**Draft**

**Regular City Council Meeting**

**April 4, 2023**

**6:30 P.M.**

The Young Harris City Council met Tuesday, April 4, 2023, at 6:30 PM for their Regular Monthly Meeting. Present at the meeting were the Mayor: Andrea Gibby; City Clerk: Nicolette Wade; Finance Officer: Ana Hess; Main Street Director: Rosemary Royston; City Council Members: Matt Miller, Terry Ingram, Steve Clark, and Donald Keys; Public Works Supervisor: Dean Stanley; Economic Development Director: Denise McKay; Vice President of Finance and Operations at Young Harris College: Bo Wright; Staff Writer for the Towns County Herald: Brittany Holbrooks; and Dr. Stephen and Dana Dockery of The Fix. John Kelley was absent from the meeting.

**Call to Order:** Mayor Gibby called the meeting to order at 6:31 PM. She stated there was a quorum. She asked the Council to look at the Agenda and told everyone that Steve Clark wanted to move the Engineering Report to New Business after the Engineering Services RFQ.

**Agenda:** Steve Clark made a motion to approve the Agenda with the change of the Engineering Report as suggested by Mayor Gibby, seconded by Matt Miller and approved unanimously. A copy of the corrected Agenda is attached and incorporated herein by reference.

**Approval of Minutes of Public Hearing – Special Use Application – March 7, 2023 – 6:15 PM:** Matt Miller made a motion to approve the Minutes of the Special Use Public Hearing as presented, seconded by Donald Keys and approved unanimously. A copy of the Special Use Minutes is attached and incorporated herein by reference.

**Approval of Minutes of Regular Monthly Meeting – March 7, 2023 – 6:30 PM:** Donald Keys made a motion to approve the Minutes of the March 7 Regular Monthly Meeting as presented, seconded by Terry Ingram and approved unanimously. A copy of the Minutes of the March 7 Regular Monthly Meeting is attached and incorporated herein by reference.

**Approval of the Minutes of the Administrative Committee Meeting – March 21, 2023 – 6:00** **PM:** Steve Clark made a motion to approve the Minutes of the March 21 Administrative Committee Meeting as presented, seconded by Matt Miller and approved unanimously. A copy of the Minutes of the March 21 Administrative Committee Meeting is attached and incorporated herein by reference.

**Financial Report – Ana Hess:**  Ana told the Council they had the January and February Financial Reports in their packet and the only thing they do not have is the final report from the auditors or the entries they would typically include updating any assets, purchases, depreciation updates so in the future there might be some updates to the Financial Reports. The Budget will be updated to include a separate section for Rosemary’s Main Street accounting functions in the General Fund. Steve Clark asked what the difference is between Legislative and Executive under salaries. Mayor Gibby said Executive is the Mayor and Legislative is the Council. Steve asked when to expect Franchise Fees and Attorney Harkins explained this is on the Agenda for later in the meeting and he is still negotiating the contract with the Blue Ridge Mountain EMC. Steve Clark made a motion to approve the Financial Report as presented, seconded by Terry Ingram, and approved unanimously. A copy of the Financial Report is attached and incorporated herein by reference.

**New Business:**

**Business License Approval – The Fix, LLC:** Dr. Stephen Dockery was attending the meeting and explained he and his wife are opening a Chiropractic coffee shop. The type of Chiropractic service he does is a specific type where he does a full analysis to make sure what is done is correct. His wife, Dana, is going to be running the coffee shop. They want things to be top notch with excellent expresso. They will also do some baking with some healthy options. It will be a place to destress. Matt Miller made a motion to approve the Business License for The Fix, LLC, seconded by Donald Keys and approved unanimously. A copy of the Business License Application is attached and incorporated herein by reference.

