

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING ST
FEBRUARY 8, 2010 7:00 P.M**

MINUTES

**PRESENT: James F. Palmer, Mayor
George R. Crowley, Mayor Pro Tem
David Hammond, Councilman
Al Edwards, Councilman
Matt Barton, Councilman**

**ALSO: Eddie Peterson, City Administrator
Kelly Cornwell, Director of Utilities
William P. Bailey, City Attorney
Garry Moss, Police Chief
Lenny Nesbitt, Fire Chief
Jerry Crawford, Water/Sewer Director
Larry Vickery, Electric Department Superintendent
Ray Dudkowski, Customer Service Manager
Linda Brookshire, Human Resources Director**

1. Mayor Palmer called the meeting to order and welcomed everyone in attendance.
 - a) Councilman Crowley gave the invocation
2. Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.
3. Councilman Hammond made a motion to approve the proposed agenda. Councilman Barton second the motion with all voting affirmatively, motion carried.
4. Councilman Edwards made a motion to approve the minutes of January 25, 2010 regular City Council meeting. The motion was second by Councilman Crowley with all voting affirmatively, motion carried.
5. **Mayor's Comments;**
 - A. Mayor Palmer reminded the public and Council of a zoning change request for Pauline O. Davis Revocable Trust for a zoning change from R-2 to C-2 for property located on Curtis Parkway a portion of parcel C52-040. The property is 0.923 acres. Public

hearing is March 8, 2010 with a ZAB meeting on March 4, 2010 and a ZRC meeting on February 25, 2010.

- B. Mayor Palmer encouraged all residents to engage in the 2010 U.S. Census Count in March and April 2010. He stated the importance of an accurate count to Calhoun and Gordon County cannot be stressed enough due to the fiscal impact it has on our citizens.

6. Council Comments

A. Councilman Edwards gave the January reports as follows:

1) Street Department

- o Routine maintenance of street sweeping, bush hogging, picking up brush, and running the leaf-vac truck.
- o Placed 5 new street signs
- o Completed 18 shop and 26 street department work orders
- o Ran storm water maintenance plan on January 26, 2010 checking all grates and pipes in the city.
- o The Street Department crews worked into the night on January 7, 2010 spreading a salt gravel mixture on snow and ice covered roadways to make them passable for traffic.
- o Repaired a damaged storm drain catch basin on Welco Lane.
- o Patched pot holes on Court Street, McConnell Road and Curtis Partway for a total of 3.10 tons asphalt.
- o Hauled 53.22 tons of stone from the quarry to the stock pile on Kirby Road.
- o Installed 500 feet of silt fence and spread 240 bales of hay for erosion control at the city/county traffic light work zone on Dews Pond Road.

2) Cemetery Department

- o Performed routine maintenance on Fain and Chandler Cemetery
- o Supervised the opening and closing of 11 grave sites.
- o Sold 23 new grave spaces
- o Worked 10 grave sites

3) Rabies Control

- o Housed 22 dogs, and 3 cats.
- o Issued 8 warnings leash law violation.
- o Answered 54 customer calls

4) Parks Department

- The Parks Department grounds crew picked up litter, hauled garbage to the dump, books from the library and maintained records at records room.
- Kept up maintenance on all equipment.
- Cleaned City Hall at weekly intervals.
- The building and maintenance crew maintained all City fountains
- Performed routine maintenance on all designated City buildings.
- Constructed a warrant cabinet for the Police Department.
- Installed dog doors at the Rabies Control Building.

5) Safety Committee

- Safety topic- H1N1
- Safety Inspection- Community Development and Depot January 11, 2010.
- Accidents- Workers Comp-1; Maintenance Dept.

B. Councilman Barton gave the January reports as follows:

1) Water Treatment Plant Facility

- Pumped a total of 336,980,000 gallons of water for a daily average of 10,870,322 million gallons
- The Brittany Drive Treatment Plant produced 37.2% of the City's potable water for the month.
- The lab performed 30 water quality tests for Chatsworth and 4 for the City of Adairsville.

2) Waste Water Treatment Plant Facility

- Treated a daily average of 7.085 MGD, with an average BOD effluent of 11, average suspended effluent of 12 and an average COD of 53.

