CITY COUNCIL MEETING
FEBRUARY 10, 2020 - 7:00 PM
109 SOUTH KING STREET
DEPOT COMMUNITY ROOM

MINUTES

PRESENT: **James F. Palmer, Mayor**
George R. Crowley, Mayor Pro Tem
Ray Mitchell Denmon, Councilman
Al Edwards, Councilman
Jackie Palazzolo, Councilwoman

ALSO: Larry Vickery, Utilities Administrator; Paul Worley, Acting City Administrator; Sharon Nelson, City Clerk; George Govignon, City Attorney; Jeff Defoor, Director of Electric Utilities; Tony Pyle, Police Chief; Lenny Nesbitt, Fire Chief; Kyle Ellis, Director of Water & Wastewater; Brad Carrick, Telecommunications Director; and Suzanne Roberts, DDA Director.

1. **Council Meeting Called to Order**
   Welcome
   Mayor Palmer called the meeting to order and welcomed everyone in attendance.
   Invocation
   Mayor Palmer gave the invocation.

2. **Pledge of Allegiance**
   Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.

3. **Amendment or Approval of Proposed Agenda**
   Councilwoman Palazzolo made a motion to approve the February 10, 2019 agenda as presented. Mayor Pro Tem Crowley gave a second with all voting aye. Motion approved.

4. **Amendment or Approval of Minutes**
   A. Councilman Edwards made a motion to approve the minutes of the City Council meeting of January 27, 2020. Councilman Denmon gave a second with all voting aye. Motion approved.

B. Mayor Pro Tem Crowley made a motion to approve the executive session minutes of January 27, 2020. Councilman Denmon gave a second with all voting aye. Motion approved.

5. **Mayor's Comments**
   A. Mayor Palmer read a proclamation recognizing February 22nd as Arbor Day in the City of Calhoun. Mayor Pro Tem Crowley made a motion to approve the proclamation. Councilwoman Palazzolo gave a second with all voting aye. Mayor Palmer then notified those present that trees will be given away at the livestock pavilion between the hours of 9:00 a.m. and 1:00 p.m. on Arbor Day.
   B. Mayor Palmer stated that the City of Calhoun had been recognized once again by Tree City USA as a Georgia Tree City.

6. **Council Comments**
   A. Councilwoman Palazzolo submitted January reports as follows:
      1) **Water and Sewer Operations**

Water Treatment Plant

- Total gallons withdrawn: 315,960,000
- Daily average: 10,192,258
- Wells: 0
- Big Springs: 126,000,000
- % produced by Brittany Drive: 39.8%
  - Brittany Dr. daily production to capacity: 34.44%
  - Mauldin Rd. daily production to capacity: 38.29%
  - Rainfall for November – 6.13"

Waste Water Treatment Plant

- Treated a daily average of 8.142 MGD, with an average BOD effluent of 3, average suspended effluent of 12, and an average COD of47.

Water Distribution & Wastewater Collection

- 341 work orders completed, 30 new water connections, 8 water service leaks repaired, 19 water main leaks repaired, 23 water services changed to new main lines, 187 meter changes, 13 utility locates called in for work orders, 344 utility locates responses.
- 2,300 feet of Sanitary Sewer Services TV inspected, 254 utility locates completed, 4,300 feet sanitary sewer lines cleaned, 2 new sewer connections installed, 3 sanitary sewer services repaired.

2) **Water and Sewer Construction**

Water and Sewer Systems Active Projects

- As part of the new NPDES requirements, steps are underway to meet the storm water segment of the Watershed Protection Plan. EPD notified us on April 17th that our Section 319 Grant for Lynn Creek has been awarded. Project has started and we are in the design and planning

phase of several tasks. These tasks also involve several local organizations that are volunteering time and/or resources.

