

MINUTES
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING
WYNDHAM PEACHTREE HOTEL & CONFERENCE CENTER
2443 HIGHWAY 54 WEST, PEACHTREE CITY, GA 30269
FRIDAY, JANUARY 27, 2017
10:00 AM

The Special Called Meetings of the City of McDonough City Council were held on Friday, January 27, 2017, and Saturday, January 28, 2017, at the Wyndham Peachtree Hotel & Conference Center.

Friday, January 28, 2017

Mayor Billy Copeland called the meeting to order at 10:10 AM, with the following members present:

Mayor:	Billy Copeland
Mayor Pro Tem:	Roger Pruitt
Councilmembers:	Craig Elrod
	Benjamin Pruett
	Rufus Stewart
	Kamali Varner (arrived shortly after meeting began)
	Sandra Vincent (arrived shortly after meeting began)

Others in attendance for the meeting were: City Administrator, Mr. Keith Dickerson; City Clerk, Ms. Janis Price; Fire Chief, Mr. Steve Morgan; Community Development Director, Mr. Rodney Heard; Finance Director, Mr. Mike Clark; Human Resources Director, Ms. Carla Tuck; Public Works Director, Mr. Ronnie Thompson; Technology Services Director, Mr. Steve Sikes; Tourism Director, Ms. Christy Collier; Main Street Manager, Ms. Courtney Whitman, Events Planner, Ms. Rebecca Nix, Executive Assistant, Ms. Euretha Lyles, Executive Assistant, Ms. Trisha Colpetzer; and Facilitator, Mr. Gordon Maner with the Carl Vinson Institute of Government.

City Administrator, Mr. Keith Dickerson led the Pledge to the Flag; and City Clerk, Ms. Janis Price gave the invocation for the meeting.

Mayor Copeland called for a motion to approve the Agenda, with the amendment to add the Pledge to the Flag and the Invocation, as well the addition of department presentations from Tourism Director, Ms. Christy Collier, and Main Street Manager, Ms. Courtney Whitman. Councilmember Elrod motioned, and Councilmember Stewart seconded. The vote was five in favor. Those voting in favor were Mayor Copeland; Mayor Pro Tem Pruitt; Councilmember

Elrod; Councilmember Pruett; and Councilmember Stewart. Councilmembers Varner and Vincent were not present for the vote.

Facilitator, Mr. Gordon Maner introduced himself and discussed his role as facilitator for the meeting. Mr. Maner also set forth the ground rules for the meeting to keep the discussion focused, respectful and on task:

- Trust each other enough to speak, and respect each other enough to listen.
- Respect each other's differences and perspectives.
- Talk to each other and not the media.

Finance Director, Mr. Mike Clark made a presentation of departmental updates, and some of the items that were discussed are listed as follows:

- As of June 30, 2016, the General Fund had an unassigned fund balance of \$6,450,234; the Water & Sewer Fund had an unassigned fund balance of \$4,628,117; and the Stormwater Management Fund had an unassigned fund balance of \$2,892,451.
- The cash balance from the courthouse revenue bonds, the construction account and the expected disbursements is projected to be \$141,831, at the end of the project.
- The Finance Department will demonstrate its new OpenGov Transparency Project to the Mayor, Council, City Management, and the general public in the coming months.
- The Finance Department has assigned a staff member to act as project accountant to track the costs of long-term contracts and provide report updates. The initial project accounting is focusing on SPLOST IV Projects; and reports will be made available to the public through OpenGov.

(A copy of the entire presentation is attached.) At the conclusion of the presentation, discussion ensued.

