

COUNCIL PRESENT: Bruner, Dunagan, Wangemann, Hamrick, Figueras
STAFF PRESENT: Padgett, Sheppard, Palmour, Jordan

Mayor Bruner called the meeting to order.

COMMUNITY SERVICE CENTER ISSUES:

Mayor's Motorcade

Community Service Center Director Phillippa Lewis Moss commented on the City's efforts to support the Mayor's Motorcade hosted by the Georgia Municipal Association before presenting AVITA Chief Executive Officer Cindy McLaughlin with a check for \$600.

Ms. McLaughlin discussed how the money would be used in the Peer Support Program. She also commented on the closure of the state hospital in Rome and the opening of the Crisis Center.

Project Resolution: Accept FY12 Volunteer Income Tax Assistance (VITA) Grant for \$7,500

Community Service Center Director Phillippa Lewis Moss stated this resolution authorized the acceptance of a grant from the IRS to provide tax assistance. Services will be provided at the Community Service Center and AARP (American Association of Retired Persons) will be part of this effort. The money will be used to hire a temporary site coordinator.

Placed on the December 6, 2011 Council Meeting Consent Agenda

RETIREMENT PLAN A ISSUES:

Business Resolution: Amendment Regarding Pension Protection Act

Retirement Plan A Chairman Tim Collins stated this amendment was recommended by the Retirement Plan A attorney to define how military service will be addressed.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Business Resolution: Amendment Allowing Sick Leave Conversion to Retirement Credit

Chief Financial Services Officer Melody Marlowe stated the changes to Paid Time Off (PTO) leave required changes to both retirement plans. This resolution amends the wording in the Plan Document for Retirement Plan A.

Placed on the December 6, 2011 Council Meeting Consent Agenda

RETIREMENT PLAN B ISSUES:

Business Resolution: Amendment Allowing Sick Leave Conversion to Retirement Credit

Chief Financial Services Officer Melody Marlowe distributed information related to attachments noting these documents pertain to Retirement Plan B. Other changes would be addressed in the near future to maintain IRS compliance.

Placed on the December 6, 2011 Council Meeting Consent Agenda

EXECUTIVE SESSION:

Motion to close the Work Session at 9:26 AM to discuss litigation.

Motion made by Council Member Figueras

Motion seconded by Council Member Dunagan

Council Members voting in favor of the motion were Bruner, Dunagan, Wangemann, Hamrick and Figueras.

COUNCIL PRESENT: Bruner, Dunagan, Wangemann, Hamrick, Figueras

STAFF PRESENT: Padgett, Sheppard, Palmour, Jordan

OTHERS: Kelly Randall and Lewis Jones

Motion to close the Executive Session at 9:48 AM to continue the Work Session.

Motion made by Council Member Dunagan

Motion seconded by Council Member Wangemann

Council Members voting in favor of the motion were Bruner, Dunagan, Wangemann, Hamrick and Figueras.

ADMINISTRATIVE SERVICES ISSUES:

Alcoholic Beverage License Application

Texaco At Lakeshore, 272 Dawsonville Highway

City Marshal Debbie Jones stated this was a new application for the package sale of wine.

City Manager Kip Padgett asked the Council to consider placing Alcoholic Beverage License Application requests on the consent agenda if they've been presented in Work Session. Council concurred.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Ordinance: Proposed Amendment to Alcoholic Beverages

City Marshal Debbie Jones stated this ordinance addresses housekeeping matters.

Placed on the December 6, 2011 Council Meeting Agenda

Appropriation Resolution: Regarding First Quarter Budget Adjustment for Fiscal Year 2012

Budget and Purchasing Manager Matt Hamby reviewed a format change for the budget adjustment information noting it was designed to provide more transparency. He then reviewed the adjustments that had not been presented to Council.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Council Member Hamrick complimented Administrative Services for the budget information available on the website.

PUBLIC UTILITIES ISSUES:

Project Resolution: FY2012 Water Meter Replacement Project Additional Project Funds

Engineer Kevin Purcell distributed a diagram showing the water meter reading routes. He stated the replacement project was moving faster than expected this year. There was also a desire to secure additional funds to continue working to continue the conversion to the flex net process under the FY2012 Automated Meter Reading Project.

