



CITY OF FLOWERY BRANCH
Council Meeting Minutes
Council Retreat
Saturday February 27, 2010
9:00 a.m.



CALL TO ORDER:

Mayor Hirling called the meeting to order at 9:09 a.m.

IN ATTENDANCE:

Mayor Diane Hirling and Council Members Craig Lutz, Chris Fetterman, Kris Yardley, Mike Miller and Tara Richards. Also in attendance were City Manager Bill Andrew, City Clerk Melissa McCain, City Planner James Riker and City Attorney Ron Bennett.

Mayor Hirling advised that an Executive Session has been added to the Agenda for a personnel issue and pending litigation.

Councilman Lutz requested spending some time on the production of a calendar or schedule of items needing to be addressed.

Councilman Lutz further requested that the Council be notified in the future of annexations and letters being sent to the County regarding annexations.

Councilman Fetterman requested that Voting Sessions on Public Hearing items not be heard in the same night.

Planner Riker requested that the procedure remain as it is and if there is a contested annexation it can be moved to a future meeting.

RETREAT OVERVIEW

Manager Andrew reviewed the agenda items to be discussed.

Manager Andrew reviewed the budget schedule as follows:

- Week of April 19th – Review of Utility Rates in Non-quorum Council groups
- Week of May 10th - Review draft of General Fund Budget in Non-Quorum Council groups
- May 20th – Official draft of entire FY 2011 Budget and Public Hearing for Budget and utility rates
- June 3rd – Vote on entire FY 2011 Budget

Councilman Lutz stated that he felt it was important that the City work toward one rate for City water customers. If it could be justified, then higher rates for outside City residents could be acceptable.

Further, Councilman Lutz suggested that the rates for old city residents be brought up to what a new resident would be charged and the difference between the old and new rates be put toward capitol improvements for the sewer lines.

Manager Andrew advised that all the sewer lines have been video inspected and that there is over 1000 feet of line that needs to be relined. The lines are currently leaking and letting water in from the lake and runoff and this water is being treated. The cost to repair all the lines is approximately 60 – 80 thousand dollars.

Councilman Lutz inquired if the FOG charges would be included in the study that City consultant, Mr. Grogg was conducting on the rates.

Manager Andrew advised that they would and that Mr. Grogg would be presenting a few different scenarios to the council for consideration.

Manager Andrew advised the Council that they would need to consider the fact that the City is going to lose 60 thousand gallons from Oakwood and they have the potential to send over 100 thousand to Braselton which means we will lose 60-70 thousand gallons of customer base.

Further, Manager Andrew stated that Hall County did indicate that they will be taking over the Martin Road lift station.

Councilman Lutz stated that the City needs to get with all entities involved to get a sound sewer agreement in place that everyone can abide by.

Manager Andrew advised that the City may have issues with getting a GEFA loan because of the confusion on who has what capacity in the plant.

Manager Andrew reviewed the use of the plant. Approximately 400,000 is being used out of the 1,000,000 allowed to treat.

The council reviewed reservation fees to prevent future sewer capacity from not being used.

Manager Andrew stated that the City is only allowed to discharge currently 910,000 gallons of treated water. Further, the spray field could only be expanded by 30 – 40 thousand gallons and the City is not the sole owner of the spray field.

SPLOST

Manager Andrew reviewed the following points:

- 2.5 million dollars to the City over a 6 year period.
- Over 72 months this averages out to be \$34,722 of monthly payments to the City.
- Revenues are down from projections by 25%
- 2010 Budget was \$349,387; \$29,115 monthly revenues; the City budgeted conservatively.
- 4 month (Sept thru Dec '09) average is \$21,836

Manager Andrew reviewed the funds if the trends were to continue. It was noted that if trends continue the City could see a potential loss of \$612,641 over the next five years.