Director, Mr. Rodney Heard also made a presentation to Mayor and Council regarding the Community Development Department, and some of the topics discussed are listed as follows:

- In 2016, total revenues for Community Development are \$3,088,000.
- The vision of Community Development is derived from a focus on Growth Management according to the City's Comprehensive Land Use Plan, Livable Centers Initiative (LCI) Program, and proposed Unified Development Code (UDC), to be adopted in 2017.
- Growth Management areas of focus include connectivity; pedestrian access and transit; neighborhood retail and services; social interaction; dwelling types; and healthy living.
- Forecasted development activity highlights for 2017, include the UDC; the Blackville Community; and South Point.
- Particular areas focus for the UDC will include the Historic Town Square; city gateways; major corridor overlays; and village activity centers.

(A copy of the entire presentation is attached.) At the conclusion of Mr. Heard's presentation, discussion ensued.

Fire Chief, Mr. Steve Morgan came before the Mayor and Council to discuss any items and answer any questions that may be posed regarding the Fire Department. Some of the topics included in the discussion are listed below:

- In order to man the ladder truck, the Fire Department will need three permanent staff members. Fire Chief Morgan intends to address the needs for additional personnel before the new budget is approved.
- Station 1 will handle ladder truck calls for the county.
- City of McDonough Fire Department runs approximately 1,300 calls a year for the county.
- As growth continues, the City will need an additional fire station.
- Locations to consider for an additional station would be at Jonesboro Road and McDonough Parkway.

Technology Services Director, Mr. Steve Sikes presented an overview of the projects within the Technology Services Department:

- We've turned the City of McDonough around with a foundational network to build upon.
- Some of the major accomplishments in Technology Services for 2016 include upgrading to fiber connections from 1 gig to 10 gigs; state of the art network/phone/video/card access system at the new Municipal Court; and upgrading the Main Street network from Charter to the new city microwave at 60 gigs.
- CITYLINK now provides mesh Wi-Fi for the public in city parks and the downtown square.
- We have purchased and configured Barracuda Web Security to provide internet content filtering on the new public Wi-Fi.

During the presentation, some discussion ensued. Councilmember Vincent asked if there is a way to expand the public Wi-Fi service to include the Jonesboro Road and Avalon Parks; and she said that it is essential that we keep all of the parks on the radar. Mr. Sikes responded that the foundation that is now in place is expandable, and he reminded Mayor and Council that "Nothing happens without IT." (No further comments were offered.)

The lunch break was taken at noon and the regular session resumed at 1:00 p.m.

Mr. Sikes continued with his presentation for the Technology Services Department, and he discussed the capital needs for 2017. The items discussed included the need for additional body cam storage; server upgrades; and video security. (A copy of the complete presentation is attached.)

Mayor Copeland took the opportunity to point out that the City of McDonough now has an ISO Rating of 2. He offered his appreciation and praise for the dedication of Fire Chief, Steve Morgan and the Fire Department on such a tremendous accomplishment.

Human Resources Director, Ms. Carla Tuck offered a presentation on behalf of the Human Resources Department. Some of the items she discussed are listed below:

- Personnel Policy is almost complete and ready for adoption.
- Human Resources is working on implementing an employee portal on the website so that staff can access documents and forms, as well as training videos
- Creating a separate portal for Department Heads
- Human Resources staff has successfully scanned 75 percent of personnel files into Laserfiche.
- Working with CorpCare on employee awareness of our Employee Assistance Program and what it offers

After the presentation was concluded, some discussion ensued. (A copy of the presentation entire is attached.) Councilmember Pruett asked about any challenges that the HR Department is facing; and Ms. Tuck responded that she hopes that the employee portal will help with the challenge of effectively communicating HR related issues with supervisors.

Public Works Director, Mr. Ronnie Thompson presented information relative to City projects and the Public Works Department. Some of the items discussed are listed, as follows:

- The Phillips Drive SPLOST IV Project is expected to be completed by the end of April 2017.
- Drawings for sidewalk connectivity are 80% complete and will be available for review by the end of February 2017.
- The survey for the Jonesboro Road Park is complete, and Public Works is working to clear the underbrush.
- The Public Works Department has installed the driveway entrance and sidewalks for the City Cemetery addition.
- The Water Treatment Plant is in need of a 5th settling basin and filter; and the Wastewater Plant is in need of a third digester.

