**Draft**

**Regular City Council Meeting**

**September 12, 2023**

**6:30 P.M.**

The Young Harris City Council met Tuesday, September 12, 2023, at 6:30 PM for their Regular Monthly Meeting. Present at the meeting were the Mayor: Andrea Gibby; City Attorney: Marvin Harkins; City Clerk: Nicolette Wade; Finance Officer: Ana Hess; City Council Members: Matt Miller, Steve Clark, Donald Keys, Terry Ingram and John Kelley; Economic Development Director: Denise McKay; Main Street Director: Rosemary Royston; Towns County Herald Staff Writer: Brittany Holbrooks; Towns County Civic Association members: Jim Olson and Gordy Jones; Robert Evans, citizen of the City of Young Harris.

**Call to Order:** Mayor Gibby called the meeting to order at 6:30 PM stating “we do have a quorum”. She told the Council that Attorney Harkins would be in later since he had another meeting to attend. She asked the Council to look over the Agenda and see if anything needed to be added.

**Agenda:** Mayor Gibby asked for a motion to approve the Agenda. John Kelley made a motion to approve the Agenda as presented, seconded by Terry Ingram and approved unanimously. A copy of the Agenda is attached and incorporated herein by reference.

**Approval of Minutes of Regular City Council Meeting –August 1, 2023 – 6:30 PM:** John Kelley made a motion to approve the Minutes of the August 1, 2023 City Council Meeting as presented, seconded by Steve Clark, and approved unanimously. A copy of the Minutes is attached and incorporated herein by reference.

**Financial Report- Ana Hess:** Ana told the Council the new auditors came by to visit and gave her an idea of how they will conduct the audit. She is looking forward to working with them. We still do not have the 2022 Audit. She hopes to have it within this year. She said the Financials for July are as expected. She explained pages 26 and 27 give a recap of water and sewer revenues and expenditures. Going forward you will see some expenditures of ARPA and SPLOST. She is waiting on news of a loan from GEFA for the service line. Also, the Council needs to schedule a budget meeting. A copy of the July 2023 Financial Report Package is attached in incorporated herein by reference.

Mayor Gibby asked for any questions regarding the Financial Report and there were none. John Kelley made a motion to approve the July Financial Report as presented, seconded by Steve Clark and approved unanimously.

**2024 Budget – Set Budget Meeting**: Mayor Gibby said a date for the budget discussions needs to be set. The meeting was scheduled for October 24, 2023 at 6:00 PM.

**Robert Evans:** Mr. Evans came to the Council Meeting and explained a situation where there were 3 houses on Mineral Springs Road. Below them is Brasstown Shadow Road and in the last year there is been more traffic. The area along Mineral Springs has been cleared by John Kelley and Alvin Gibson for development. The cars coming below off Brasstown Shadow do not stop when they cross into Mineral Springs Road. There are no STOP or YIELD signs causing people to slam on the brakes to avoid an accident. The people coming up the road do so with a great deal of speed. He was asking the Council to install STOP signs and/or YIELD signs. He wants a STOP sign or YIELD sign on Brasstown Shadow Road, whatever is appropriate. Mayor Gibby told Mr. Evans that she would talk with the City Attorney and ask his opinion on the matter. Mr. Evans said he appreciated the Council’s consideration of the request.

Dr. Kelley said he agreed with Mr. Evans. He thinks there is an Airbnb on Brasstown Shadow causing the extra traffic.

**Building Permit: Georgia Sunset LLC – Art Krebs:** This is a request for approval of electrical in a small shed that was less than 200 square feet and did not need approval. John Kelley made a motion to approve the request for electrical installation in the shed, seconded by Donald Keys, and approved unanimously. A copy of the Building Permit Application is attached and incorporated herein by reference.

**Business License: JD Shuler Contracting:** JD Shuler is renting space at 1352 Main Street, Suite 4 for office space only. This company does work in Atlanta and Natalia Patterson Holtis will be working in the office. There will be no customers coming in and out. Matt Miller made a motion to approve the business license, seconded by John Kelley, and approved unanimously. A copy of the Business License Application is attached and incorporated herein by reference.

**Business License: Comtronix US:** Comtronix US is renting space at 1352 Main Street, Suite 3 as a shipping location only. They will be shipping computers to their customers temporarily while they are building a new building in Blairsville for their permanent location. They are licensed in the State of Florida but not in Georgia. Matt Miller made a motion to approve the business license, seconded by John Kelley and approved unanimously. A copy of their Business License Application is attached and incorporated herein by reference.

**Pro Pump Solutions, Inc.:** There was an emergency repair at the Wastewater Treatment Plant that had to be done to prevent sewage from going into the creek. They called Mayor Gibby in the night to tell her about the problem and she told them to proceed with repairs but the Council needs to approve it. The invoice is for $5,332.18. Matt Miller made a motion to approve payment if the invoice, seconded by Donald Keys and approved unanimously. A copy of the quote with the invoice amount is attached and incorporated herein by reference.

