

City of Hapeville Mayor and Council Session

700 Doug Davis Drive
Hapeville, GA 30354

May 1, 2018 7:00 PM

MINUTES

1. Call to Order: Mayor Hallman called the meeting to order at 7:09PM at 700 Doug Davis Drive, Hapeville, GA 30354.

2. Roll Call

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

3. Welcome – Mayor Hallman welcomed everyone and stated that all Councilmembers were present except for Mike Rast, stating that on April 26, 2017, Ruth Barr (the Alderman at the time) was convicted of a felony. On June 6, 2017, Governor Deal signed an executive order appointing Mike Rast to fill the temporary vacancy of the office of Alderman at Large pending the final disposition of the conviction of Ms. Ruth Barr or until the expiration of her term of office, whichever comes first. According to Gwinnett County, Ruth Barr's the final disposition of Ms. Barr's case occurred last night at midnight therefore the window of appeal has closed. That means Ms. Barr no longer holds the Alderman seat so Mike Rast no longer holds that seat as her replacement. We will verify all this information with Gwinnett County to make sure that is indeed the case. And if things remain as they are now, we will hold a special election. We do not have any details as far as time or date, but we should have an answer by mid-month.

4. Pledge of Allegiance – Councilman Adams

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 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.

Mayor Hallman called the Public Hearing to order. Applicant Claudia Pagan said she is excited to be in the City of Hapeville, to participate and do what she can to make it better. City Manager, Tim Young said if approved, the City is looking forward with a long relationship with Taco Pete. Mayor Hallman advised that the signature page had been updated and placed on the website. Councilman Horsley questions

why the application was accepted without the remaining three employees' addresses filled out or is that a big deal? He also stated that he noticed that there was one call to the Police Department. Are these verified by the address or by the business. Has Taco Pete already gotten their license, and something happened? Chief Glavosek said he couldn't speak on behalf of Fire, but what they are looking for is cause for location, whether anything is systemic in the property. Chief Bloodworth said they hadn't had any issues. No public comment was made. Mayor Hallman closed the public hearing and entertained a motion.

MOTION: Councilman Adams made a motion to approve the Alcohol Beverage License for Taco Pete Bistro, Councilman Alexander seconded. Motion carried 3-0.

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.

MOTION: Councilman Horsley made a motion to table 6.II for mid-month, Councilman Alexander seconded. Motion carried 3-0. Councilman Horsley asked a question about section 11-14(6a) as it relates to the night time filming/daylight savings time. If you have a given geographic only being affected such as three streets and a certain percentage of residents sign off that they're allowing the filming to occur on those three streets that that will be permissible. Councilman Horsley was wondering if this could be entertained as an addendum to this section. The Planning and Zoning Project Coordinator, Adrienne Senter stated that it was brought up in discussion when this came up in the last meeting that available streets were ok with that, but it could possibly affect other neighboring streets. That was the issue last time.

Mayor Hallman said his biggest concern was the noise level. However, if the neighborhood is not objecting and sign the release, he is cool with all that. He wonders how far we can go with this ordinance because trying to fix one problem, we might create five more.

Councilman Adams asked could it be on a case by case situation as far as what type of film that would all involve sound effects. Mayor Hallman said to have staff to approve so Council would not have to get involve each time.

Councilman Alexander asked is there a way to put on the City website where a residence can submit photos of their homes with a link to that website? This could attract more filmmakers to the City. Mayor Hallman said that as long as there is no liability on the City's part. We will need to have a waiver for them to sign to relinquish such.

Ms. Senter said that she thinks Camera Ready already offers this service. We could put a link on the City's website for residence to go to. Mayor Hallman said when we finalize this, we can post on the website and have a tab that says film ready.

7. Question on Agenda Items: Charlotte Rentz, George Rogan, Mike Murphy

8. CONSENT AGENDA

8.I. Approval of Minutes

- April 3, 2018
- April 17, 2018

8.II. Approval of Executive Session Minutes

- April 3, 2018

MOTION: Councilman Horsley approved the consent agenda, Councilman Alexander seconded. Motion carried 3-0.

9. OLD BUSINESS – none

10. NEW BUSINESS

10.I Consideration and Action on Resolution 2018 – Film Permit Fees

MOTION: Councilman Adams made a motion to table until mid-month, Councilman Horsley seconded.

Discussion: Councilman Alexander asked Ms. Senter what wording in the ordinance did she not like?

Ms. Senter said that the ordinance would require everyone that came in for a film permit to go before Council and anyone using any type of pyrotechnics wouldn't have to go before Council. It was flipped flopped. Motion carried 3-0.

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.

Mayor Hallman stated that there is either one or two ways to do this, either have everyone write their lists and submit and then have another first reading. This would be his recommendation.

MOTION: Councilman Adams made a motion to table the Employee Handbook until June 5th to give Councilmembers time to submit their changes, Councilman Horsley seconded. Discussion: Councilman Horsley asked is there any particular city that staff was seeking inspiration from? Christa Gilbert of Human Resources said she looked around to different local municipalities to see what they were doing. Motion carried 3-0.

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.