(A copy of the complete presentation is attached.) At the end of the presentation, further discussions ensued.

Main Street Manager, Ms. Courtney Whitman and Tourism Director, Ms. Christy Collier were present at the meeting; and Ms. Whitman presented an update regarding the Main Street Department. Some of the items discussed are listed below:

- We have purchased a green screen for photography at City events.
- We held approximately eight ribbon cuttings in 2016, with six of those within the Main Street District.
- The City hosted 30 events, and partnered with other organizations in at least six events throughout the year.
- Main Street Department has a new app and website

- Approximately 20,000 people visited the Welcome Center last year.

At the conclusion of the presentation, discussion ensued. Councilmember Vincent suggested that a facade easement program should be explored again.

Facilitator, Mr. Maner called for a 15-minute break. After the break, the meeting was resumed.

City Administrator, Mr. Keith Dickerson made a presentation regarding Annexation. Some of the items discussed are listed, as follows:

- The discussions have included three scenarios for annexation.
- The information was presented to state representatives.
- We see this as a growth management opportunity to better grow the city.
- City offers services with a focus on public service.
- State Representative Welch said that City has to annex by census block.

(A copy of the entire presentation is attached.) Discussion ensued during the presentation.

Councilmember Elrod said that since so much work has been done at this point, he believes the annexation should be submitted. Councilmember Vincent expressed concerns about services for neighborhoods that will exist with one side of the road in the city and the other side existing in the county. Mr. Dickerson said that the discussion should continue at the next council meeting.

Mayor Copeland called for a motion to go into Executive Session under O.C.G.A. 50-14-2, for pending litigation. Mayor Pro Tem Pruitt motioned, and Councilmember Pruett seconded. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt, Councilmember Elrod, Councilmember Pruett, Councilmember Varner, and Councilmember Vincent. Councilmember Stewart was not present for the vote.

Mayor Copeland called for a motion to return to the Regular Session. Councilmember Pruett motioned, and Mayor Pro Tem Pruitt seconded. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt, Councilmember Elrod, Councilmember Pruett, Councilmember Varner, and Councilmember Vincent. Councilmember Stewart was not present for the vote.

There were no action items to report from Executive Session.

Mr. Dickerson raised the discussion on what the City will do with the old Municipal courthouse building, and discussion ensued.

- The trailers have been removed.
- Councilmember Elrod remarked that the house on the property is in disrepair and should be removed.
- Mayor Pro Tem Pruitt brought forth the idea of turning the building into a conference center, which would produce income to the City.

- Mr. Dickerson said that some suggestions for the building have included using it as a site for HOA meetings and/or McDonough Youth Advisory Council meetings.
- Councilmember Vincent suggested holding a meeting to invite the public to provide input on uses for the building. She also suggested looking into how to provide better pedestrian access to the site.
- Councilmember Varner expressed that the citizens who live in the area of the building want a community center for indoor recreational events.

At the conclusion of the discussion, the meeting adjourned for the day at 5:00 p.m.

Saturday, January 29, 2017

Mayor Billy Copeland called the meeting to order at 8:30 AM, with the following members present:

Mayor:	Billy Copeland
Mayor Pro Tem:	Roger Pruitt
Councilmembers:	Craig Elrod
	Benjamin Pruett
	Rufus Stewart
	Kamali Varner (Arrived shortly after the meeting began)
	Sandra Vincent (Arrived shortly after the meeting began)

Others in attendance for the meeting were: City Administrator, Mr. Keith Dickerson; City Clerk, Ms. Janis Price; Executive Assistant, Ms. Euretha Lyles; Executive Assistant, Ms. Trisha Colpetzer; and Facilitator, Mr. Gordon Maner with the Carl Vinson Institute of Government.

Councilmember Benjamin Pruett led the Pledge to the Flag, and he also gave the invocation for the meeting.

