above the baseline. Our expenses are at 54%, we are above the baseline.





Local Option Sales Tax Collections history reflects that we have been following a trend where we collect more than we budget each year.




SPLOST VII Collections:
SPLOST VII - FY2016 - FY2020 - Annual Estimate vs Actual Collections (Final - completed 6/30/2020)
1,200,000.00
1,000,000.00
800,000.00
600,000.00
400,000.00
200,000.00
-
FY2016 FY2017 FY2018 FY2019 FY2020
SPLOST VII 799,272.26 825,376.34 907,597.87 969,361.58 1,023,655.95
SPLOST VII Annual Estimate 774,496.96 807,578.85 847,656.86 893,614.88 946,239.44
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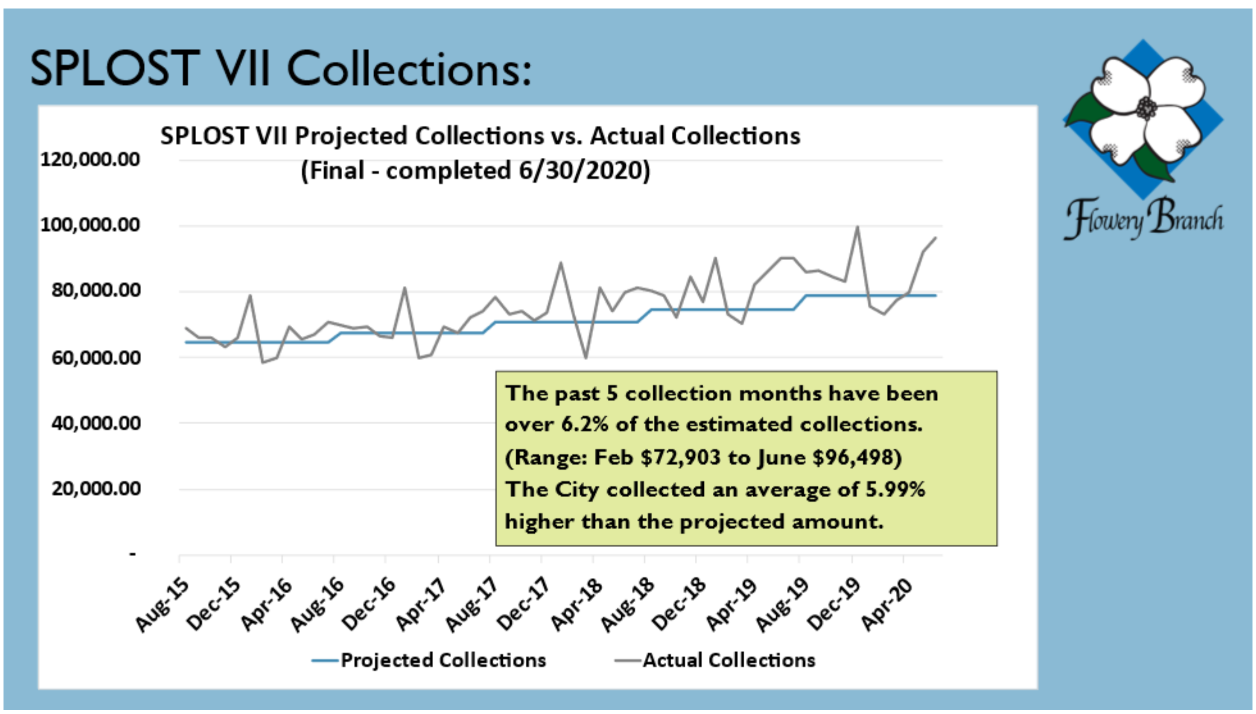

SPLOST VII Collections:
SPLOST VII Projected Collections vs. Actual Collections
(Final - completed 6/30/2020)
120,000.00
100,000.00
80,000.00
60,000.00
40,000.00
20,000.00
-
Aug-15 Dec-15 Apr-16 Aug-16 Dec-16 Apr-17 Aug-17 Dec-17 Apr-18 Aug-18 Dec-18 Apr-19 Aug-19 Dec-19 Apr-20
The past 5 collection months have been over 6.2% of the estimated collections. (Range: Feb $72,903 to June $96,498) The City collected an average of 5.99% higher than the projected amount.
Projected Collections
Actual Collections
Flowery Branch

SPLOST VII Current Projects:

- City-Wide Signage Project - SPLOST Portion Only
  - $52,000 Budget
  - $52,000 Expenses to date – SPLOST Portion of Project is now complete
- Public Works Booster Pump Station
  - $96,127 Budget
  - $96,126 Expenses to date
- Martin School Sanitary Sewer Replacement
  - $21,000 Budget – Public Bids due 3/11/2022
- **Total amount available to allocate to future water and sewer infrastructure projects: $459,092**

