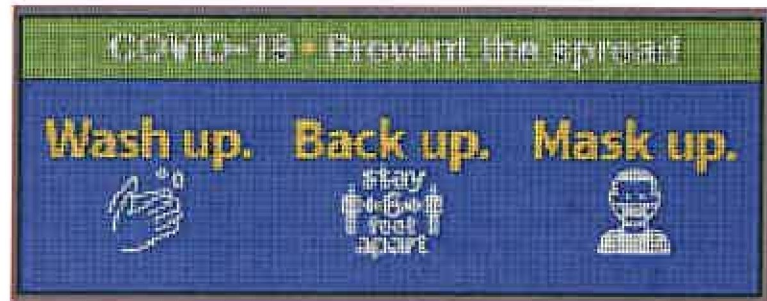




MINUTES
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING (Retreat)
CITY HALL – 136 KEYS FERRY STREET
JULY 14 & 15, 2021
9:00 AM



The Special Called Meeting of the City of McDonough City Council was held on July 14 & 15, 2021 at City Hall in Chambers beginning at 9:00 AM.

1. Call to Order

Mayor Copeland

Mayor Copeland called the meeting to order at 9:00 AM.

2. Roll Call

The City Clerk, Janis Price, called the roll for the meeting as follows:

Mayor Billy Copeland	Present
Mayor Pro Tem Craig Elrod	Present
Councilmember Benjamin Pruett	Absent
Councilmember Roger Pruitt	Present
Councilmember Rufus Stewart	Present
Councilmember Kamali Varner	Arrived after meeting began
Councilmember Sandra Vincent	Arrived after meeting began

City Clerk stated to the Mayor that there was a quorum present, so the meeting could begin.

Others in attendance were: City Administrator, Mr. Preston Dorsey; City Attorney, Jim Elliott, City Clerk, Ms. Janis Price; Fire Chief, Mr. Steve Morgan; Community Development Director, Mr. Charles Reese; Public Work Director, Ronnie Thompson.

3. Pledge to the Flag

Councilmember Roger Pruitt led the Pledge to the Flag.

4. Invocation

Councilmember Rufus Stewart gave the Invocation.

5. Approval of the Agenda

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

The retreat facilitator was Mr. Gordon Maner from the Carl Vinson Institute of Government, and he has worked with the City of McDonough over the past fifteen years. Mayor Copeland welcomed Gordon to City Hall once again.

The following are action items/motions that Mayor and Council enacted during the 2-day special called meeting (retreat). After the official action, the summary is attached of what was discussed and Gordon captured in writing, and all agreed to as we went along during the time together.

The City Clerk requested that the August 5, 2021, scheduled Workshop be changed to August 3, 2021, since some Councilmembers and Staff would be leaving to attend the GMA Convention in Savannah. All agreed to change the Workshop to August 3, 2021.

Approval of the Consent Agenda

1. Approval of an Intergovernmental Agreement (IGA) between Henry County and the City of McDonough, and related resolution concerning a proposed Single County Transportation Special Purpose Local Option Sales and Use Tax (TSPLOST) to fund authorized transportation purposes to benefit the County and the municipalities within Henry County, including authorization for Mayor to execute all documents.
2. Approval of the proposed early voting schedule submitted by Henry County Elections and Voter Registration for the November 2, 2021 Election. (See attachment)

Mayor Copeland stepped away from the meeting for a few minutes. Mayor Pro Tem Elrod called for a motion to approve the Consent Agenda. Councilmember Roger Pruitt motioned and Councilmember Stewart seconded. The vote was five in favor. Those voting in favor: Mayor Pro Tem Elrod, Councilmember Roger Pruitt, Councilmember Stewart, Councilmember Varner and Councilmember Vincent. Mayor Copeland and Councilmember Benjamin Pruett were not present.

After the City Administrator led an impact fee discussion, Mayor Pro Tem Elrod called for a motion to revise a previous motion for impact fees and to use the rate schedule as presented. Councilmember Roger Pruitt motioned and Councilmember Varner seconded. The vote was five in favor. Those voting in favor: Mayor Pro Tem Elrod, Councilmember Roger Pruitt, Councilmember Stewart, Councilmember Varner and Councilmember Vincent. Mayor Copeland and Councilmember Benjamin Pruett were not present.

