



**CITY OF FLOWERY BRANCH**  
**Council Meeting**  
**Work Session**  
**Meeting Minutes**  
**May 7, 2008, 9:30 a.m.**



**CALL WORK SESSION TO ORDER:**

Mayor Hirling called the meeting to order at 9:30 am.

**IN ATTENDANCE:**

Mayor Diane Hirling and Council Members Allen Bryans, Pat Zalewski, Mary Jones, Craig Lutz and Chris Fetterman. Also in attendance were City Manager Bill Andrew, City Clerk Melissa McCain and City Attorney Ron Bennett.

**PLEDGE:**

Mayor Hirling led the pledge of allegiance.

**PUBLIC COMMENTS:**

Chris Strickland – 5639 Mohave Court, Flowery Branch. - Strickland Campaign

Mr. Strickland approached the Council and announced that he would be running for State House Representative District 25.

Mr. Strickland advised that he had been a resident of Flowery Branch for eight (8) years and a local school teacher for ten (10) years.

Further Mr. Strickland advised that he had decided to run for office to assist in assuring State and Federal mandates are funded as well as assisting in assistance for the school systems.

**UNFINISHED BUSINESS:**

**[Resolution 08-005 –Capacity Reservation for Restaurants](#)**

City Manager Andrew reviewed the resolution and summarized by stating the resolution proposes the following fee schedules for sewer reservations;

\$10.00 per gallon - With a license to sell distilled spirits for consumption on the premises

\$16.00 per gallon - With a license to sell beer and wine for consumption on the premises

\$22.00 per gallon - With no license to sell any alcoholic beverages on the premises

Attorney Bennett advised that he had also added the following statement;

“If any restaurant shall fail to obtain a license to sell alcoholic beverages on the premises for any reason, the difference in the sewer connection/capacity fee shall be paid to the City of Flowery Branch.”

Councilman Lutz clarified by stating that the fees were the reservation of capacity and was not tied to the monthly rate.

There was a consensus to place this on item on the May 7, Flowery Branch Voting Session Agenda for further consideration.

### **NEW BUSINESS:**

#### *Discussion - Council Meeting Minutes April 23, 2008*

Clerk McCain advised that there were no changes or corrections to the minutes as presented.

There was a consensus to place this item on the May 7, Flowery Branch Consent Agenda for further consideration

#### *Discussion – Postage Meter Lease*

Clerk McCain advised that the City is currently paying postage machine rental fees of \$108 a quarter. The City also pays approximately \$95 for ink as well as \$94 dollars a quarter for postage by phone refill fees.

The new machine will cost \$177 a quarter with ink at approximately \$35. (New systems allows more stamps per cartridge) Postage by phone refills will be approximately \$50. (More funds can be held on the machine allowing for fewer refills)

The rental of the new machine will save the City approximately \$35.00 a quarter or \$140.00 a year.

Further, Clerk McCain advised that the new machine is 3xs faster, moistens and seals the mail and includes a scale that will automatically calculate postage. All saving staff time as well as mailings being sent back for incorrect postage.

There was a consensus to place this item on the May 7, Flowery Branch Consent Agenda for further consideration

#### *Discussion – FY 2008/2009 Budget*

City Manager Andrew reviewed a few highlights and advised that expenses in the proposed budget have only increased 1.7 %.

The two main issues are that with the fall in the economy and the slowing of building permits and fees the City will need to transfer approximately \$309,572. from the reserve account to balance the current years budget. It is suggested that a reserve account hold a minimum of 3 months expenses. Manager Andrew advised that the City would still have the three months reserves even with the transferring out of the \$309, 572.

Manager Andrew continued by stating that if the economy does not pick up for next year the City may have to look at how to cut expenses, increase taxes or layoff employees.

Further Manager Andrew advised that he has been meeting with Tim Grogg regarding utility rates. In order for the enterprise fund to remain self sufficient the rates will need to be increased.

If the rates are manipulated correctly then the 20% increase that has been required by the bond issue will not need to be implemented this year.

Manager Andrew further advised that the draft budget is available for a small copying fee to the public and will be posted on the web. A Public Hearing will be held May 15, 2008 with an adoption date is June 4, 2008.