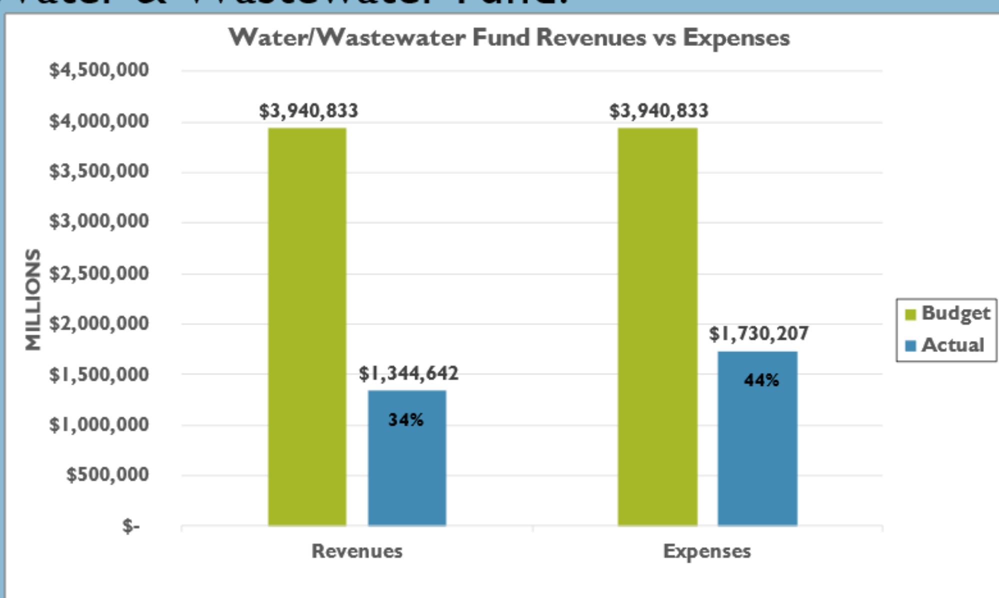
SPLOST VIII Current Projects:

- SPLOST VIII began on July 1, 2020. As of December 31, 2022, the City has received seventeen months of collections, totaling $2,150,280. Collections are allocated to the projects listed below based on a percentage of the total annual budget.
- Current projects for SPLOST VIII are:
  - Roads and Sidewalk Improvements
    - $997,001 Budget
    - $491,102 Expenses to date
    - FY2021 road paving program is now complete. The City is in the planning stages for the FY2022 road paving program.
  - East Main Culvert
    - $550,000 Budget
  - Lights Ferry Culvert
    - $550,000 Budget

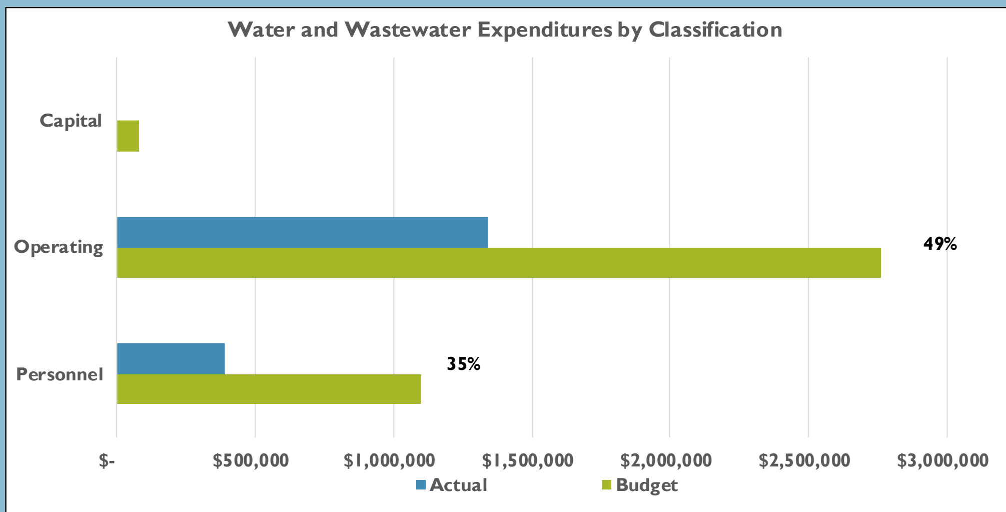
SPLOST VIII Current Projects:

- Police Vehicles and Equipment
  - $44,694 Budget
  - The police department is researching vehicle options for purchase.
- Public Works Vehicles and Equipment
  - $48,000 Budget
  - The public works department is researching vehicle options for purchase.