- The two inch galvanized line replacement continues utilizing city forces.
- S.R. 156 Water Main Relocation (GDOT/ RR Bridge Replacement @ Ranger) – We have coordinated with the bridge contractor to install the new main on the new bridge. Contractor expected to begin work in late February
- Ranger 12" Water Transmission Main – Materials are on site and permits have been acquired. This project is under construction.
- New 2.0 Million Gallon Tank on Pittman Road – The Project was awarded to PRECON TANKS. City crews began work to connect the new tank to the water distribution system. This will include installing a valve pit and large diameter pipe and fittings.
- Peters Street Phase II Water and Sewer Relocations – Construction is underway on the water relocation. Water line connections are 95% complete. There are several feet of the sewer main (approx. 40 feet) that will be in conflict with the proposed storm drain. Due to the sewer line being located in the middle of the road, the contractor is scheduling this work to be done on a day when traffic volumes will be low.
- Hwy 41 South Sewer Extension – The Project was awarded to Gordy Construction. 24" segment of the project is complete. Contractor working on 12" segments on East side of Hwy 41.

Water & Sewer Projects in Development

- North Wall Street and Redbud Road Intersection improvements- GDOT asked for, and were given an estimate to relocate any utilities in conflict with the proposed project.
- S.R. 136 Water Main Relocation for new Bridges at the Coosawattee River.
- Design documents & permits are being prepared for a sewer lift station that will serve the Georgia Cumberland Academy off of Reeves Station Road.
- Developer has purchased easement to extend a sewer line from the Hwy 41 South Sewer Extension to serve additional properties on the east side of Hwy 41 near Hensley Road. Engineering is in progress.
- GDOT permits obtained to replace 4" cast iron water main along Wall Street near Hicks St.

Projects in Engineering Conceptual Design

Sewer

- Blackwood Creek Trunk Sewer Replacement
- Yarborough Street Replacement Sewer
- Louise Ave., Cherry St., and Florence Ave. Sewer Replacement
- Sewer Main relocation for the airport project.
- Old Fairmount Hwy Sewer Extension
- Future extensions of the current Hwy 41 South Sewer Project

Water

- Bellwood Road Water Transmission Main
- Reeves Station Water Main (replacing existing 6" C. I. with an 8")
- Second Interconnect with Pickens County
- GDOT SR 156/Salacoa Creek Bridges. Scheduled for 2020
- SR 225 8" water main river crossing

3) **Library**
   - There are 11,872 library card holders, 0 library visitors, and 840 total circulation.
   - There were 0 story time attendance, 0 adult program attendance, 5 new users, 578 e-books, 946 audio books, 0 computer logins, and 25,606 Facebook visits.

B. Councilman Edwards submitted January reports as follows:

1) **Police Department**
   - Made 415 cases with 12 DUI's
   - Fines collected by Municipal Court - $35,559
   - Issued 573 warnings
   - Investigated 62 highway accidents, 32 private property accidents
   - Lethal Weapon Encounters -1
   - Obstructions - 9
   - Incident reports -1,189
   - Alarm responses - 241
   - Miles patrolled: 48,172

2) **Municipal Court**
   - Total Court cases- 414
   - Court cases dropped- 65
   - Number of Bond forfeitures- 117
   - Number of Probation cases- 18
   - Failure to appear- 13
   - Subpoenas served- 8

3) **Fire Department**

Fire Suppression Division

181 Total reported calls for service for the Suppression Division

Dispatched Calls

4	Fire Incidents ($38,000.00 in Estimated Fire damage)
1	Overpressure Rupture, Explosion, Overheat (NO FIRE)
118	Emergency Medical Services / Rescue (Injuries, Medical, or Fatality)
7	Hazardous Conditions Incidents (NO FIRE; Leaks, Spills, Electrical Hazards; All Other Hazardous Conditions without injuries)

3 Service Calls (Water Leak; Assist Other Agencies with Non-Emergency Calls)
34 Good Intent Calls (Smoke / Odor check; Investigation of Unknown Problem)
14 False Alarms or False Calls
0 Severe Weather & Natural Disaster
0 Special Incident Type (Citizen Complaint; Other)

Additional Fire Department Activities

- Completed routine Dept. maintenance and duties.

Training Division

CFD completed 1093 Total Man Hours of training during the month.