Payments are projected as follows:

- 2011 Annually \$373,884 (\$31,157 mthly)
75% = \$280,416 or \$23,368 per month
- 2012 Annually \$400,100 (\$33,342 mthly)
75% = \$300,084 or \$25,007 per month
- 2013 Annually \$428,154 (\$35,680 mthly)
75% = \$321,116 or \$26,760 per month
- 2014 Annually \$458,175 (\$38,181 mthly)
75% = \$343,631 or \$28,636 per month
- 2015 Annually \$390,300 (\$40858 mthly)
75% = \$292,725 or \$24,394 per month
- At 75%, actual revenues would total \$1,537,972

The Council reviewed the cost of the administration building purchase of \$400,000 and the fact that the loan was paid off out of sewer money and the City is paying itself back.

Further the Cinnamon Cove plant costs were reviewed. Manager Andrew advised that the City is breaking even in the costs for running the Cinnamon Cove plant.

Manager Andrew reviewed the revenue for Water and Sewer:

- Water Revenue Budget is \$471,800
 - Year to Date revenue totals \$241,793
 - Average of \$40,299 per month
 - End of year could show \$483,586 total revenue
 - Surplus of \$11,786 for Capital Improvements
- Sewer Revenue Budget is \$853,196
 - Year to Date revenue totals \$487,548
 - Average of \$81,258 per month
 - End of year could show \$975,696 total revenue
 - Surplus of \$122,500 for Capital Improvements

Manager Andrew reviewed the current Spring Street Repairs as follows:

SPRING STREET REPAIRS

- Road Repairs & Maint. 2010 Budget: \$30,000
 - C&T Hauling Company \$23,302 paid
 - Contech Const. \$22,242 paid
 - Espinosa Const. \$15,000 paid
 - Pond Engineering \$ 8,394 paid
 - Misc Purchases \$ 2,406 paid

– Known unpaid costs: \$ 77,174

Total costs: \$ 148,518

Planner Riker advised that there are three culverts that will need replacing in future, Mulberry Street, East Main Street and Cantrell Road.

It was noted that the Mulberry Street Culvert would probably be the next one to upgrade as if it were to collapse the subdivision would not have a way to enter or exit the subdivision.

GRANTS (CDBG, EECBG, TE, GDOT Landscaping)

Manager Andrew reviewed the current grants the City has:

1. CDBG Grant was applied for the water line along Lights Ferry Road as the current lines don't have the ability to handle the pressure for fire fighting. The cost for this line is approximately \$173,000 and the City has currently spent \$30,000 in planning for this line. The grant was denied and EDCA advised the City would not likely get the grant if reapplied because part of the consideration for the grant award is the income of the applicant and the City brings in too much revenue. Further they look for larger grant awards.

Manager Andrew reminded the Council that there are not a bunch of grants for the City to apply for as there needs to be money there to match most of them.

2. EECBG – Planner Riker reviewed this grant application for the upgrade of technology at the WWTP as well as including the upgrade for lighting throughout the City for energy efficiency. We should hear if the City has received the grant in the next couple months.
3. TE Grant – Planner Riker advised that the grant was moving forward with the bid amount of \$250,000. Planner Riker advised when the City is ready to move forward with construction the City will need to provide the \$30,000 to \$40,000 for the undergrounding of the lights. TE Grants are reimbursable, the City will need to pay up front and then 80% is reimbursed. Award was \$250 thousand
4. GDOT Landscaping – Currently working with Hall County for wildflower plantings from the WWTP along Atlanta Hwy to Thurmond Tanner Road. City's portion would be from Snelling to Chattahoochee Street.
5. Friends of the Depot - Donation of three light poles to City to be installed behind the depot with the City paying the installation costs. Manager Andrew suggested that two lights be installed and the cost of the third light be used to install the other two lights.

POTENTIAL CHARTER CHANGES

Attorney Bennett presented the Council with a model charter from the Georgia Municipal Association.

Councilman Lutz suggested the following changes

- Terms limits set at a maximum of three four year terms.

- The judge not be a lifetime position
- Elections become partisan and the party registers you or you run as an independent with some number of signatures.

Councilman Miller advised that he was against partisan elections.

Mayor Hirling inquired on the benefits.

Councilman Lutz advised that it gives party accountability as well as allows the people to know how they are voting as a party.

