



**City of Flowery Branch  
City Council Meeting Minutes  
May 17, 2018 6:00 p.m.  
City of Flowery Branch City Hall  
5410 Pine Street, Flowery Branch GA, 30542**



**CALL WORK SESSION TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

Mayor Pro-Tem Anglin led the Pledge of Allegiance.

PRESENT: Mayor Mike Miller and Council Members Chris Mundy, Mary Jones, Fred Richards, Joe Anglin and Amy Farah.

Mayor Miller arrived at 6:20 p.m.

Also present were City Manager Bill Andrew, City Clerk Melissa McCain, Finance Director Alisha Gamble, Police Chief David Spillers and Attorney Ron Bennett

**PROCLAMATION:**

Mayor Pro-Tem Anglin presented a proclamation to Joseph Edwards with the U.S. Coast Guard Auxiliary in honor of the "Wear It" Campaign and boater safety week.

**UNFINISHED BUSINESS - WORK SESSION:**

There was no unfinished business.

**NEW BUSINESS -WORK SESSION:**

*Vehicles to Surplus*

Clerk McCain advised that the Public Works Department had the following vehicles to surplus:  
2004 Ford 150 - 153,403 miles 2008 Ford Ranger - 88,451 miles 1992 Chevy Kodiak - 23,127 miles 1959 Ford F600 Fire Truck 12,882 miles

Clerk McCain advised that the vehicles all run but are very worn out and a couple are heavily rusted. The fire truck's brakes are failing and need to be replaced. Vehicles have been rotated out of service with newer vehicles.

Clerk McCain further advised that the City has sold 66 items through GovDeals with a total return since 2006 of \$58,952.96. GovDeals collects 7.5% of the winning bid with \$5.00 being a

minimum fee. Winning Bidders have 5 days to pay and 10 days to pick up items or a storage fee can be charged. Bidders who fail to pay or pickup items are banned from using the GovDeals

After some discussion it was decided to keep the 1959 Fire Truck and have staff investigate having it restored by a local body shop owner.

*Resolution 18-009 - Records Management Plan*

Clerk McCain advised that the records management policy for the City of Flowery Branch was approved in 1995 and needs to be updated to reflect current practices

The resolution is not changing the responsibility of the city clerk for the records management of city records, but staff feels that it would be in the best interest of the city to assign the records management role for the police department to the clerk of court. The city clerk has little or nothing to do with any of the police department paperwork and feels that the records management would be better suited to the court clerk as the staff member that is dealing with those records on a day to day basis.

*New Beer License - Beer Me Growler Shop*

Clerk McCain advised that the Growler Shop currently under construction has applied for a package store license in anticipation of opening in late June or July.

The applicant would like the license prior to opening in order to apply and get through the State licensing process. The State requires a copy of the local license prior to considering and issuing a State license.

Clerk McCain advised that all the information on the application was processed including a background check and everything is in order for the council's consideration.

*Resolution 18-010 - Creating and Opening a Water Sewer Capital Projects Fund*

Finance Director Gamble summarize the following:

In 1997, the Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act (originally HB 491, O.C.G.A. 36-81-3(e)). It called for the Georgia Department of Community Affairs (DCA) to develop a uniform chart of accounts for all local governments in the state. The chart of accounts developed are fully compliant with generally accepted accounting principles (GAAP) and initially was approved by the Georgia Department of Audits and Accounts (State Auditor) and adopted by the Board of Community Affairs in December 1998. Beginning in fiscal years ending in 2001, local governments in the state must have adopted and used this uniform chart in their accounting records, audited financial statements, including Comprehensive Annual Financial Reports (CAFRs) and reports to state agencies.

Further, They are also required to classify their transactions in conformity with the fund, balance sheet, revenue and expenditure classification descriptions contained in the chart. This chart is

reviewed and updated periodically to stay in compliance with GAAP regulations. The last update was completed in 2013. (see attached document)

**FACTS AND ISSUES:** Currently, the City has two Capital Project Funds: Local Resources Fund for General Fund Capital Projects and the SPLOST Capital Projects Fund. The SPLOST Capital Projects Fund is for projects funded by SPLOST revenue. The City currently has some water sewer projects in this fund. The City has allocated all tap fees to a water sewer capital checking account restricted specifically for water sewer capital projects. The City has been operating these specific capital projects through the water sewer operating fund. To stay in compliance with the DCA Uniform Chart of Accounts, I am proposing approval to open a Water Sewer Capital Project Fund for better reporting of the Capital Projects within the Water Sewer Enterprise Fund. This will also consist of moving the Capital Checking to this fund as well. Council will still approve projects as needed within the new fund.