Water & Wastewater Fund:



Water/Wastewater Fund Expenditures by Classification:



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Other Funds – Grants and American Rescue Plan:

Flowery Branch

Grants (220)

- There is no activity for the quarter ending on December 31, 2021. This fund was utilized to record the CARES grant funding and project expenditures in the past. This fund will remain open for any potential future grant opportunities.

American Rescue Plan Act of 2021 (230)

- There is no activity for the quarter ending on December 31, 2021.
- City departments have established a list of potential projects for this funding. We are holding all department's project proposals to present to Council after hearing from the State Fiscal Recovery Fund Grant application for water and sewer infrastructure. This presentation of recommendations will give the public a chance to comment on projects, and Council will vote on the final decision. The funds must be obligated to potential projects by December 31, 2024, and projects completed, and funds spent by December 31, 2026.

Other Funds - TAD:

Tax Allocation District

All projects are well underway and expected to be completed by June 30, 2022, except for tenant improvements and the bike-pedestrian path. Tenant improvements are based on the rental of the Main Street space. The bike pedestrian path project will be planned after completing all other downtown projects.

- Pine Street Park & Streetscaping
    - $589,465 Budget
    - $141,964 Expenses to date
- Market Pavilion Park & Streetscaping
    - $1,331,249 Budget
    - $197,912 Expenses to date
- Tenant Improvements – Main Street Building
    - $445,000 Budget
    - No activity to date

TAD Project Continued:

- Main Street Improvements
    - $26,719 Budget
    - $26,718 Expenses to date
- Pine Street Improvements
    - $586,932 Budget
    - $49,634 Expenses to date
- Mitchell Street Improvements
    - $851,126 Budget
    - $114,971 Expenses to date
- Downtown Stormwater Improvements
    - $714,866 Budget
    - $38,582 Expenses to date
- Old Town Bike-Pedestrian Path
    - $692,362 Budget

Other Funds – Hotel Motel Tax

Hotel Motel Tax Fund

Revenues and expenses are 70% and 65% of the budget, respectively, with $107,370 total collections and $99,512 total expenses.

Other Funds – Local Resources Fund

Local Resources Fund

We are at 55% collections due to the quarterly transfer from General Fund. Expenses are at 42%, lower than the average of 50% due to the timing of projects and delays in construction.

- **12/31/2021 -Total available to allocate to future projects and debt payments : $1,862,964**

Other Funds – Local Resources Fund

Local Resources Fund

Current project activity for FY2022:

- Annual Road Paving and Sidewalks Program
  - $885,713 Budget
  - $150,159 Expenses to date
- Mitchell St/Bassett Stormwater Planning and Design
  - $75,000 Budget
  - $30,266 Expenses to date
- City-Wide Signage Project
  - $78,000 Budget
  - $20,955 Expenses to date
- Mitchell St Stormwater Infrastructure Improvements – Phase 1
  - $400,000 Budget
  - $218,901 Expenses to date
- City Buildings Generator Project
  - $50,000 Budget
- Downtown Streetscapes/Park Design Project
  - $92,500 Budget
  - $61,818 Expenses to date

Other Funds – Water Sewer Capital Projects:

Water Sewer Capital Projects Fund

Total revenues are at 10% collections, with $1,484,443 collected in development charges and transfers. This is a decrease from the amount collected in FY2021, with $1,510,146 collected as of December 31, 2020. City staff utilizes these funds for planning projects, water sewer infrastructure improvements, and plant expansion.

Below is the current project activity for FY2022:

- Water Tank Improvements Planning and Design
  - $444,916 Budget
  - $32,724 Expenses to date
- Water Line Improvements Planning and Design
  - $50,000 Budget
  - $27,662 Expenses to date

Water Sewer Capital Projects Continued:

- Large Meter Replacement Project
  - $51,750 Budget
  - $51,750 Expenses to date
  - This project is closed as of September 30, 2021
- Wastewater Expansion Plant Design/Permits
  - $669,500 Budget
  - $577,394 Expenses to date
- Construction Management Services
  - $393,000 Budget
- Wastewater Expansion Construction of Plant
  - $10,017,001 Budget
- Interim Wastewater Plant Improvements
  - $45,588 Budget
  - $21,535 Expenses to date
- Geotechnical for Construction Site Work
  - $55,000 Budget

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Water Sewer Capital Projects Continued:

- Wastewater Pump Station Modification
  - $100,000 Budget
- Water Distribution System Upgrade
  - $200,000 Budget
- Lights Ferry Water Line
  - $250,000 Budget
- Purchase Well 4 & 5
  - $400,000 Budget
- Test Well 4 & 5
  - $50,000 Budget
- Install Pumps and Well House 4 & 5
  - $475,000 Budget
- SCADA System Improvements
  - $50,000 Budget
- New 250,000 Gallon Elevated Tank Construction
  - $625,000 Budget

