

Mayor and Council

700 Doug Davis Drive  
Hapeville, GA 30354

May 1, 2018 7:00PM

1. Call To Order

2. Roll Call

Mayor Alan Hallman  
Alderman at Large Michael Rast  
Councilman at Large Travis Horsley  
Councilman Ward I Mark Adams  
Councilman Ward II Chloe Alexander

3. Welcome

4. Pledge Of Allegiance

5. Invocation

Pastor J.R. Atkins

6. Public Hearing

6.I. Consideration And Action On A 2018 Alcohol Beverage License For Taco Pete Bistro  
Located At 301 N. Central Avenue, Hapeville, GA

**Background:**

Taco Pete Bistro has completed all of the necessary steps in the alcohol license application process, and therefore, they are requesting approval from Mayor and Council. All departmental reports have been received, advertising has been completed, and staff has no questions or major concerns with this application. City Manager and Staff recommends approval.

Applicant: Claudia Pagan  
Address: 301 North Central Avenue, Hapeville, GA 30354  
Parcel ID: 14 -0065-0004-011-6

Public Comment  
Staff Comment  
Mayor and Council Comment

Documents:

[TACO PETE BISTRO\\_REDACTED.PDF](#)

6.II. Consideration And Action On The 2018 Film Ordinance - 2nd Reading

**Background:**

The intent of the city in adopting the filming ordinance is to facilitate entertainment industry work performed in Hapeville while safeguarding the interest of Hapeville's residents and businesses. The Economic Development Department will serve as a resource for Hapeville's residents and businesses, providing information upon request about the process and procedures and acting as a liaison between residents, businesses and

the entertainment industry. This item was considered at the January 9, 2018 Council meeting and was subsequently tabled pending revision to include the following edits:

1. Exempt student filmmakers from the permit fee.
2. Clarification that small business owners (as defined by the SBA) are allowed to film commercials at their business location.
3. Consideration given to daylight savings time for "night time" shoots and possibly adjust the allowed filming hours accordingly.
4. Add an incentive that if the film includes the city logo at the end of the credits, the city offers a reduced permit fee.

The ordinance has been modified to include all recommended changes.

Documents:

[FINAL FILM ORDINANCE 5-1-18.PDF](#)

7. Questions On Agenda Items

The public is encouraged to communicate their questions, concerns, and suggestions during Public Comments. The Council does listen to your concerns and will have Staff follow-up on any questions you raise. Any and all comments should be addressed to the Governing Body, not to the general public and delivered in a civil manner in keeping with common courtesy and decorum.

8. Consent Agenda

8.I. Approval Of Minutes

- April 3, 2018
- April 17, 2018

8.II. Approval Of Executive Session Minutes

- April 3, 2018

9. Old Business

10. New Business

10.I. Consideration And Action On Resolution 2018- Film Permit Fees

**Background:**

Consideration and Action on a resolution to adopt fees related to the administration of the film ordinance policy for media productions and permits.

Documents:

[RESOLUTION FOR FILMING PERMIT FEES 5-1-2018.PDF](#)

10.II. Employee Handbook - 1st Reading

**Background:**

The current Employee Handbook was last revised November 1994. The updates and

revisions are necessary due to changes in laws as well as new laws. Updating the employee handbook will define the City's boundaries and give ground rules by explaining what is and is not considered acceptable behavior while remaining in compliance with the law.

A revised copy of the employee handbook is attached for Mayor and Council review.

Documents:

[CITY OF HAPEVILLE HANDBOOK DRAFT 042618.PDF](#)

#### 10.III. Consideration And Action To Approve Arbor Day Resolution

**Background:**

Established more than 145 years ago, Arbor Day celebrates and promotes the planting and care of trees. This year, National Arbor Day was celebrated on April 27th and in honor of this day, the city of Hapeville hosted an educational event for approximately 30 children at the Hoyt Smith Center.

The event took place near the football fields with kids from the Hapeville Elementary School. Children were given coloring books and encouraged to draw/color "Earth Day" pictures to celebrate Arbor Day! Members of the Public Works Department assisted the children with adding greenery and plants to a small area near the football fields and spoke to them regarding the importance of preserving our natural habitat and recycling.

The City of Hapeville urges all citizens to support efforts to protect our trees and woodlands and to support the city's urban forestry program.

Documents:

[ARBOR DAY RESOLUTION.PDF](#)

#### 10.IV. Consideration And Action On The 2018 Livable Centers Initiative Study Grant Contract

**Background:**

On February 15, 2018, the Atlanta Regional Commission awarded the Livable Centers Initiative (LCI) study grant award (\$70,000) to the City of Hapeville for implementation of its LCI master plan recommendations. The City will provide a 20% match (\$18,000). In the application (attached), the City identified the Virginia Avenue Gateway and city-wide wayfinding as initial priorities. The Wayfinding and Virginia Avenue Roundabout Study and Demonstration Project will examine the options for the development of a roundabout at the Virginia Ave/Doug Davis/Clay Place/ Hamilton Avenue Intersection to reduce speeds and improve safety along the corridor. The study will also formulate a wayfinding, streetscape, design guidelines and signage program and plan to encourage efficient and safe movement of pedestrians, bicycles and vehicles in, through and around the City of Hapeville. Lastly, as part of the study process and public outreach, the City will implement a temporary demonstration project to convert an intersection into a roundabout and use a community created concept plan to show possibilities for complete streets along the same road using temporary, removable infrastructure.