Mayor Copeland called for a motion to approve the Agenda. Councilmember Stewart motioned, and Mayor Pro Tem Pruitt seconded. The vote was five in favor. Those voting in favor were Mayor Copeland; Mayor Pro Tem Pruitt; Councilmember Elrod; Councilmember Pruett; and Councilmember Stewart. Councilmembers Varner and Vincent were not present for the vote.

Mayor Copeland introduced Ms. Monica Moseley, Manager with Republic Services to discuss the sanitation services for the City:

- Universal Recycling is now available for commercial and industrial customers for the removal of hazardous wastes that contain Mercury.
- The Republic Recycle Bank will no longer be available as of April 2018, and will be replaced with a new Republic Rewards program.

- The community recycling rewards program will allow customers to opt in to the program, and they will automatically have access to coupons. Earned points through the recycling program will go towards an improvement project within the community.
- Republic will fund the community improvement projects that are voted on by the citizens, up to \$5,000 annually.
- Current contract with Republic will end April 21, 2018; and Republic would like to renew the contract to continue working with the City.
- How would the City like to move forward?

After the presentation, discussion continued regarding the recycling program for the City. Councilmember Vincent expressed concerns over the appropriate disposal of electronics and paint products; and further discussion took place regarding the options for disposal of those items.

City Administrator, Mr. Keith Dickerson presented the discussion of the City's Ethics Ordinance. Some of the suggestions discussed are listed below:

- The State Ethics Ordinance trumps the City Ordinance.
- A specific form is needed to complete by person who wishes to make a complaint and an internal committee to consider the complaint and determine if it is a legitimate ethics issue.
- Does the body want to continue with a volunteer board; or should we consider utilizing hearing officers to review complaints?

Councilmember Elrod suggested enlisting hearing officers to review any ethics complaints, so that these issues will be dealt with in a more professional and timely manner. Mr. Maner suggested putting together a reciprocal agreement with another city to provide an initial review of complaints, or to serve as the hearing officer. Councilmember Elrod requested, if possible, that a revised Ethics Ordinance be completed and adopted within 60 to 90 days.

Councilmember Vincent noted the importance of identifying the actual rule that is being violated according to the Code before these complaints are initiated. She said that complaints should be based upon the areas that the body is sworn to uphold and not based on opinion. Additionally, she asked if the governing body could consult with a hearing officer to verify that any projects or activities will not be in conflict with the City's Code of Ethics.

Councilmember Pruett added that any process should be fair and concise so that citizens are able to initiate valid complaints, and the City will know how to appropriately respond. Mr. Dickerson asked that everyone review the attached example ordinances from other cities, so that this issue can be revisited at a future meeting.

The Mayor and Council discussed the following city matters and each topic is specifically highlighted in the Facilitator's report attached at the end of the minutes. The topics discussed:

- Municipal Court Open House
- Transportation and Annexation
- Recognition of Department Heads and City staff
- Sidewalks
- The need for grant writers
- The need for a trash ordinance
- Ethics Ordinance
- The need for an action plan to address youth needs
- Traffic issues
- Relationships and collaboration between districts
- Communication
- Partnerships with organizations
- Community and business sustainability
- McDonough Youth Advisory Council
- Parking issues around the square
- Code Enforcement
- Consider local business sponsors for meters on “Free Parking Friday”
- Media Ordinance
- The importance of teamwork and team building

Lunch break was taken at this time.

Mr. Keith Dickerson presented information on the following items:

- Transportation plan from the Atlanta Regional Commission (ARC)
- List of paving projects and parks
- Sidewalk connectivity
- SPLOST, SPLOST II, and SPLOST III projects
- Polk Building update
- City’s involvement in disaster relief efforts in Louisiana and South Georgia
- Parking issues around the square

Mayor and Council agreed on the date for the 2018 retreat which will be January 12-13, 2018.

Mr. Maner wrapped up the meeting.