Councilmember Roger Pruitt led a discussion regarding a cost of living increase for city employees. After the discussion, Councilmember Roger Pruitt motioned to approve a 3% cost of living increase for all employees, effective at the next pay period, and Councilmember Vincent seconded. Mayor Copeland called for a vote. The vote was five in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Elrod, Councilmember Roger Pruitt, Councilmember Stewart, Councilmember Vincent. Councilmember Benjamin Pruett and Councilmember Varner were not present.

All agreed that the City needs a Public Information Officer to get the McDonough word out.

At the end of Wednesday, July 14, 2021, at approximately 4:15 pm the meeting recessed to the next day.

The next day, Thursday, July 15, 2021, the meeting began around 9:00 am and the meeting adjourned at 2:00 PM.

The attached document is the document prepared by Gordon Maner in which Mayor, Councilmember and staff agreed to the points listed as the meeting progressed.

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 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* on July 10, 2021; and a copy of the agenda was posted at City Hall and on the City's website, as required by law.



City Council Special Called Meeting Summary

July 14 - 15, 2021

City Hall, McDonough, GA

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AGENDA
CITY OF MCDONOUGH
CITY COUNCILSPECIAL CALLED MEETING
CITY HALL – 136 KEYS FERRY ROAD
JULY 14 AND 15, 2021
9:00 AM

Wednesday July 14, 2021

1. Call to Order, Welcome, Roll Call, Mayor Copeland
Pledge, Invocation,
Approval of the Agenda
Purpose, Overview and Retreat Goals Mr. Gordon Maner,
Facilitator
2. Approval of the Consent Agenda
 - A. Approval of an Intergovernmental Agreement (IGA) between Henry County and the City of McDonough, and related resolution concerning a proposed Single County Transportation Special Purpose Local Option Sales and Use Tax (TSPLOST) to fund authorized transportation purposes to benefit the County and the municipalities within Henry County, including authorization for Mayor to execute all documents.
 - B. Approval of the proposed early voting schedule submitted by Henry County Elections and Voter Registration for the November 2, 2021 Election. (See attachment)
3. Discussion of revised impact fees Mr. Preston Dorsey
4. Stop Start and Continue Mr. Maner
5. City Attorney Discussion Mr. Jim Elliott
HOA Ordinance CM Vincent
City Cemetery Policy
6. Discussion Topics of the Governing Body:
 - Councilmember Sandra Vincent
Trail System, McDonough Beautiful and Reserved
 - Councilmember Kam Varner
Blacksville – Post Covid, Ward Street, ARPA
 - Councilmember Rufus Stewart
Simpson Street & Bridges Road, Boot Camp for young people,
Sidewalk Improvements

- Councilmember Roger Pruitt
Recreation, SPLOST Projects, Employees' Salaries
- Councilmember Benjamin Pruett (3 Topics)
- Mayor Pro Tem Elrod
Traffic/GDOT Relationship, Community Development, Mainstreet Events
- Mayor Copeland
Economic/Historic Preservation of Downtown, Polk Museum, McDonough Housing Authority

Break	Mid-Morning
Noon	Lunch

7. Adjournment at 4:00 PM

Thursday June 15, 2021
Beginning at 9:00 AM

8.	Executive Session for: (if needed)	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)
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9. Continuation of Governing Body's Discussion Topics

10.	City Administrator's Discussion	Mr. Preston Dorsey
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Break	Mid-Morning
Lunch	Noon

11.	Discussion of salaries	Mr. Dorsey
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12.	Wrap Up	Mr. Maner
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13.	Adjournment	Mayor Copeland
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7-09-2021 @ 1:00 PM

Communications; Stop, Start and Continue

What are those things we are currently doing we need to STOP doing?

- Let staff know in advance regarding agenda changes
- Don't air our dirty laundry; handle internally
- Stop delaying decisions;
- Stop trying to divide by classification; district One-McDonough
- Stop overreacting to situations; hear all sides
- Spending too much time on issues
- Be aware of the public perception in how we have discussions
- Making decisions without public input
- Stop ignoring emails
- Stop being fearful of information we put out
- Stop thinking only on district and focus more on the whole
- Stop taking things personally without repercussions
- Don't step on toes....

What are those things we're currently not doing we need to START doing?