Staff is requesting approval of the LCI Implementation scope of work (attached) to be advertised for the RFP (May 2018). The geographic areas covered under these implementation studies include the Virginia Avenue gateway (streetscape design

coordination, roundabout study, overlay design guidelines, gateway and wayfinding signage), the Western Gateway (gateway and wayfinding signage), the Eastern Gateway (gateway and wayfinding signage) Downtown (wayfinding signage).

The RFP will be advertised in accordance with the City's procurement process. As part of the City's commitment to public engagement, the studies will include public participation components throughout the process. To further engage stakeholders and ensure coordination across departments and development-related committees/boards, staff is recommending an advisory committee be formed for both the selection of the vendor and for the duration of the studies. This advisory committee would include members from staff and committees whose activities and decisions are directly impacted by these projects. As stated above, there will be opportunities for public input during the process where additional staff and committee members can participate.

Proposed Advisory Committee:

City Administration (Tim Young)

Police (Chief Glavosek)

Community Services (Lee Sudduth)

Design Review Committee (1 member)

Development Authority (1 member)

Main Street (1 member)

Planning Commission (1 member)

Planning & Zoning (non-voting member for selection of vendor)

Documents:

[2018 LCI STUDY GRANT CONTRACT - ATTACHMENTS AB\\_HAPEVILLE \(002\).PDF](#)  
[2018 LCI SUPPLEMENTAL STUDY APPLICATION.PDF](#)

- 10.V. Consideration And Action To Allow The Installation Of A Mosaic Tile Public Art Display On The Side Wall At 599 N. Central Ave., Academy Theatre.

Background:

On Wednesday, April 25<sup>th</sup>, the Hapeville Main Street Board voted unanimously to support the installation at a cost of \$1570.00. In your packet is a statement from Evereman along with examples of artwork.

Staff recommends approval of the installation.

Documents:

[STATEMENT FROM EVEREMAN.PDF](#)  
[FULL PAGE PHOTO.PDF](#)  
[FULL PAGE PHOTO2.PDF](#)

- 10.VI. Consideration And Action To Approve Railroad Management Company IV LLC In The Amount Of \$12,485 Annually For Assigned License Rights Related To Hapeville Water Mains Located In The Railroad Right Of Way.

**Background and Summary**

In the 1940's, the railroad granted the City of Hapeville several license agreements to construct water mains in the railroad right of way. Norfolk Southern did not have the resources to administer the billing of these old license agreements so they assigned the rights to a group that would collect the annual license fees.

Railroad Management Company sent us three license agreement invoices in the amount of \$26,929. We contacted other cities and GMA and discovered this was happening statewide without much recourse. Our legal team and staff reviewed the license agreements, and negotiated a reduced amount to \$12,485 to be paid annually for these licenses. The license fee invoices will be expensed annually from the Water and Sewer Fund.

Documents:

[RAILROAD LICENSE.PDF](#)  
[NS185085\\_NEW AGMT.DOCX](#)  
[NS183736\\_NEW AGMT.DOCX](#)

- 10.VII. Consideration And Action To Approve RDJE Inc.in The Amount Of \$ 29,823.21 For An Emergency Sewer Line Collapse Repair At 3409 Dogwood Drive.

**Background:**

On March 26, 2018, we discovered the manhole on N. Whitney Avenue was full of sewage and getting close to the top. After several attempts, we were unable to unclog the sewer line from Dogwood Drive and in the process discovered the line had collapsed between N. Whitney and Dogwood. Due to the depth of the line and nature of repair, we contacted RDJE Inc., who is the on call emergency contractor for Hapeville and East Point. Once on sight, RDJE Inc. discovered the storm drain pipe above the sewer line had settled and crushed the clay sewer pipe. Over 60 feet of new sewer pipe was installed and flow was restored. This emergency repair will be expensed from our Repair & Maintenance budget in the Water and Sewer Fund.

Documents:

[001.JPG](#)  
[005.JPG](#)  
[006.JPG](#)  
[SEWER COLLAPSE INVOICE.PDF](#)

11. City Manager Report

12. Public Comments

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Mayor and Council meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for

resolution.

13. Mayor And Council Comments

14. Executive Session

When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).

15. Adjourn

Public involvement and citizen engagement is welcome as Hapeville operates a very open, accessible and transparent government. We do however remind our attendees/residents that there are times allocated for public comments on the agenda. In order for council to conduct their necessary business at each meeting, we respectfully ask that side-bar conversations and comments be reserved for the appropriate time during the meeting. This will allow the City Council to conduct the business at hand and afford our meeting attendees ample time for comments at the appropriate time during the meeting.