Mayor Copeland called for a motion to adjourn. Councilmember Stewart motioned, and Mayor Pro Tem Pruitt seconded. All stood in favor. The meeting adjourned at 1:55 p.m.

Janis E. Price, City Clerk

OPEN MEETINGS COMPLIANCE NOTICE: This is a special called meeting of Mayor and Council of the City of McDonough duly noticed pursuant to the requirement of the Georgia Open Meetings Law (O.C.G.A. § 50-14-1, et seq.). Notice of the meeting will be published in the “Henry Herald” in the January 21/22, 2017 edition; a copy of the regular meeting schedule and this agenda posted at City Hall and on the City’s website, as required by law.

CITY OF
MCDONOUGH
G E O R G I A

City Council Special Called Meeting

January 27 - 28, 2017
Wyndham, Peachtree City



**Carl Vinson
Institute of Government**

Facilitated by Gordon Maner

AGENDA
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING
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2443 HIGHWAY 54 WEST, PEACHTREE CITY, GA 30269
FRIDAY, JANUARY 27, 2017
10:00 AM

10:00 am	Welcome Call to Order Approval of the Agenda Purpose, Overview and Goals of the Retreat	Mayor Copeland Mr. Gordon Maner, Facilitator Carl Vinson Institute of Government
10:10 am	Mayor/Council Discussions with Department Heads:	
	Mr. Mike Clark	Finance
	Mr. Rodney Heard	Community Development
	Chief Steve Morgan	Fire
	Mr. Steve Sikes	Information Technology
	Ms. Carla Tuck	Human Resources
	Mr. Ronnie Thompson	Public Works
	Courtney and Christy	Mainstreet and Tourism
12:00 Noon	Lunch	
1:00 pm	Continuation of Department Heads Presentations	
2:30 pm	Discussion on Annexations	Mr. Keith Dickerson
3:15 pm	Break	
3:30 pm	Executive Session	Litigation O.C.G.A. 50-14-2 Real Estate O.C.G.A. 50-14-3 (b) (1) Personnel O.C.G.A. 50-14-3 (b)(2)
4:30 pm	Macon Street Courthouse Discussion	Mr. Dickerson
5:00 pm	Adjournment	

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CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING
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SATURDAY, JANUARY 28, 2017
8:30 AM

8:30 am	Call to Order Approval of the Agenda	Mayor Billy Copeland
8:40 am	Discussion of Sanitation Services	Ms. Monica Moseley, Manager Republic Services
9:00 am	Ethics Ordinance Discussion	Ms. Leigh Hancher
9:45 am	Specific discussion items of the Governing Body: Mayor Billy Copeland Mayor Pro Tem Roger Pruitt Councilmember Rufus Stewart Councilmember Sandra Vincent Councilmember Kam Varner Councilmember Craig Elrod Councilmember Ben Pruett	
10:15 am	Break	
10:30 am	Continuation of Governing Body's items	
12:00 Noon	Lunch	
1:00 pm	City Administrator Remarks	Mr. Dickerson
1:30 pm	Wrap Up	Mr. Gordon Maner
2:00 pm	Adjournment	

OPEN MEETINGS COMPLIANCE NOTICE: This is a special called meeting of Mayor and Council of the City of McDonough duly noticed pursuant to the requirements of the Georgia Open Meetings Law (O.C.G.A. § 50-14-1, et seq). Notice of the meeting will be published in the Henry Herald in the January 21/22, 2017 edition; a copy of the regular meeting schedule and this agenda is posted at City Hall and on the City's website, as required by law.