Training consisted of:

CPR and AED Re-certification for all Firefighters and Dept. Members
Downed FF Mayday and CPR on downed FF
EMT Re-certifications
Axioms of Leadership class
SCBA training with EBSS (Buddy Breathing system)
Additional individual classes at GPSTC (Ga Public Safety Training Center)

Fire Inspections - Public Safety Education -Code Enforcement Division

74 Total Reported Activities / Inspections completed during the month.

Inspections / Enforcement

15 Annual Inspection
2 New Business Inspections
19 Requested Inspections
10 Follow Up, Re-Inspections

0 Burn Site Inspections
3 Plan Reviews
0 Pre-Construction Meetings
0 Sprinkler Permits Issued
0 Fuel Tank Permit (Install, Removal or Service)
25 Consultations
0 Illegal Burning Citations

Additional Inspection - Public Safety & Codes Division Activities

- Duvall attended the Zoning and Annexation committee meeting.

4) **Safety Committee**

- The safety committee met on January 9th and the topic of discussion was Safety Awareness.
- A safety inspection was completed on January 15th at the City hall

and Municipal Court.

- Vehicle accidents: 1
- Workers compensation: 1

C. Councilman Denmon submitted January reports as follows:

1) **Public Works**

Street Department

1. Completed 25 shop and 28 street dept. work orders.
2. Installed 4 new street signs.
3. Continued the annual leaf cleanup around town.
4. Cut and removed trees from Trammell Street and Willard Street.

Cemetery Department

1. Performed routine maintenance on Fain and Chandler cemetery.
2. Supervised the opening and closing of 11 grave sites.
3. Sold 5 new grave space.

Parks Department

1. The grounds crew picked up litter, mowed, trimmed bushes, hauled garbage to the dump, and maintained records at records room.
2. The maintenance crew maintained designated buildings downtown.
3. Repaired a wall and painted at the library.

Animal Control

- Housed 22 dogs and 2 cats
- Number of dogs adopted: 3
- Number of cats adopted: 0
- Number of dogs rescued: 5
- Number of cats rescued: 2
- Number of dogs reclaimed by owner: 9
- Number of cats reclaimed by owner: 0
- Number of dogs euthanized: 0
- Number of cats euthanized: 0
- Number of warnings given: 19
- Number of bite cases: 1
- Citations issues: 1

2) **Recreation Department**

1. **YOUTH SPORTS:**

Youth Basketball: The youth basketball league concluded on January 31, 2020. Games were played 5 days per week using Calhoun Recreation and Calhoun Middle School gyms. A total of 135 games were played throughout the month. Basketball all-star meetings were held January 20 and 21. There will be 5 teams representing Calhoun Recreation Department in the GRPA 5th District Basketball tournaments

beginning February 15. Calhoun Recreation Department will host 7-8 Boys and Girls GRPA District basketball tournament February 15-20.

Youth Baseball and Softball – Registration began January 13 and will go through February 20. Baseball and Softball assessments will be held February 22.

Youth Soccer – Registration for spring soccer began January 13 and will go through February 20. Soccer assessments will be held February 23.

2. **PROGRAMS:**
   STARS – Bowling and Pizza was held January 21 with 5 participants.

   Chair One Fitness – was held Tuesdays and Thursdays at 10:00am. This is a fitness program for older adults, those with special needs, and those that are going through rehabilitation. We are currently offering this program free to participants.

   Tennis – Adult Leagues in January – Winter Combo 18 & over
   CHS/CMS held tryouts and began practices – Monday through Friday 4:00pm – 6:00pm

   Adult Volleyball – Registration is currently underway for Adult Volleyball. The adult volleyball league will begin in March.

3. **PARKS/FACILITIES –**
   Soccer Fields were laid out and painted for Calhoun High School and Middle school practices.
   Maintenance on equipment was started for spring season
   All parks inspected – repairs scheduled as needed
   Playgrounds inspected – repairs completed as needed
   Field maintenance on baseball and softball fields
   Shelving was installed in the concession at new complex
   Replaced cross ties around playgrounds
   Finished touch up paint in Recreation center
   Mulched leaves through park as weather permitted

   Facility Rentals/Usage –
   Billy Bearden Recreation Center
   Meeting Room – 6
   Community Room – 2
   Open Gym – 360 participants

4. **WEBSITE USAGE –**
   CalhounRec.com
   Sessions – 2,477 Page Views – 4,576
   Facebook
   Post Engagement – 1,413 Posts – 20