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Clerk McCain advised that there were no changes.

Verizon Wireless Contract – Cellular Phones and Air Cards

Police Chief David Spillers advised that the current standard two-way radio transmissions between patrol and Central Communications has become seriously delayed due to the number of officers using the current radios.

Further, Chief Spillers advised that officers can't receive a call for service in a timely fashion nor can they advise of the follow-up to a call in a timely manner. Additionally, they can't get radio air time to call in traffic stops or contact with suspects. It has become dangerous for the officers and citizens alike. Silent dispatch using hot-spot air cards allows for the exchange of necessary communications without two-way radio transmissions.

Chief Spillers reviewed the current costs and the proposed costs and stated that currently the city pays \$700 a month for the air cards and \$1700 to AT&T for the cell phones for a monthly cost of \$2,400 – the cost to switch to Version is \$2,300 monthly. It was noted that if the City entered into the contract prior to the month's end Version would provide the cell phones and air cards for free and provide a \$3,600 credit for the switch.

Chief Spillers did note that with the new HB673, hands free there would be an additional equipment cost of approximately \$600.00 for dash mounted phones holders so that the officers were compliant with the new law even though they are exempt.

**DEPARTMENT REPORTS:**

City Manager

Manager Andrew reminded the Council that he was in need of a nomination for the Citizens Advisory Committee for the Metropolitan Planning Organization.

Council Report

Mayor Miller mentioned the achievements of the Flowery Branch girls soccer team, the boys tennis team and the girls tennis team.

**ADJOURNMENT WORK SESSION:**

Mayor Miller adjourned the work session at 7:42 p.m.

**VOTING SESSION MEETING MINUTES**

**CALL VOTING SESSION TO ORDER:**

Mayor Miller called the voting session to order at 7:43 p.m.

**PUBLIC COMMENTS:**

There were no public comments.

**CONSENT AGENDA:**

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- Per Diem - Mike Miller

There was a motion made to approve the consent agenda as presented.

MOTION: Joe Anglin

SECOND: Chris Mundy

AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah

NAYS: None

Motion carried

**UNFINISHED BUSINESS - VOTING SESSION:**

There was no unfinished business.

**NEW BUSINESS - VOTING SESSION:**

*Surplus of Vehicles*

There was a motion made to approve the surplus of 2004 F150, 1992 Kodiak Dump Truck and the 2008 Ford Ranger.

MOTION: Chris Mundy  
SECOND: Fred Richards  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

*New Beer License - Beer Me Growler Shop*

There was a motion made to approve the package store license for Rope Drop LLC DBA Beer Me.

MOTION: Fred Richards  
SECOND: Mary Jones  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

*Resolution 18-009 - Records Management Plan*

Attorney Bennett read the caption to Resolution 18-009.

There was a motion made to approve Resolution 18-009.

MOTION: Joe Anglin  
SECOND: Amy Farah  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

*Resolution 18-010: Creating and Opening a Water Sewer Capital Projects Fund*

Attorney Bennett read the caption to Resolution 18-010.

There was a motion made to approve Resolution 18-010.

MOTION: Fred Richards  
SECOND: Mary Jones  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

Contract with Verizon Wireless for Air Cards

There was a motion made to approve the contract with Version Wireless for air cards and cellular phone services and authorize the Mayor to execute the necessary documents.

MOTION: Chris Mundy  
SECOND: Fred Richards  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

**EXECUTIVE SESSION:**

There was a motion made to enter executive session at 6:48 p.m. for personnel and land acquisition and/or disposition.

MOTION: Joe Anglin  
SECOND: Chris Mundy  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

There was a motion made to reconvene open session at 7:57 p.m.

MOTION: Chris Mundy  
SECOND: Fred Richards  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried

**ADJOURNMENT:**

There was a motion made to adjourn at 7:58 p.m.

MOTION: Joe Anglin  
SECOND: Fred Richards  
AYES: Chris Mundy, Mary Jones, Fred Richards, Joe Anglin, Amy Farah  
NAYS: None  
Motion carried