**Resolution to Obligate ARPA Funds:** Mayor Gibby explained we have to obligate the ARPA Funds from the US Treasury. There is $620,278 in ARPA which in the Resolution are being obligated for infrastructure improvements. A copy of the Resolution is attached and incorporated herein by reference.

Attorney Harkins arrived at the meeting during the Timberline discussion.

**Timberline:** Steve told the Council that Timberline should be finished this week. Mark, Marvin, and Steve are talking over the next two weeks and the goal is to put it out for bid in the next 10 days, have it bid in October and receive bids the Friday before the November meeting. They have discussed sending the bid package to different contractors and not just inviting them to bid so we can get more than one bid.

**Sewer Line:** Steve received two bids from Jonathan Raymer of Federal EC, LLC. One bid is for Pipe Segment BV-39 in the amount of $52,200 and the other is for BV-45 in the amount of $54,900. Attorney Harkins explained that Federal EC is a sole source contractor. Mayor Gibby will have to sign a written determination that this is a sole source procurement. John Kelley made a motion to approve the two bids, seconded by Donald Keys and approved unanimously. Copies of the bids are attached and incorporated herein by reference.

**Manholes:** Steve explained he is waiting on bid documents for manholes but they will have to go through the bid process because there is more than one contractor that can do this job. He has the bid documents finished and will send them to Marvin after he gets a number. He hopes to get them out in the next week or ten days. He will also set the manhole bid date to the Friday before the November meeting so it can be discussed by the Council.

**Mueller Meters:** Dean Stanley said we received another shipment including two six inch meters. We are waiting on the icons to come in for testing.

**Office Report:** Nicolette Wade reported how stressful the new updated billing/accounting system has been. It is a learning process. There have been many people calling and coming into the office for different reasons but mainly because there is a $2.50 charge on the first $50 of a water bill and 2.8% thereafter on any credit or debit card payments which is a charge the city did not have before on the website. Ana Hess agreed that there is a lot of searching around on the new system but in the long run it will be better.

**Water/Maintenance Report:** Dean Stanley reported that Timberline has about a 140 feet section of 2 inch pipe that needs to be replaced because it has cracked about 5 times. It is old brittle pipe. They are planning to replace that pipe in a couple of months. Dean said that the letters that were sent to the people on Walker Street to cut their trees back worked as the homeowners did clear the limbs off the road.

**Main Street Georgia:** Rosemary Royston reported that Porchfest was this Sunday. Porchfest has bands, food trucks and vendors. She has raised about $2,700. She has had a conversation with Adam Hazell regarding Master Planning. A copy of the detailed list of what Rosemary has accomplished is attached and incorporated herein by reference. The first Main Street Board Meeting was August 29. She gave a slide show presentation on what Main Street is about.

**Economic Development:** Denise McKay reported that we made it to round 2 of the Land and Conservation Fund Grant.

**Attorney’s Report**: Attorney Harkins said that the Brasstown Creek property donated by Shirley Miller is set to close soon. We got the appraisal that Mrs. Miller requested for tax purposes.

In the packet is a Right of Way policy. The purpose is to clarify the responsibility of what the Public Works Department is supposed to do to the roads. State law requires that cities maintain city roads for the purpose of public safety. Cities are prevented from maintaining private roads. State law defines what is considered a public road. It does not include culverts on driveways. This policy will be the guidelines of the Public Works Department to make it clearer as to what the city is supposed to do. There was a discussion with questions regarding installing new culverts and repairing collapsed culverts. Attorney Harkins said this is a policy not an ordinance explaining what the city will and will not do. Attorney Harkins will look at the policy because if a permit is required for a new culvert it may have to be an ordinance. A copy of the Right of Way policy is attached and incorporated herein by reference.

**Mayor’s Report:** Mayor Gibby said she attended a joint meeting of the GMA and the APPG and they discussed housing, service delivery and LOST negotiations. The housing discussion was the same as the city has discussed regarding a deficit of building and was a very good discussion. The word that came out is “attainable” regarding whatever families need. There is a task force between GMA and APPG which is to further define and clarify some of the technical terminology.

**Stop Sign – Mineral Springs:** Attorney Harkins said the Council can approve the STOP sign at their discretion. The Council decided to put a YIELD sign on Brasstown Shadow and a STOP sign on Mineral Springs. The city needs to see if land owner will allow foliage to be cut back for better sight. Also need a blind curve sign.

Donald Keys made a motion to adjourn the meeting, seconded by Steve Clark and approved unanimously.

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Andrea C. Gibby, Mayor

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nicolette Wade, City Clerk