Users – 1,277 Posts – 27 Reached – 5,922 Page Views – 406

5. **COMMUNITY INVOLVEMENT/PROFESSIONAL DEVELOPMENT**
Calhoun High School – Career – January 17 – 3 staff members attended
Calhoun-Gordon Co Annual Chamber Banquet – January 14 – 2 staff members attended
Hosted Elks Hoop Shoot – January 19
GRPA District Meeting – Gilmer Co. – January 8 - 5 staff members attended
Recreation Advisory Board – regular meeting was held January 15
Playground Safety Webinar – 1 staff member participated

UPCOMING EVENTS:
February 6-8, 2020 – 6th Annual United Way – Warm-Up Basketball Tournament
February 15-20, 2020 – GRPA 5th District Basketball Tournament – 7-8 Boys and 7-8 Girls
February 29, 2020 – Miracle Run – 5k Fun Run – benefitting Camp New Adventure and Winners Club

3) **Downtown Development Authority**
The HPC held their regularly scheduled meeting. They are in the process of finishing installing the new historic signs. They will be done at the end of February. The DDA's next scheduled event will be the BBQ, Boogie & Blues on April 24th and 25th. We hope to see everyone downtown at these annual events and encourage everyone to shop local.

D. Mayor Pro Tem Crowley submitted January reports as follows:

1) **Electric Department**

- Construction continues on the upgrades in the Echota Mill Village with renovations to 20 homes, the new Zaxby's at 645 Hwy 53 East, two new Industrial buildings at the corner of Richardson Road and Old Bellwood Road, Willow Brook phase 2, which will be approximately 40 new homes, the new Gordon County Health Department at 310 North River Street and pole replacement on South Wall Street from Hicks Street to South Piedmont Street.

- Electrical Engineering has begun on Brent Stepp's new 42 lot North Dews Pond residential subdivision.

WORK ORDERS IN PROCESS OR COMPLETED FOR JANUARY:

• NEWLY CREATED	102
• COMPLETED AND CLOSED	102

• CONSISTING OF:	
• CAPITAL CONSTRUCTION	29
• STREET AND SECURITY LIGHTING-	32
• DISTRIBUTION MAINTENANCE	5
• OUTAGES / TROUBLE CALLS	10
• WORK FOR OTHER DEPARTMENTS	15
• NEW METER SETS	6
• METER MAINTENANCE/REPLACEMENT	6
• Electric Locate Tickets Processed-	266
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The City of Calhoun's Electrical load for January 2020 is estimated to be about 30 million kilowatt hours (kWh). This is about 3 million less than January of 2019 and up about 4 million more than last month, December of 2019.

2) **Telecommunications**

Telecommunications

- Repaired fiber line destroyed by squirrel. Affect four customers for four hours.
- Repaired drop fiber to customer damaged by fallen tree.
- Installed new network switches in test rack and powered up.
- Added Managed Threat Protection to end point protection products. Managed threat protection provides around the clock monitoring for malicious software and infected computers.
- Access equipment conversion is 100% complete.
- Started testing small cell wireless online permitting application program.
- Added 100 Gigabytes of hard drive space to email server.
- Filed quarterly FCC and PCS reports and payments.
- All Telecom employees were recertified in CPR.
- Opened 10 and closed 9 work orders.

Geographic Information Systems

- Participated with Engineering Department in water modeling work sessions with an emphasis on Fire Department Hydrant Flows Project.
- Updated the following GIS layers
    - Water system
    - Special Needs Registry for Police Department
    - Fire pre-plans for industrial and commercial buildings

- Physical addressing for building and billing information
- Fiber network changes
- Zoning

- Updated City and GIS web sites
- City employee GIS login statistics
  - Total logins – 1103
  - Top three layers accessed
    - Water – 478
    - Electric – 161
    - Metering – 140

3) **Building Inspections**
   - Issued 46 permits for an estimated cost of $1,245,414, collected $92,044 in permit fees. This included 7 new residential, 1 residential remodel, 2 commercial remodel, 2 industrial remodel, 6 residential plumbing, 8 residential electrical, 1 commercial plumbing, and 1 industrial electrical. 246 total inspections.