**SCADA System:** Steve Clark told the Council that the SCADA System is the system that tells the water pumps when to turn on and off and lets Dean know when things are not working properly, however, the SCADA System needs to be updated. There were 3 options for updating the computer. The one Steve prefers is cloud based with only 5 pieces of equipment for $29,000. The equipment will be on the tanks and the pumps with no equipment at City Hall. Dean will be able to check it on his phone at any time without coming into the office. There is an annual fee of $575 for each of those 5 nodes. The company will maintain the system. Blairsville uses this system and they say it is really a good system. Steve Clark made a motion to install this new SCADA System for $29,000, seconded by Matt Miller and approved unanimously.

Steve explained there is a similar product for the Sewer Plant. Currently if our pump station has a problem the only way we know is if someone hears the alarm going off or smells it. This system would immediately alert us when things at the plant or pump station go out. There are 2 pieces of this, one for the treatment plant for $18,000 and one for the pump station for $6000. Steve wants to discuss this with Wayne Barrett and see if this is what he wants. Mayor Gibby explained the City can use SPLOST funds to pay for this.

Steve Clark made a motion to spend $6000 on the pump station system and he will give a report on the treatment plant after he talks to Wayne Barrett. The motion was seconded by Terry Ingram and approved unanimously.

**Bureau Veritas Contract and Master Fee Schedule Cover Ordinance and Fee Schedule:** Attorney Harkins reminded the Council of Hal Chitwood of Bureau Veritas attending and speaking at the March meeting. There are two things to act upon, one is a contract engaging Bureau Veritas for the service and two modifying the Fee Schedule. Attorney Harkins reviewed the contract from Mr. Chitwood and sent edits back to him and he agreed to the edits but Attorney Harkins does not have the final document. The Council was given a sheet listing the work to be performed by Bureau Veritas and the work that would remain to be performed by the City. Attorney Harkins went over the list. This explanation is the First Reading of the Cover Ordinance and Fee Schedule. Steve Clark asked to make sure that this has no effect on the Planning Commission and Attorney Harkins said that is correct. Steve Clark made a motion to allow Attorney Harkins to proceed negotiating for contractor services pending ultimate approval of the Fee Schedule, seconded by Terry Ingram and approved unanimously. A copy of the proposed Scope of Work List and the Master Fee Schedule Ordinance and Fee Schedule is attached and incorporated herein by reference.

**Blue Ridge Mountain EMC Franchise Agreement and Cover Ordinance:** Attorney Harkins explained the State allows the City to charge a franchise to companies that utilize public right-of-way. The Blue Ridge Mountain EMC utilizes the public right-of-way in the City of Young Harris. The first document is an ordinance that grants them the franchise fee in exchange for certain rates and the second document is an agreement that the City works out with the EMC as to how they do collections. It will show up on people’s bills and the money will come to the City for use of the public right-of-way. This should bring in roughly $40,000 to $50,000 per year in revenue. This is the First Reading of the Ordinance. Attorney Harkins reminded the Council that the GMA is working on finding all the utilities that use the City right-of-way. Hopefully this will be finalized in May. A copy of the Cover Ordinance and Agreement are attached and incorporated herein by reference.

**Purchase Card:** Attorney Harkins said that in order for elected officials to have a credit card there has to be a policy with the limits that can be charged on the card. He also covered employees with the policy so the Mayor and all City employees are covered. This will also help Ana track the cards per month and the limit is $3000 per month. Ana will also conduct a quarterly audit for the cards and will set the types of documentation needed. Mayor Gibby explained the way it is now it is difficult for Ana to keep up with and this will help her track it much more easily.

**Engineering Services:** Steve Clark went over the names of the five companies that submitted statements in response to our RFQ on the Georgia Procurement Registry for engineering services. The companies that submitted statements are: Keck & Wood, Falcon Design, Goodwyn Mills Cawood, Hussey Gay Bell, and Turnipseed Engineers. Steve gave the Council a background on how he made his decision to accept all of them to give us some choices and we can use one or two of them on any proposal. Attorney Harkins explained this does not obligate the City to anybody for anything. It is like give me your resume. He will send a letter to all of them asking if they would like to sign a contract for standby engineering so if a project comes up that looks like it would fit in with what they provide for design services we could call on them without having to go through the bid process. Steve Clark made a motion to select all as finalists for the bid, seconded by Donald Keys and approved unanimously.