Councilmember Richards advised that she was not in favor of partisan elections.

Councilman Fetterman advised that he was not in favor of setting term limits if the voters feel you're done they won't re-elect you.

Attorney Bennett advised that we would need to start working with the legislators around October in order to move forward with a Bill to change the charter.

EXECUTIVE SESSION

There was a motion made to enter Executive Session at 11:15 am.

MOTION: Craig Lutz
 SECOND: Kris Yardley
 AYES: Craig Lutz, Kris Yardley, Tara Richards, Mike Miller and Chris Fetterman
 NAYS: None
 Motion carried.

RECONVENE OPEN SESSION

There was a motion made to reconvene Open Session at 11:59 am.

MOTION: Chris Fetterman
 SECOND: Tara Richards
 AYES: Craig Lutz, Kris Yardley, Tara Richards, Mike Miller and Chris Fetterman
 NAYS: None

LUNCH 12:00-12:20

Planner Riker reviewed the City's current boundaries and future developments. Current projects include Clarkstone Village, Parkwalk, Old Town Flowery Branch and Hall Creek Village.

Planner Riker further reviewed the current Comprehensive Plan and advised that the current council may want to review as the City is required to submit a minor update in 2011 and major update in 2016. If impact fees are implemented then updates will be required annually.

Planner Riker further noted that the Comprehensive Plan is not a document that is required to be followed but it is advisable to use as a guide.

Councilman Fetterman advised that the City needs to do everything it can to upgrade the 985 interchange as well as Spout Springs Road.

Planner Riker advised that it would be up to GDOT to upgrade the interchange.

Continuing, Planner Riker reviewed the Zoning and Subdivision Ordinance.

Planner Riker reviewed Planning and Building Procedures as well as the adopted building codes.

GEORGIA STATE MINIMUM STANDARD CODES:

- International Building Code (IBC).
- National Electric Code (NEC).
- International Fuel Gas Code (IFGC).
- International Mechanical Code (IMC).
- International Plumbing Code (IPC).
- International Residential Code for One and Two Family Dwellings (IRC).
- International Energy Conservation Code (IECC).
- International Fire Code (IFC).

OPTIONAL CODES:

- International Property Maintenance Code (IPMC).
- International Existing Building Code (IEBC).

Planner Riker reviewed the use of outside agencies and stated that the City currently uses Pond & Company (City Engineer) for civil plan reviews, building plan reviews and complex building inspections. The City uses Rindt McDuff & Associates (City Engineer) for water and sewer reviews.

Planner Riker reviewed development expectations and Comprehensive Plan Update

Councilman Lutz inquired if the Historic Sign Ordinance was approved.

Planner Riker advised that he was still waiting to hear back from the Historic Commission but if the Council wanted they could approve it.

Planner Riker reviewed impact fees and advised there are two uses for these fees, community space and capital improvements not operating costs.

Mayor Hirling suggested turning the old Riker building into theater space.

Planner Riker advised that there are structural supports throughout and they are not enforced, per code, for occupancy rating. Planner Riker advised that he felt the layout of the buildings was not conducive for a theater.

Councilman Lutz advised that he would like manufacturing broke down into three sections, Industrial, Light Industrial and Heavy Industrial.

There was some discussion on changing the zoning designations and the effects it would have on currently zoned areas.

Planner Riker suggested that the City review and update the land use map if the zoning designations are to be changed.

Councilman Lutz suggested that impact fees be researched to assist in funding police protection and park type programs.

Councilman Yardley suggested that impact fees should be considered as the land use increases and additional police services and equipment are required.

Councilman Fetterman suggested that a theater be brought to the downtown area to grow with the downtown.

PUBLIC WORKS

Planner Riker reviewed the road study and rating systems. The cost to repair Gainesville Street alone is approximately \$120,000.

Manager Bill reviewed how the scores were calculated depending on the traffic flow, amount of traffic, road condition, location etc.

Manager Andrew reviewed staffing for the Public Works Department and the issues involved with repairs and work projects. The staffing is insufficient for proper work effectiveness and efficiency.