There was some discussion regarding the hotel rates and hotel occupancy rates as well as the proposed decrease in fines and forfeitures. Another area of concern discussed was the hiring of a HR/Financial employee.

## **DEPARTMENT REPORTS:**

### **A. City Manager**

- **SPLOST**

Manager Andrew informed the Council that he had received a call from Phil Sutton with Hall County regarding the SPLOST funding the City has been working on with the County as well as neighboring municipalities.

Manager Andrew advised that originally the City had prepared a SPLOST request in the amount of 7.1 million dollars for local and regional projects. Upon speaking with Mr. Sutton is requested that all municipalities only submit projects in the amount that they would receive for their population counts. This would be \$2.6 for the City of Flowery Branch.

Manager Andrew reviewed the revised SPLOST VI project list as follows:

\$1.3 Million for Cinnamon Cove Lift Station and Force Main  
\$.2 Million for 9 Police Cars (over a six year period)  
\$.6 Road Resurfacing and Sidewalks  
\$.5 for City Administration Building

Totaling 2.6 Million Dollars.

There was some discussion regarding the population counts being used.

There was a consensus to submit the SPLOST request as discussed above.

- **BID AWARD**

Manager Andrew reviewed the two (2) bids received for the installation of fire hydrants, backflow devices and valves.

The two bids received were from:

Georgia Hydrants	\$84,535
Summit Underground	\$52,277

Manager Andrew pointed out that Georgia Hydrant deviated from the RFP document as their proposal proposed the use of “Quik Values” as opposed to the equipment that had already been purchased. The Quik Valves has the advantage of very little disruption to the customer but they are not rated by the American Water Works Association and are not guaranteed by the manufacturer for a 100% seal.

Manager Andrew and Public Works Director Johnny Thomas reviewed both proposals and are recommending the bid being awarded to Summit Underground.

There was some discussion regarding the notices that were sent to each customer and the timing of future notices as well as the installation of thermal expansion devices.

There was a consensus to place this item on the May 7, Voting Session Agenda for further consideration.

## **B. Council Report**

Mayor Hirling advised that she had attended an optimist club meeting the night prior to the Council meeting at which time two of the Flowery Branch Police Officers, (Officer Brian Buffington and Officer Chris Hulse) were honored for their job performance.

## **ADJOURNMENT WORK SESSION:**

The Mayor moved into the Voting Session at 10:30 am.



**CITY OF FLOWERY BRANCH**  
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**Meeting Minutes**  
**May 7, 2008**



**VOTING SESSION 10:30 a.m.**

**CONSENT AGENDA:**

*Council Meeting Minutes April 23, 2008*

*Postage Meter Lease*

There was a motion made to approve the May 7, 2008 Consent Agenda as proposed.

MOTION: Craig Lutz  
SECOND: Allen Bryans  
AYES: Mary Jones, Allen Bryans, Pat Zalewski, Chris Fetterman and Craig Lutz.  
NAYES: None  
Motion carried

**UNFINISHED BUSINESS:**

*Resolution 08-005 –Capacity Reservation for Restaurants*

Attorney Bennett read Resolution 08-005.

There was a motion made to approve Resolution 08-005 as read.

MOTION: Allen Bryans  
SECOND: Chris Fetterman  
AYES: Mary Jones, Allen Bryans, Pat Zalewski, Chris Fetterman and Craig Lutz.  
NAYES: None  
Motion carried

*RFP 08-001 Bid Approval*

There was a motion made to accept and approve the bid submitted by Summit Underground in the amount of \$52,277.00.

MOTION: Pat Zalewski  
SECOND: Craig Lutz  
AYES: Mary Jones, Allen Bryans, Pat Zalewski, Chris Fetterman and Craig Lutz.  
NAYES: None  
Motion carried

**ADJOURNMENT:**

There was a motion to adjourn into the May 7, 2008 meeting at 10:32 a.m.

MOTION: Chris Fetterman

SECOND: Allen Bryans

AYES: Pat Zalewski, Allen Bryans, Mary Jones, Chris Fetterman and Craig Lutz.

NAYES: None

Meeting adjourned

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Mayor Diane Hirling

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Date

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City Clerk Melissa McCain