- Make sure we share all information we have with each other prior to meetings
- Be more intentional in how we engage the community
- Promote and get staff involved in GMA training
- Hire Public information professional to put out our message
- Be consistent and intentional in communications with the public
- Make sure district council members get heads up on all significant event
- Let staff know in advance regarding agenda changes
- Better communication with action
- Please be responsive to emails and calls
- Work on better communications with each other and the county

- City manager and mayor meet with county manager and chair as well as school board on a regular basis; continue Heads Up meetings
- Each do a better job listening
- Support each other personally and professionally
- Do a better job of following up and follow through with what we started
- Pick up the phone and talk to each other is more effective
- Develop a strategic plan for communication; consistency in branding
- Action items need to be worked into the work plan; city manager do
- Data driven decision making and in planning
- Improve process for big ticket items; and conduct the planning in group discussion
- Action Item:
Hold further discussions on holding council work sessions to discuss more details and get staff input; workshops to be held on Thursday evenings to get questions answered, establish consent agenda and have presentations.
Put on the August 3rd meeting agenda.
- Listen to understand and not respond; 2-way street
- Communicate with each other and staff prior to meetings
- Do your homework
- Give our staff clear directives and get out of their way

City Attorney Discussion

Cemetery / burial

- State and local ordinances are very vague; city needs some sort of policy or framework
- Look at model ordinances and adapt to McDonough
- Look up the documents created by the original plan
- City attorney draft ordinance for council discussion and action

HOA Ordinance

- Discussion of city involvement in HOA's

- Common theme; facilities are not being turned over to residents and city becomes the de-facto owner or the neighborhood becomes run down and lack of maintenance
- Look at city of Woodstock and other model ordinances/regulations regulating HOA's
- HOA's need to be educated around roles and responsibilities from the city perspective
- Work with management companies
- City attorney draft ordinances or regs for HOAs

2021 Council Items for Discussion and Action

Sandra Vincent

1. Trail System

- Develop a city trail system master plan and funding sources
- Change sidewalk width specs for parks high traffic areas and trails
- Include golf cart ordinance
- Need county involvement for connectivity
- Map our existing trails and look at opportunities for expansion
- Need to include for bicycles and golf carts
- Consider need for bike/golfcart/walking railroad overpass Jonesboro Street and Jonesboro Road
- Vincent work with city administrator

2. Intercity Classic Football

- A mentor program and parade with battle of the bands as part of it. Vincent work with city administrator and police chief to plan city related activities and work with Mainstreet.

3. Procurement and public engagement

- Publicize procurement needs so anyone have access to the contracting and purchasing process
- Explore a mechanism to publicize contracts and purchases. Create a vendor approved list and publicize the process to get on the list on the list and create a consideration for woman owned businesses

Kam Varner

1. Blacksville Infrastructure, home revitalization and apprenticeship

- Include the area in historic designation.

- Varner work with city manager to put together details and a Blacksville plan to be presented to mayor and council on or before October 1, 2021
2. **Get the SPLASH pad opened back up by August 1**
 - Need shaded area fabric shade (Sail) at the green space and playground back and running. City administrator work with Varner to look at options and bring costs to council
 - Market the parks re-opening on August 7
 3. **Public art implementation in district 4 and citywide**
 - City administrator will bring the ordinance to council for a vote

Rufus Stewart

1. **Simpson Street**
 - Tree removal, housing improvement and sidewalks, lighting improvements
 - Discuss tree age and condition and advise on cutting or trimming
 - City Administrator and Public Works
- Bridges Road**
 - Align Bridges Street and Simpson Streets (TSPLOST funding if passes)
 - Senior friendly and to establish an overlay before too late – staff proceed
2. **Mentoring of young people**
 - Stewart get with city administrator on the details, needs and funding. Existing building on Roger Street. (Hinesville and Newnan models)
3. **Sidewalk Improvement**
 - Include sidewalks when the Hampton to Bridges Road paving is done (SPLOST 5) project and a joint project with the county
 - Include curb and gutter
 - Create policy on new sidewalk width construction
 - Attorney pull state and local ordinances on golf cart

Roger Pruitt

1. **Recreation**
 - Have conversations with the County on recreation expansion in the city
 - Work with our representative on the BOC to advocate for recreation in the city
 - City needs a parks and a recreation plan to include maintenance plan

- Develop a resolution to resolve recreation issues with the county

2. Employees' Salaries

- Provide one time 3% increase to all employees beginning next pay period (voted on and unanimous)
- Create by policy a consistent mechanism to review salaries (study) every X years and COLAs every X years (city administrator develop process for council approval) (city administrator)