Public Utilities Director Kelly Randall stated it was feasible to move forward with converting more meters from a customer service perspective.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Project Resolution: FY2012 Automated Meter Reading Project Additional Project Funds

Placed on the December 6, 2011 Council Meeting Consent Agenda

Business Resolution: Citizens' Advisory Committee for Hall County Environmental Management System (EvMS)

Environmental Services Administrator Horace Gee requested the approval of a partnership w/ Hall County to establish a committee devoted to community-wide awareness of all natural resources. Each government would appoint two representatives annually. There was no cost to the City other than agreeing to meet.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Annual Report

Public Utilities Director Kelly Randall introduced Jill Harr noting she assisted with the preparation of the FY2011 Annual Report. The report was presented with the notation that it was different from what has been presented in the past. The department was proud of the document and of the public outreach that has occurred.

Customer Service Hours of Service

Customer Service Manager Kelly Cranford commented on the hours of operation noting the lobby has normal office hours (8 to 5). Additionally, the drive thru is open from 7 to 8 and 5 to 6 to offer drive thru service and telephone services. Payments are also accepted through the website, via telephone and online banking. Three people are required to offer extended hours. On average, they serve 52 people and receive 94 calls per week during the extended hours. Staff surveyed 17 other utility providers and identified one provider offering extended hours. Mrs. Cranford asked if Council would consider eliminating the extended hours based upon the information that has been presented.

Public Utilities Director Kelly Randall commented on the man hours and other cost incurred during the extended hours. He also commented on the liability of having a small group of staff in the building during non-business hours.

Council concurred to discontinue extended service hours effective January 1, 2012.

Deposit Issues

Public Utilities Director Kelly Randall presented concerns regarding Section 5-2-4 of the code book entitled *Property Owner Liable for Charges, Procedure When Tenant Fails to Pay*. He

described a scenario when water service is requested at a property with outstanding bills then noted on the following issues:

- Public Utilities Department doesn't know when foreclosures are underway.
- When the new owner calls the Council/Management, it doesn't seem fair for tenant B to be required to pay tenant A's bill.

Mr. Randall recommended treating commercial accounts similar to the way residential accounts are handled, i.e., send tenant A to collections instead of applying the cost to tenant B.

Finance and Administrative Division Manager Tina Wetherford provided statistical information regarding this subject.

Council Member Dunagan felt the application should be changed to obtain the property owner's name. He also suggested reviewing the practices of Georgia Power and Atmos Energy.

Mayor Bruner felt the landlord should be notified when the account becomes delinquent.

Mr. Randall asked that the utility be allowed to discuss this further at the work shop.

RECESS: 10:59 AM

RECONVENE: 11:06 AM

PUBLIC WORKS ISSUES:

Report: Recycling Update

Solid Waste Superintendent Dan Owen provided a recycling update. A power point presentation supplemented the conversation. The discussion addressed trends, statistical data, cost savings, public awareness efforts and partnerships. It was noted that approximately \$115,000 per year would be saved by in-house recycling efforts.

Council Member Wangemann expressed concern about the number of households that don't recycle. He requested information about the problem areas and asked what could be done to increase recycling participation.

Ordinance: Proposed Amendment to Solid Waste Ordinance

Public Works Director David Dockery stated it had been almost one year since the last discussion about the solid waste ordinance. The proposed ordinance would clarify some areas of the code book. He distributed a revised document then summarized the proposed changes.

Mayor Bruner felt Section 4-3-7(g) should be amended to add broken glass.

Council Member Figueras commented on Section 4-3-13(b) noting this should be enforced for everyone.

Council Member Dunagan stated he had received multiple complaints about grass clippings, leaves, etc. being blown into the street. He felt staff should start issuing citations.

Appropriation Resolution: Authorization of Establishment of Airport Manager Position

Public Works Director David Dockery stated the FY12 budget allocated \$60,000 in contractual services for an Airport Manager. After talking with the Airport Consultant, other airports throughout the state, and Administrative Services, he felt these responsibilities would be best provided by a city employee instead of a contractor. The proposed resolution would transfer funds from contract services to personal services.