Manager Andrew reviewed the City's current facilities.

Manager Andrew advised that a rough draft of a CIP has been put together. A rate change of 10-12% is predicated to cover the costs to complete this current list. Approximately \$988,000 would be needed.

Manager Andrew advised the Council that he would get back to them with more information on sewer agreements in a couple weeks giving him the opportunity to hear back from Hall County on the agreements.

Planner Riker reviewed how the Tax Allocation District works.

City Manager Andrew advises that our use of the County TAD funds are restricted by an intergovernmental agreement and can only be used for private industry.

Planner Riker reviewed payments received and payments made. Planner Riker further stated that the school is not currently participating and that the City will pay itself back 50-60 thousand dollars for the administrative work done to produce the TAD. These funds will be reimbursed if there is not any other activity.

The County has the opportunity to opt out of the intergovernmental agreement every three years.

Councilman Fetterman advised that the Council needed to choose new TAD committee members.

Councilman Lutz advised that he would like to see an Exclusive Franchise Agreement for refuse removal and provide Hall County with the names of individuals that are not participating in the program. This will allow Hall County to charge those not participating for the \$50.00 a year additional tax for the trash compactor sites.

Mayor Hirling suggested that Red Oak do all the billing for those choosing to use them.

Councilman Lutz suggested that this be discussed in the next month or two.

City Manager Andrew suggested that it be included in the March 18, 2010 Work Session Agenda.

Councilman Lutz also suggested that the City Charter be worded to give the council the ability to remove committee members with a term limit at any time during their term.

Councilman Lutz also requested that The City Manager, Planner and Clerk be evaluated annually.

Further, Councilman Lutz requested that the staff compare our Ethics Ordinance with that of Georgia Municipal Association and update full disclosure section.

After discussions it was decided to include this topic at the May 6, 2010 Work Session.

FURLOUGH

Manager Andrew reviewed the Furlough costs.

Councilman Lutz expressed concerns regarding the amount of money in the bank in the reserve fund.

City Manager Andrew reviewed the reserve fund and advised that the City currently has 90 days in reserve which is what the state suggests. Further it was noted that the reserve fund does not stay constant.

Clerk McCain advised that the City will be doing an audit of franchise fees. This will entail getting a list of the providers' service district to compare addresses and confirm the City is getting all it is entitled to.

There was a consensus to lift the furlough as of March 1, 2010 if the City has a 90 reserve fund.

To Do List: Trash, Ethics Ordinance, Comp Plan Update with Impact Fees, Theater Downtown

Councilman Fetterman inquired on the computers for the police cars.

Manager Andrew advised that the paper work for the grant was turned in and approved.

Councilman Fetterman requested monthly financials in electronic format.

Councilman Yardley suggested that the City research making Jones Road a one-way street.

Planner Riker stated that Pond Engineering has reviewed the road in question and suggested that the road be widened to a two way street which would require road way acquisition, intersection improvements and cost over \$200,000. If the City makes Jones Road a one-way street the cost would be approximately \$38,000.

There was a consensus to discuss this at the March 18, 2010 at which time there will need to be a motion to bring the discussion to the table.

Councilman Miller suggested recognizing departments or employees at the council meetings once a month and then having a lunch for them the following day. Further, he felt that employees are not recognized or appreciated enough.

Councilman Miller also requested weekly updates from the City Manager.

Councilman Miller inquired if the City was obligated to have a Special Election in July to fill the vacancy that will come about upon the qualification of Councilman Lutz running for a County Commission seat.

Attorney Bennett advised that it is not required to have it at the next scheduled special election, regulations required it be called.

Councilman Miller further suggested that a long term goal/10 year plan should include working toward a new City Hall.

ADJOURNMENT

There was a motion made to adjourn the meeting at 3:20 pm.

MOTION: Mike Miller
SECOND: Kris Yardley
AYES: Chris Fetterman, Craig Lutz, Tara Richards, Mike Miller and Kris Yardley.
NAYS: None
Meeting adjourned



Mayor Diane Hirling

4-1-2010

Date



City Clerk Melissa McCain