2017 Issues Discussion and Action Items

Handling of Ethics Complaints

- Ethics Ordinance
- Form to fill out to make a complaint
- Staff Committee review
- Independent hearing officer
- Review ordinances and be prepared to discuss
- Discuss at March workshop

Mayor Copeland:

- Reminder of ribbon cutting for Municipal Court building
- Transportation disruption issues and relocating o utilities
- Annexation concerns – need to continue pushing for annexation
- Special Service District
- Recognition of department heads
- Georgia Power – what is their direction on rates?
- Make this year a year of relationships – being involved, engaged and visible at events
- Continuously improve communications with the public

Mayor Pro-Tem Pruitt:

- We need to get a grant writer – would like council to consider
- Current staff kudos
- Seniors zoning ordinance
- Get back to aggressive sidewalk expansion especially on state routes
- Annexation – need to be “one bite at a time” – prioritize future annexations
- Fire station – use as toddler park
- Trash ordinance – a better way of reducing roadside trash
- Need for a back entrance to the senior center
- Tomlinson street need for paving
- Get the improvements (restrooms) to Avalon park
- Intersection improvement to McGarity Street – Lawrenceville street intersection
- Get Ethics Ordinance in place

- Consider appointing former Mayor Craig to lobby for more funding for parks

Councilmember Stewart:

- Grant writer – need on board
- Old Griffin Road – needs curb and gutter
- Boys and Girls Clubs – we need something for youth
- Gang issues – need committee to look at
- Hwy 81 at Capt. D's – traffic roundabout
- Traffic - speeding issues on Griffin Street and Macon Street

Councilmember Vincent:

- Relationships and collaboration – be considerate of each other's outside work commitments
- Better communication around what happens in our districts
- Thanks to Keith and senior staff for their hard work
- Jonesboro Road annexation and beautification – make sure major corridors have banners and lighting
- Partnerships with other organizations and festivals – continue partnerships
- Secure the MLK parade as an annual event – partner with the organizers
- Annexation of Bridges Road area
- Need for a recreation center and support for young people in the community
- Need to create an action plan for addressing youth needs
- Special tax districts – sustainability insure communities are self-sufficient – BID explore
- Walking trails – create taskforce to explore
- Support grants unit – housing rehab etc.

Councilmember Varner:

- Action plan for addressing youth needs – social and safety
- Action plan on the Wesley Chapel – old courthouse – open house
- Entertain holding a team building activity – for better working together
- Support MYAC youth programs – with money
- The council as a whole needs to address our youth initiatives
- NLC and come advise on setting up programs

Councilmember Elrod:

- Kudos to Keith and Staff
- Look at replacing downtown meters – build into budget
- Move towards key-card access for city hall – build into budget
- Code enforcement – continue to support – understaffed – operating businesses out of residences
- Make online permits and licensing easier – streamline
- Explore sponsorships for “Free Parking Friday” by company – approached by Heritage Bank
- Courthouse and Big Spring projects successful due to staff taking the lead without interference – continue following that model
- Tourism – redo downtown square – use tourism dollars

Councilmember Pruett:

- Better communications plan – unified communication plan – do a better job of defining who we are
- Film industry – will bring media ordinance before the council
- Relationships – the term “disproportionally represented” should not be used – erodes teamwork and relationships

Administrator Remarks:

- Roads and street maintenance – let staff know if roads need repair
- Recommendation – county do the restrooms at Avalon Park
- SPLOST II – recommend improvements at train Wreck location
- SPLSOT III – Recommend most towards Alexander Park
- Sidewalk connectivity – will be key for greenways and trails
- Museum – website, Twitter and Facebook to promote – May “soft” opening
- 4 parks – look for bulk price opportunities for equipment and supplies
- Insurance – eliminate vehicles over 10 years old – eliminate insurance on underground structures off of insurance
- Look at employing grant writer – Community Development
- Fund balances - \$300K ahead in Water Fund
- Budget cycle beginning – will try to roll back taxes during this election year
- Neptune water meters getting implemented – look for ways to implement water system-wide

- Would like to send a trailer to send supplies to South GA for tornado damage – what to do with Fund Balance – like to use as storm fund
- Parking on the square – someone will present at a February meeting

2018

- 2018 Retreat January 12 – 13, 2018. Location TBD