Upon inquiry from Council Member Wangemann, Mr. Dockery explained the difference between the Fixed Base Operation and the Airport Manager.

Placed on the December 6, 2011 Council Meeting Consent Agenda

Business Resolution: Acceptance of The Gardens Subdivision Streets by the City of Gainesville

Civil Engineer Stan Aiken stated staff received a request to accept streets within The Gardens Subdivision. Staff had confirmed the streets were built in accordance with the approved plans and have been found to be acceptable. The resolution authorized the Mayor and City Manager to sign the deed.

Placed on the December 6, 2011 Council Meeting Consent Agenda

CITY MANAGER'S ISSUES:

Update on Bridge, Landscaping and Parking Lot

Civil Engineer Barclay stated the landscaping work began this week and striping the lot will occur next week. Landscaping between the buildings will occur over the next two months.

Mr. Fouts commented on a letter from the Department of Transportation (GDOT) asking to stop working on the bridge in relation to the fencing. They requested additional fence anchors which will be handled as a change order. The contractor is working with GDOT to implement the change and proceed with installation. The weather will determine when they can work and when the project will be finished. Everything is complete on the bridge except installing the fence. Staff will continue to move forward when they receive approval for the revisions.

Upon inquiry from Council Member Dunagan, Mr. Fouts stated the existing design doesn't allow for a cover on the bridge.

Upon inquiry from City Manager Kip Padgett, Assistant Public Utilities Director Tim Collins discussed the agreements from 2008 between the City and the Redevelopment Authority in regards to responsibilities for the bridge. In 2010, a joint agreement for design and construction of the bridge was executed. Gainesville City Center has been involved. Everything has worked well.

911 Fees

City Manager Kip Padgett stated the Police Chief would attend the next work session to discuss an Intergovernmental Agreement with Hall County for 911 services.

Council Calendar

1. City Manager Kip Padgett shared potential dates for the Council Retreat and the Public Utilities Work Shop. Council was asked to advise of conflicts.
2. City Manager Kip Padgett reminded Council of the date, time and location for the Eggs and Issues Breakfast and the Issues Committee Meeting which would provide an update on the Comprehensive Plan.

COUNCIL ISSUES:

Mayor Bruner

Displayed gifts received from Greater Hall Chamber of Commerce and ZF Industries.

Council Member Hamrick

Asked if AT&T has a franchise agreement with the City noting they are offering cable service.

Council Member Wangemann

Announced an upcoming Community Cleanup.

CITY CLERK ISSUES:

2012 Organizational Meeting

City Clerk Denise Jordan reported the 2012 Organizational Meeting discussion will occur during the next Work Session.

Redistricting Update

City Clerk Denise Jordan summarized activities that had occurred since April in regards to the Redistricting Project noting an ordinance was adopted in October. She reported the preclearance letter was electronically submitted to the Department of Justice with exhibits on November 17th. Books containing all documents had been distributed accordingly. A book was available for public inspection upon request.

EXECUTIVE SESSION:

City Manager Kip Padgett requested an Executive Session to discuss personnel and real estate matters.

Motion to close the Work Session at 12:17 PM to enter an Executive Session to discuss personnel and real estate matters.

Motion made by Council Member Dunagan

Motion seconded by Council Member Wangemann

Council Members voting in favor of the motion were Bruner, Dunagan, Wangemann, Hamrick and Figueras.

COUNCIL PRESENT:

Bruner, Dunagan, Wangemann, Hamrick, Figueras

STAFF PRESENT:

Padgett, Sheppard, Palmour, Jordan

Motion to close the Executive Session at 12:42 PM to continue the Work Session.

Motion made by Council Member Wangemann

Motion seconded by Council Member Figueras

Council Members voting in favor of the motion were Bruner, Dunagan, Wangemann, Hamrick and Figueras.

OTHER BUSINESS:

Solid Waste Negotiations

City Manager Kip Padgett stated municipalities are working on solid waste negotiations noting Advance has provided a good offer. If Hall County won't negotiate to a lower price, staff will pursue executing a contract with Advance.

ADJOURNMENT: 12:48 PM

/dj