3. SPLOST Projects

- Make sidewalks a priority
- Look for previous records to see if there is a sidewalk plan
- Need a GIS map to guide the city on sidewalk and all infrastructure expansion
- City administrator will explore costs of GIS needs
- Document the SPLOST projects that weren't completed
- Need to prioritize the remainder of SPLOST 4 projects and get them going
- City manager bring incomplete SPLOST 4 projects for council to prioritize and approve

Ben Pruett

(Not in attendance)

Craig Elrod

1. Traffic/GDOT Relationship

- Be intentional in growing our relations with the County and the District / State Department of Transportation DOT
- We must speak to DOT with one voice – critical!
- Fill our seat on the district board with an active member to advocate for city needs
- Council members submit potential candidates to the District Board to mayor
- Our State Representative wants city to provide a short list of DOT projects
 - Road stripping, stop signs at Sloan at HWY 42, fencing and landscaping on Jonesboro Road,
 - Hold a quarterly meeting with DOT to list items in que so we can answer all at one time
 - If council members would like to see additions to list; funnel to city manager

2. Community Development

Zoning approvals and denials

- Staff will send approval/denial criteria to council members
- Reach out to CVIOG Chrissy Marlowe for training for Planning commissioners, council, and planning staff (city administrator)

Director update; Director is working the make the process simpler for staff and the public

- Visual flow chart of the processes
- Electronic filing
- Ease of getting signs process
- GIS mapping for zoning and other layers
- Design standards ordinance

3. Mainstreet Events

- Continue to support Mainstreet and support their creative sets

Billy Copeland

1. Economic/Historic Preservation of Downtown

- Courthouse future location and related issues. Mayor will continue to meet with county officials to get the courthouse to remain downtown

2. Polk Museum

- Facility needs investment to bring up to standards
- Mayor and city administrator develop a work schedule, details of improvement and costs to bring up to date
- Get warranty doc on the “digital table”
- McDonough Tourism have agreed to manage and staff facility and marketing – to be under contract with the city
- City will continue own the building and all contents including artifacts

3. McDonough Housing Authority

- Update and mayor’s concerns. Wanting additional funding. Council wants a clear plan prior to additional funding.

City Administrator Items

1. Roundup program – proceed
2. ARPA funds compliance accounting – will need a person in the finance department to handle

3. Position salary increases – city administrator bring budget revision at August 3rd meeting.
4. Alexander Park West – bring language to council for naming opportunity for Eureka Lyle. Barrier to prevent cars from jumping curb.
5. Reminder one page omitted from budget document and will be inserted.
6. Mask policy for city hall still in affect
if we continue requiring masks we need to have a clear consistent policy and an end time. City attorney will research.
7. Tracking projects
Morgan will function as a project manager for city projects and report to the city administrator with a title change.
If council members have any ideas of where to put charging stations please pass along to city administrator. Examples parks with walking trails, Tarpley lot, fire station. Check with community development for recommendation.
8. Finance overview; Director provided summary of departmental accomplishments and needs; water rates, needed expenditures for GIS and related
9. General update
 - Big Springs Park
 - Pavilion at Alexander West Park
 - One way pair
 - LMIG projects
 - Sidewalk connectivity
 - Alexander Park West trail design
 - North Well improvements
 - Water plant improvements

Next Steps

- Hold a follow up meeting to get city administrator updates on retreat goals and action items (January/February time frame)
- Hold annual retreat in 2022 and secure a facilitator (January/February, 2022 suggested)
If held in January/February 2022 first portion can be used for update on goals and action and remainder of day to new discussion

ABOUT YOUR FACILITATOR

GORDON MANER Facilitator



Mr. Maner is a skilled facilitator serving local governments and small businesses. He has a distinguished career in service to local governments. Mr. Maner is a recipient of the University of Georgia's Public Service and Outreach Walter B. Hill Award for Distinguished Achievement in Public Service and he is the recipient of the Georgia City-County Management Association's Pillar of Excellence Award for services to Georgia's cities and counties. In addition to his work in Georgia, he has also provided facilitation, and consulting regionally, nationally, and internationally.

Prior to his current role as facilitator, Mr. Maner spent more than 30 years in various management roles in Georgia local governments and small businesses. He most recently retired from the Vinson Institute of Government where he annually facilitated in excess of 30 planning workshops and retreats for cities and counties. He holds graduate degrees in psychology and in public administration from West Georgia University. His areas of expertise include meeting facilitation and leadership development.

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