MOTION: Councilman Horsley made a motion to approve the Arbor Day Resolution, Councilman Adams seconded. Discussion: Councilman Horsley said Trees of Atlanta is also focusing on invasive species such as growth of their own trees. There is funding available through them and can have staff look into this. Mayor Hallman said he had a meeting with Trees Atlanta and with the Aerotropolis Board. They would like for Cities to make sure their tree ordinances are up to date and take into consideration invasive species of trees. Mayor Hallman would like for us to look at our tree ordinance either late summer or early fall to make sure it is up to date. Motion carried 3-0.

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)

Councilman Horsley stated that a law was passed in the General Assembly and is expected to be signed into law. The law deals with RFPs making it a requirement for municipalities and others to use the Georgia Procurement Registry, to list any bids that are public solicitations for product or services over \$10,000. The City currently has a setup but hasn't been used recently. Councilman Horsley believes it is House Bill 612.

Councilman Adams asked Chief Bloodworth for this roundabout, how feasible it is for our emergency vehicles to get through. Chief Bloodworth will have to look at it and see what the dimensions are. Councilman Adams recommends that Chief Bloodworth be included in the Advisory Committee.

MOTION: Councilman Alexander made a motion to approve with the addition of the Fire Chief on the Advisory Committee, Councilman Adams seconded. Discussion: Councilman Alexander asked how are the gateways determined because she feels northern gateway is severely neglected with development (Dogwood Drive). Councilman Horsley said he thinks because the focus of the LCI started with focusing on the downtown corridor; that's why they're refocusing on the Virginia subsection. Councilman Adams said that the north corridor is lacking, and we have truly overlooked that corridor. Motion carried 3-0. Mayor Hallman said let's try to formulate a plan for the north quarter.

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 25th, 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.

MOTION: Councilman Adams made a motion to approve, Councilman Alexander seconded. Discussion: Councilman Alexander said that Evereman installed solar panels, and he is excited to do a project here and would like to do other projects. Councilman Horsley mentioned the Monday night brewery that takes place at the westside trail of the beltline. Motion carried 3-0.

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.

Councilman Adams recused himself since he is a member of the organization.

MOTION: Councilman Horsley made a motion to table the item until mid-month meeting, directing city staff to seek out Central Georgia railroad company and any other connected company in order to strike the language “upwards only” from section 1c on page 2, Councilman Adams seconded. Motion carried 3-0.

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.

Councilman Adams asked the Community Services Director, Lee Sudduth does the city have a map highlighting the sewer system? Mr. Sudduth said that half of the city has been done and capital projects to do the rest of the city. Mayor Hallman said we have old infrastructure underground and there are some pipes that we do not know where they are. We've gotten a lot better.

Councilman Horsley said that if we want to seek a loan, GEFA provides water meter and conservation water loans; can schedule for 20 years for 1.25% with principal forgiveness. Councilman Horsley also asked when was the last time the RDJE contract negotiated for emergency services? Mr. Sudduth said that we haven't with them, we only have emergency calls. Councilman Horsley said it may be a working group, consortium that can be added to help lower the cost.

Councilman Alexander asked is the water sewer fund part of the fees that are collected annually. Mayor Hallman said it's the storm water.

Councilman Adams asked what is our cycle for all contracts? Is there an automatic renewal or do we look at contracts annually? Councilman Horsley said that a typical city usually does three-year contracts, two-year extensions. Mayor Hallman said a lot of the big projects must be bid out, things like this item. He asked City Manager, Tim Young to reach out to the Tri-City Managers to have a talk about putting forces together to get some better rates if possible.

MOTION: Councilman Adams made a motion to approve, Councilman Alexander seconded. Discussion: Councilman Horsley noticed that RDJE charged tax and then wiped the tax away because we're a city. Mayor Hallman said that we provide a tax-exempt document, so they'll know that we're tax exempt. Motion carried 3-0.

11. City Manager Report - City Manager, Tim Young mentioned the Cinco de Mayo event this Saturday at Jess Lucas Park where there will be food, arts and crafts, inflatables and a mechanical bull; fire hydrant flushing has started; staff is working to provide a first draft of the budget over to Mayor and Council. And would like to have Mayor and Council to meet with staff.

12. Public Comments:

Mike Murphy
Lucy Dolan
Charlene Duran

13. Mayor and Council Comments: Councilman Horsley commented on the following items: Optic traffic offers ticketed solutions on a fee sharing basis for truck height & red lights; remaining to be signed by Governor Deal is a law that allows a city to make an overlay district where kids walk to school and place cameras in those areas; AT&T cell coverage has been bad since installation of metal tree; checking to see if Ring, Inc. can offer a discounted RingMaster to municipalities; smart Community Grant –Joint application with Aerotropolis was submitted today; 8% Hotel/Motel tax bill not yet signed by the Governor; and look at retention schedule for non-active emails.

Councilman Adams asked all to support the local Academy Theatre

Councilman Alexander said it is incredibly dark on Wheeler and Russell Streets and a lot of kids are coming from there. Mayor Hallman said he had taken pictures near the tennis courts where there is graffiti and shoes on the power line. He is deciding who to talk to.

Mayor Hallman said that Connect South Fulton is promoting Economic Development and currently working on a cloud-based solution.

14. Executive Session: none

15. Adjourn

MOTION: Councilman Adams made a motion to adjourn the meeting at 8:17PM, Councilman Alexander seconded. Motion carried 3-0.

Respectfully submitted,

Alan Hallman, Mayor

Crystal Griggs-Epps, City Clerk