7. **Public Hearing and Comments**

   Announce at this time, public hearings will be held. The public will have the opportunity to make pro and con comments with a ten minute maximum time limit for each side of the matter, with each person speaking having filed a financial disclosure statement five days prior to the hearing if required, with each person giving their name and address. An inquiry should be made to determine if any elected official has filed a disclosure statement regarding ownership or special interest in any of the agenda items. Zoning Land Use Maps on display in Council Chambers for Zoning Advisory Board and Council hearings.

   A. Public hearing of a Liquor pouring license, at a location of 802 North Wall Street, by Estela's Taqueria. The owner/applicant, Suceli Monzon is also the store manager.

      - Mayor Palmer opened the public hearing.
      - Acting City Administrator Worley gave the report on legal requirements and notices stating that all had been met.
      - Mayor Palmer opened the floor for public comments.
      - There being none, Mayor Palmer closed the public hearing and called for a motion concerning alcohol license request.
      - Mayor Pro Tem Crowley made a motion to approve the alcohol license request. Councilman Denmon gave a second with all voting aye. Motion approved.

8. **Old Business**

   A. Mayor Palmer gave the second reading of an ordinance to adopt the Design Guidelines and Standards: Primary Connectors/Corridors & Gateways of March, 2018 formally as part of the zoning code provisions, Part 2, Appendix A. The public hearing is scheduled for February 24th.

   B. Mayor Palmer gave the second reading of a Zoning change request from R-2 to C-2 for 2.53 acres, at a location of CG42B-104 (Mauldin Road), by Ken Jones II. The

Zoning Advisory Board meeting is scheduled for March 5th and the public hearing is scheduled for March 9th.

9. **New Business**

Mayor Palmer stated that prior to reading the appointment/reappointment of Department Heads for 2020 he had a letter he would like to read that was given to Linda Brookshire, Human Resources Director. The letter was read as follows:

> "Dear Linda, please except this letter of resignation as an employee with the City of Calhoun effective February 3, 2020. It has been an honor and pleasure to have worked with the employees, department heads, and Mayor and Council for 19 years. No City in Georgia has a better fiscal and organizational structure. I am proud to have been a small part of the City. Thank you. Eddie Peterson."

Mayor Palmer stated that he would like to thank Mr. Peterson for his service to Calhoun and its citizens. He stated that major progress was made during his leadership and he wished him the best in his retirement. Mayor Pro Tem Crowley stated that the country had gone through the worst recession in recent years and the City handled itself very well; Mr. Peterson was a big part of that. Councilman Denmon thanked Mr. Peterson for his hard work and leadership. He stated that he appreciated the work he had done for the city and wished him the best in his future endeavors. Councilman Edwards stated that Mr. Peterson would be missed and he wished him a long, happy and healthy retirement. Councilwoman Palazzolo stated that as a new councilmember Mr. Peterson had played a significant role in preparing her for her job as a councilmember. She stated it had been a pleasure to work with him and appreciated all that he had done for the City.

A. Mayor Palmer stated that he would like to recommend Acting Administrator Worley as the new City Administrator. Councilman Edwards made the motion to appoint Mr. Worley as the new City Administrator. Councilman Denmon gave a second with all voting aye. Motion approved. Mayor Palmer stated that motions were needed to appoint/re-appoint Department Heads for 2020 according to the City Charter and Chapter 2: Administration of the Calhoun Code of Ordinances as follows:

Officers:
City Clerk – Sharon Nelson
City Attorney – George Govignon
Utilities Administrator – Larry Vickery
Municipal Court Judge – Suzanne Smith
Municipal Public Defender – Giles Jones
Director of Human Resources – Linda Brookshire
Director of Human Resources Elect – Brooke Land- To replace Linda Brookshire pending her upcoming retirement.

Councilman Edwards made the motion to approve the appointments. Councilwoman Palazzolo gave a second with all voting aye. Motion approved.