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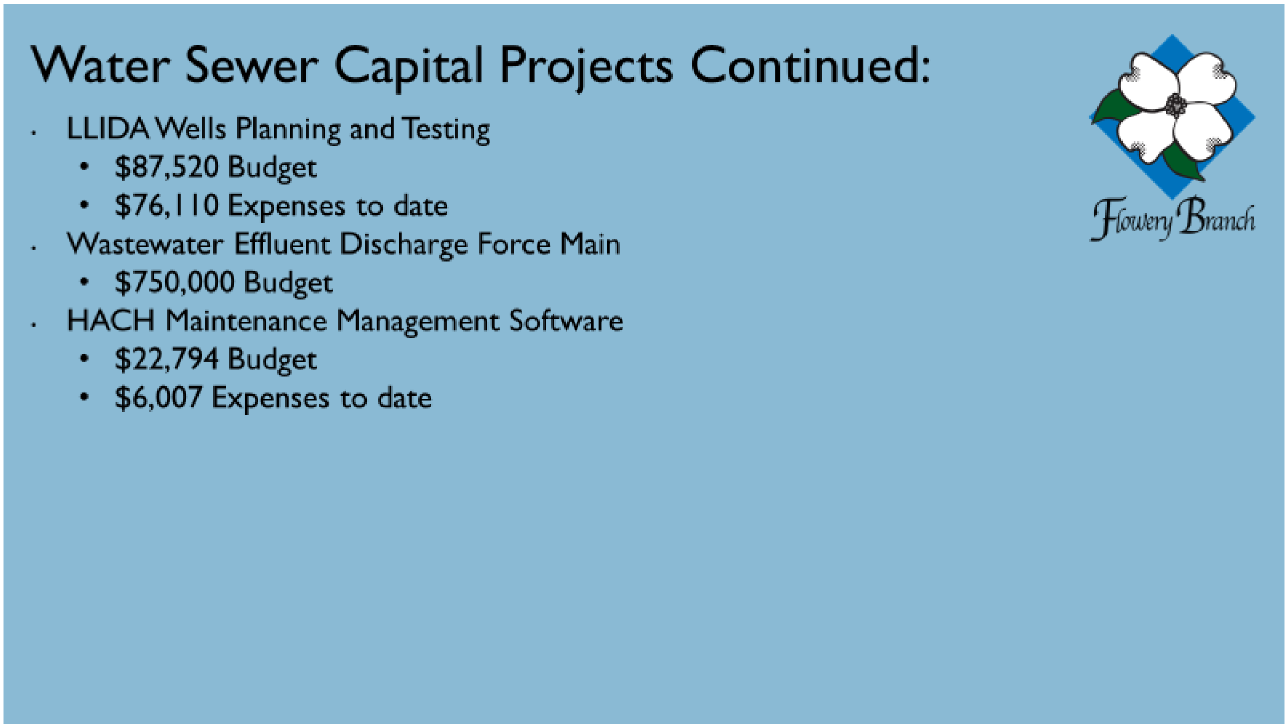

Mayor Report:
Mayor Ashbridge stated he has spent a lot of time at City Hall in the last couple weeks and has enjoyed watching staff work hard. He wanted to congratulate Staff for their hard work.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 6:36 pm.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 6:36 pm.

PUBLIC COMMENTS:

Duane Sudderth, 5313 Mulberry Street, Flowery Branch, GA 30542

Mr. Sudderth is concerned about the speeding cars on Mulberry Street and about citizens cutting through to avoid the traffic light. He would like more signs to detour the speeding and cut through issue.

Charles Mull, 5918 Mitchell Street, Flowery Branch, GA 30542

Mr. Mull wanted to discuss the Mitchell Street progress from his standpoint. He is frustrated with the lack of communication from the City on this project.

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

Mr. Weber is concerned with the lack of code enforcement in the City.

CONSENT AGENDA:

- Resolution 22-002: 2nd Quarter Amendment to the Budget for FY2022 as Previously Adopted on June 17, 2021
- Consider January 20, 2022 Council Meeting Minutes
- Consideration of Approval of Special Event submitted by Beer Me & Peyton's Pie

There was a motion made to approve the consent agenda.

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

UNFINISHED BUSINESS - VOTING SESSION:

Consideration of Second Reading of Ordinance 658A - An Amendment to Ordinance 658 to provide for a Special Election

City Attorney Bennett read the caption for Ordinance 658A.

There was a motion made to approve Ordinance 658A - An Amendment to Ordinance 658 to provide for a Special Election.

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

EXECUTIVE SESSION:

There was no executive session.

ADJOURNMENT:

There was a motion made to adjourn at 7:02 pm.

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

Mayor Ed Asbridge	Date	City Clerk Shelia Cooper