



CITY OF FLOWERY BRANCH
Work Session Meeting Minutes
Thursday July 16, 2015, 6:00 pm
City of Flowery Branch City Hall
5517 Main Street, Flowery Branch GA. 30542



CALL TO ORDER: Mayor Pro-Tem Anglin called the meeting to order at 6:04 p.m.

PRESENT: - Mayor Mike Miller and Councilmembers Chris Mundy, Mary Jones, Fred Richards and Joe Anglin

Also present were City Manager Bill Andrew, City Clerk Melissa McCain, City Planner John McHenry, Finance Director Jeremy Perry and Attorney Ron Bennett.

OATH OF OFFICE: Clerk McCain gave the oath of office to Christopher Mundy.

UNFINISHED BUSINESS: There was no unfinished

NEW BUSINESS:

Intergovernmental Agreement with Hall County for Road Improvement Project

City Manager Andrew reviewed the proposed intergovernmental agreement with Hall County and advised that it was broken down into three sections.

The first portion is for the paving of Gainesville Street. The County has a small area of Gainesville Street and the City will pave it while paving the City's portion of the street. Total estimated cost is \$329,602 with the County reimbursing the City \$66,579 for their portion of the road.

The second part of the project will be Hall County paving the southern portion of McEver Road from Buford to the Flowery Branch Waffle House. The City will be paying for a small section of paving that is in the city limits at the Gaines Ferry intersection and a section just north of Jim Crow Road. The cost to the City is \$106,650.

Attorney Bennett noted that the City would not be required to provide any funding until the project is started.

The third project is the McEver Road/Gainesville Street intersection improvement. The total cost of this project is approximately \$1,520,000 with the City's cost at \$288,914.

The total cost to the City for all the paving and upgrades along McEver Road is \$658,587.

Funding will be from the General Fund Contingency, LMIG and the Local Resources Fund.

Councilman Richards advised that he lives near the intersection of McEver Road and Gainesville Street and he felt that was one of the most dangerous intersection in our City noting that there are a couple subdivisions that have to use that intersection as well as the school and a few businesses.

Councilman Anglin advised that for safety purposes this intersection does need to be completed.

There was a consensus to place the IGA with Hall County on the July 16, 2015 Voting Session Consent Agenda for further consideration.

Light Pole Agreement - Lights Ferry Extension

Planning Director John McHenry advised that staff was proposing additional decorative light poles for the Lights Ferry Extension that will tie into the light fixtures already installed on Railroad Avenue.

Continuing, Director McHenry stated that this would be an added safety feature for the residents.

The cost for each pole is \$504.90 per year for the lifetime of the pole which includes all maintenance and replacement of the pole for any reason. This also covers fixtures and underground wiring - there will not be any additional costs to the City.

The capital cost of \$177,395 includes:

- Increase in number of poles (10 versus 22)
- Poles, arms, fixtures, wiring and concrete bases plus all labor and installation

There was a consensus to place the Light Pole Agreement with Georgia Power on the July 16, 2015 Voting Session Consent Agenda for further consideration.

Granicus Contracts

Clerk McCain summarized the following:

The City has been looking for ways to be a greener government that is more efficient as well as more transparent. The proposed software will allow all of these goals to be accomplished. A staff member will prepare an agenda item electronically with exhibits and submit those for approval through the Attorney, City Manager, Finance Director and City Clerk. These approvals can go out simultaneously and any changes made electronically as opposed to having to recycle old out dated versions. The software will track changes and who made the changes.

The Clerk will push the information out to the council for review on their electronic devices. Council can make personal notes and store individual information visible to only them or if they choose to other council members. This will save the clerk coping time, folder stuffing time as well as save an enormous amount of paper and copier ink.

This program will also allow the public easy access to each agenda item and the reports submitted with each agenda item. If a member of the public is only interested in one item they can go directly to the information on that item as opposed to having to scroll through all the items or minutes to find the information on one section.

This program also has an archiving capability and will allow anyone to type in a keyword and all minutes that have that keyword will pop up in the inquiry box. This can save an tremendous amount of search and retrieval time not only for staff but for the public.

In the future, when the City Hall is built, the City will have the opportunity to add live streaming of the meetings that also will coincide with the agenda and the public will be able to click on an agenda item and be directed to the location of the video of that item only as opposed to having to watch the entire video to find the item of interest.

The cost has been approved with the FY 2016 budget. We are proposing to phase this and begin with the automated minutes at \$300 a month and will not have to pay the monthly Agenda Peak Management \$300 until we are fully functional. Currently Granicus is upgrading the Agenda Management Software and staff has requested to hold off on the Agenda Software until the beta program is completed saving the \$300 a month until the program is fully functioning in our office.

There was a consensus to place the Granicus Contract for Automated Minutes and Peak Agenda Management on the July 16, 2015 Voting Session Consent Agenda for further consideration.

06/09/15 Special Called Meeting Minutes – There were no changes.

There was a consensus to place the 06/09/15 Special Called Meeting Minutes on the July 16, 2015 Voting Session Consent Agenda for further consideration.

06/18/15 Meeting Minutes – There were no changes.

There was a consensus to place the 06/18/15 Meeting Minutes on the July 16, 2015 Voting Session Consent Agenda for further consideration.

06/24/15 Special Called Meeting Minutes – There were no changes.

There was a consensus to place the 06/24/15 Special Called Meeting Minutes on the July 16, 2015 Voting Session Consent Agenda for further consideration.