Personnel Administration - Municipal Division:

Department of Finance – Andrea Bramlett
Department of Construction and Code Enforcement – Don McGinnis
Department of Recreation – Kim Townsend
Department of Public Safety Police Chief – Tony Pyle
Department of Public Safety Fire Chief - Lenny Nesbitt
Department of Public Works – Kevin McEntire

Mayor Pro Tem Crowley made a motion to approve the appointments. Councilman Denmon gave a second with all voting aye. Motion approved.

Personnel Administration - Utility Division:
Department of Finance – Andrea Bramlett
Department of Water and Wastewater – Kyle Ellis
Department of Electric Utilities– Jeff Defoor

Councilman Edwards made a motion to approve the appointments. Councilwoman Palazzolo gave a second with all voting aye. Motion approved.

B. Mayor Palmer gave the first reading of an annexation and zoning request of R1-B for .48 acre, at a location of 345 Henderson Bend Road, NW (parcel GC21-019), by Cleopatra Alvarez. The Zoning Advisory Board meeting is scheduled for March 5th and the public hearing is scheduled for March 9th.

C. Mayor Palmer read a request from the Calhoun Police Department to purchase from Forfeiture Funds Account #5 Electronic Citation Software in the amount of $2,625 for five patrol cars. City Administrator Worley stated that this system would eliminate a lot of paperwork for the Police Department and would make traffic stops safer. A scanner will now scan the driver's license and auto-populate tickets. The Governor's Office of Highway Safety (GOHS) is providing the computers for the five they will be starting with and they would eventually like to add more. Councilman Edwards made a motion to approve the purchase request. Councilwoman Palazzolo gave a second with all voting aye. Motion approved.

D. Mayor Palmer read a request from Telecommunications Department to surplus old Alloptic Inventory access equipment used to connect customers to the internet. The vendor ended the life on the product five years ago and the final customers were switched to the new equipment in January. Councilwoman Palazzolo made a motion to approve the surplus request. Councilman Denmon gave a second with all voting aye. Motion approved.

10. **Other Written Items Not on the Agenda**

11. **Work Reports**

A. Mr. Worley stated that he would like to take a minute and thank the Mayor and Council for the appointment as City Administrator. He also thanked Mr. Peterson for his mentorship over these past nine years. He stated he had worked with Eddie closely over that time and had learned a great deal from him, and would always

appreciate the support he had shown towards him. He stated that he looked forward to continuing his work with the City departments and fellow City employees to continue to serve the citizens of Calhoun. Mr. Worley thanked the public works and public safety departments for all of their hard work with the weather conditions experienced in the past week. He read a Facebook post from Courtney Taylor that he felt best summed up the ability of our communities to work together. The post read as follows: "I want to say how thankful I am to be a small part of the public safety and public works team we have in Calhoun and Gordon County. I would say this week we did something no other county in the United States did. In four days, Thursday through Sunday, we worked a tornado, flooding, a winter storm and an airplane crash above and beyond all the normal calls for service. We all came together and did what needed to be done. The patch we wore on our sleeves only mattered for identification purposes. We were one...a team dedicated to the best citizens we could be blessed to work for. We don't always do everything right and we are going to make mistakes. But as for me, I would put our team against any there is and stand with them any day."

B. Larry Vickery, Utilities Administrator stated that the Solar Test Program $50K matching grant was awarded to the City and a couple of vendors have already been contacted. Mr. Vickery stated that this would be located in the grassy area in front of the Utilities building. Education will be participating as well to allow students to educate themselves and become familiar with solar power. The program will be open to the College and Career Academy as well as math classes. The project will be monitored for three years. He stated that he would like to thank Jeff Defoor, Director of Electric Utilities for his hard work on applying for and receiving the grant.

C. George Govignon, City Attorney stated that he would like to thank Mr. Peterson for his guidance as the new City Attorney after the sudden passing of Mr. Bailey. His willingness and experience in helping him to become acclimated to the position had been instrumental in his success as City Attorney.

12. **Motion to move to Executive Session, if needed**

13. **Motion to return to General Session**

14. **Motion to Adjourn**

There being no other business to come before the Council, Mayor Pro Tem Crowley made a motion to adjourn. Councilman Denmon gave a second with all voting aye. The motion was approved and the meeting adjourned at 7:43 p.m.

Approved:

James F. Palmer, Mayor

Submitted:

Sharon Nelson, City Clerk