**Sewer Line Rehabilitation:** Steve Clark has a study from 9 years ago that he is reviewing and will have some more information regarding sewer lines at the next Regular Council Meeting.

**Water Meters – United System:** Steve Clark told the Council the cellular part of the meters is 7 or 8 months out. The meters United System use are manufactured by a company called Deal. Mueller buys the exact same meter from Deal. Mueller is getting quotes for us but their meters are going to be radio based. We were going to be Christmas getting these meters done by United Systems. Dean said David at Water Works should be able to get back to us in 2 weeks. He explained the fact that we have over 100 Mueller meters that we hope to exchange for the newer type meters. Steve said boosters will be necessary for radio transmission. He is not sure that cellular transmission in our area will be accurate.

**Timberline Booster Pump: Bid for Timberline Pump:** Steve Clark said about a year and a half ago they decided to fix the cost base of the pump station to $550,000. There was $100,000 spent on engineering. There was one bid for construction of the Timberline Booster Pump Station that was turned in on Friday, March 31. The quote received was for $1,040,000. Steve made a motion to reject the bid, seconded by Matt Miller. Mayor Gibby said she was asked to ask about fittings and covering which she has asked about but does not yet have the answer. Steve said the specs called for certain types of fittings. He would like to go to one of the engineers we selected and have them do value engineering which would cost $5,000 to $10,000. All voted in favor of the motion to reject the bid. A copy of the bid total sheet is attached and incorporated herein by reference.

Steve said we will have to re-bid. He said his preference is Corinne Valentine who started working on the project and then she left Hayes-James. Attorney said he will have to send letters out first and then contract with Keck and Wood and bring that back to the Council at the May meeting and then they can give a proposal for what we need done.

**March Invoice – Marvin Harkins:** Attorney Harkins turned in an invoice for $4,185.00 for the month of March, a copy of which is attached and incorporated herein by reference. Attorney Harkins went over the invoice briefly and asked if there were any questions but there were none. Donald Keys made a motion to approve payment of the invoice, seconded by Steve Clark and approved unanimously.

**Old Business:** Dean Stanley reported that he is inspecting the Mount Zion Church of God construction and everything is going good.

**Main Street Georgia:** In the Council Packets there was a Statement of Tasks Completed by Rosemary Royston which she referred to in her report to the Council. She also said she had a proposed Social Media Policy which goes over the purpose of why we have social media sites. We have a pretty good following. She had over 375 responses of people who filled out the survey she had posted on Facebook with hard copies in the office lobby. Some of the most popular responses were for a monthly newsletter, a coffee shop and a meeting space or community center. She said in the next month we will have our first ribbon cutting for Pilates Architect. A copy of the Statement of Tasks and Social Media Policy is attached and incorporated herein by reference. Mayor Gibby said the Social Media Policy should be tabled until the Council and Attorney Harkins have time to look at it.

**Economic Development:** Denise McKay said she is working on a grant for the park and should have more information by next month.

**Council Update:** Steve said Dean received a price for fixing Thomas Town Road for $1,250. Steve made a motion to let Dean take care of the road, seconded by Donald Keys and approved unanimously.

**Mayor’s Report:** Mayor Gibby told the Council she received an award from Mountaintrue on behalf of the City for our water quality.

The Mayor and Council decided to set Tuesday, April 18 at 6:00 PM as time for an Administrative Meeting regarding some of the items at this meeting that need further discussion.

Mayor Gibby explained Ana is working on One Drive so everyone will have access and we can put documents for everyone to look at so we don’t have to make so many paper copies. She asked everyone to stay and let Ana show them how to look at the computers.

**Adjournment:** Matt Miller made a motion to adjourn the meeting, seconded by Donald Keys and approved unanimously.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Andrea C. Gibby, Mayor

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

 Nicolette Wade, City Clerk