Regulatory License for South Hall Rotary 5k

Clerk McCain reviewed the event and summarized by stating the proposed date is September 5, 2015. The event would be from 8 am to 11 am with the roads closed at 9 for the race. This time includes set up and clean up.

Clerk McCain advised that the applicant has been made aware that the current certified course they requested to run will be changed with anticipation of the roundabout construction and they have proposed an alternative route is Church Street is still under construction.

There was a consensus to place the Regulatory License for the South Hall Rotary Club on the July 16, 2015 Voting Session Consent Agenda for further consideration.

Reappointment of Ike Swofford and Ron Petrie to the MPO Citizens Advisory Committee.

Clerk McCain reviewed the appointment and noted that both appointees were interested in continuing to serve on the committee.

There was a consensus to place the appointment of Ron Petrie and Ike Swofford on the July 16, 2015 Voting Session Consent Agenda for further consideration.

DEPARTMENT REPORTS:

City Manager Report

Manager Andrew advised that there had been an error made by the engineer concerning the storm water structure at the railroad crossing and Snelling Avenue. During the redesign it came about that the current drain pipe is 15 inches but that it needs to be improved to 24 inches. The City is working with Norfolk Southern to make these improvements and to place the pipe in the new designated area. To continue Norfolk Southern requires the City to sign an agreement and abide by their regulations for their property.

The approximate cost is \$8,978 to Norfolk Southern and \$17,000 for the pipe and installation. This would be funded through the loan.

Manager Andrew reminded the Council of the Joint Municipal Association Meeting to be held July 27, 2015 at 5:30 pm at Gillsville Community Center.

Continuing Manager Andrew advised that the predesign team for the new City Hall will be conducting interviews with department heads, council and court for aspirations on new set up and then design within the proposed budget.

Manager Andrew offered to tour other municipal buildings with council to get ideas of set up.

Reviewing current projects Manager Andrew advised that the Spring Street culvert was finally completed but that there was some curb repair that had to be completed by the installers of the guard rails.

City Finance Director Report - No report.

City Planner Report – No report.

City Clerk Report

- November Election Location

Clerk McCain advised the Council that it has officially been announced that the Board of Education will have an ESPLOST question on the November ballot and the County has offered to place our candidates on the ESPLOST ballot at no charge to the City.

Continuing, Clerk McCain advised that if the election were to be held separate from the ESPLOST election, residents would not only be travelling two places to vote, the City would need to find and train poll workers and possibly be limited on equipment used for the election since the County resources will be used at the regular county precincts. The cost would be approximately \$3,000 for the City to host its election separately.

There was a consensus to hold the City's November election in conjunction with the county wide ESPLOST question.

Clerk McCain to present an IGA at a later time.

City Attorney Report – No report.

Council Report

Councilman Richards congratulated Monica Beatty on her recent election victory for Post 5.

Councilman Anglin thanked staff for their hard work on the IGA with Hall County for the paving and upgrades to the McEver Road and Gainesville Street improvements.

Councilman Anglin further congratulated Monica Beatty on her election victory.

Mayor Miller also congratulated Monica Beatty on her win.

ADJOURNMENT WORK SESSION:

Mayor Miller adjourned the Work Session at 7:00 p.m.



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Thursday July 16, 6:00 pm

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OPEN VOTING SESSION: Mayor Miller opened the Voting Session at 7:01 p.m.

PUBLIC COMMENTS: - There were no public comments.

CONSENT AGENDA:

1. Intergovernmental Agreement with Hall County for Road Improvement Project
2. Light Pole agreement for Lights Ferry Extension
3. Granicus Contract – Peak Agenda Management
4. Granicus Contract – Automated Minutes
5. Regulatory License for South Hall Rotary 5k
6. 06/09/15 Special Called Meeting Minutes
7. 06/18/15 Meeting Minutes
8. 06/24/15 Special Called Meeting Minutes
9. Reappointment of Ike Swofford to a three year term to the Metropolitan Planning Organization Citizens Advisory Committee.
10. Reappointment of Ron Petrie to a two year term to the Metropolitan Planning Organization Citizens Advisory Committee.
11. Per Diem – Mayor Miller

There was a motion made to approve the Consent Agenda as presented.

MOTION: Chris Mundy

SECOND: Fred Richards

AYES: Chris Mundy, Mary Jones, Fred Richards and Joe Anglin.

NAYS: None

Motion carried

UNFINISHED BUSINESS: - There was no unfinished business.

NEW BUSINESS: - There was no new business.

EXECUTIVE SESSION:

There was a motion made to enter Executive Session for Pending/Potential Litigation and Property Disposition at 7:02 p.m.

MOTION: Joe Anglin

SECOND: Fred Richards

AYES: Chris Mundy, Mary Jones, Fred Richards and Joe Anglin.

NAYS: None

Motion carried

There was a motion made to reconvene the Voting Session at 7:45 p.m.

MOTION: Joe Anglin

SECOND: Mary Jones

AYES: Chris Mundy, Mary Jones, Fred Richards and Joe Anglin.

NAYS: None

Motion carried

ADJOURNMENT:

There was a motion made to adjourn the meeting at 7:46 p.m.

MOTION: Mary Jones

SECOND: Joe Anglin

AYES: Chris Mundy, Mary Jones, Fred Richards and Joe Anglin.

NAYS: None

Motion carried