3) Water Distribution

- 6 water connections installed
- 3 water connections changed out with new meter
- 56 water leaks repaired
- Responded to 279 utility locate calls
- 40 utility locates called in for work orders
- 53 emergency utility locates called in for repairs
- Responded to 111 miscellaneous calls

4) Sewer Construction Department

- o Serviced 8 sewer service lines
- o Repaired 3 sewer manholes
- o TV inspected 1,800 ft of sewer mains
- o TV inspected 550 ft of sewer services
- o Completed 251 utility locates
- o Responded to 6 customer sewer service calls (5 were on the customer's side)
- o Opened and inspected 96 manholes
- o Cleaned 6,530 ft. sanitary sewer lines
- o Worked on water line from Big Springs site to well site.
- o Began replacing old 8" concrete sewer line with new 8" pvc sewer line off McConnell Road toward Harris Street.
- o Performed several road wash downs for the Water Dept.
- o Prepared new "dirt" dump site at backside of Street Dept.
- o Performed maintenance work on road leading to Brownlee Tank.

5) Sludge Department

- o Applied 1984 cubic yards representing 210.5 dry tons of sludge.

6) Building Inspection Department

- o Issued 31 permits for an estimated cost of \$1,364,910.00. This included 2 grading permits, 2 new residential, 1 res. Remodeling, 0 new commercial, 1 new industrial, 2 commercial remodeling, 2 residential plumbing, 2 commercial electrical, 3 residential electrical, 3 industrial electrical, 4 sign permits, and 2 NOI.

C. Councilman Crowley gave the January reports as follows:

1) Electric Department

Long Term Projects under Construction

- o The utilities construction crews continue to be supported by electric maintenance personnel as needed to complete all remaining Water Dept. and Waste Treatment plant projects and controls.
- o Phase II of the System Loss Program for 2008-2009 is progressing. Switching capacitor installations will continue as load begins to recover at Engineered Floors and Shaw Plant 7. The Electric Department has been awarded a Grant

jointly with other Georgia cities for the stimulus based "Smart-Grid" Grant.

- o The Padmount transformer Inspection Project by Electric Department personnel is continuing.
- o The electric AMR Project is progressing with 4957 residential and single phase demand electric meters and three phase meters set through January. Approximately 180 3-phase meters remain to be set. The shipment of the most current order of 3 phase meters has been received. Electric personnel have requested the manufacturer to expedite the remaining order.

Projects and Maintenance under construction

- o The Pole Replacement project for 2009 has resulted in 80 pole replacements. Approximately 100 additional pole locations have been identified by inspection.
- o Planning and design has been revised for the Georgia Northwestern Technical College Phase III. Electric construction is scheduled and design of the service is completed. Relocation of multiple utilities will begin in March.
- o The Big Springs electrical project has been started with panel and wiring installation in February. Utility service is anticipated to be installed in March.
- o Preliminary Electrical design and engineering is complete and construction has been completed for Engineered Flooring on McDaniel Station Rd. An outdoor campus lighting project is being added and is near completion. The Phase II of this project is under construction by the owners. Phase III is in design and material acquisition.
- o Shaw plants D4 and D5 Electric services have been upgraded with new service entrances requiring transformer change-outs. Work was performed as scheduled during the last two weeks of December. Plant 7 was added to this project and preparations for a return to full operation are slated for March.
- o The new Heritage Baptist Church is in the design stage. Pre-construction meeting in January.
- o McDonald's on Hwy. 53 renovations are scheduled for a January start and March completion.
- o Engineering has begun for DOT upgrade to intersection of Hwy 53 and Hwy 41. DOT estimates are complete.
- o Engineering is underway for DOT intersection widening of Red Bud and College Streets. Electric Utility relocation plans have been submitted. A revision has been requested by the Ga. DOT.

- o Electrical Construction is in process for widening McDaniel Station Rd for addition of DOT traffic signal. Construction started in October with a completion date of spring 2010.
- o Engineering estimating continues for changes needed for upgrade of eleven traffic signals along No. Wall St.(US41) This project is delayed until early 2010. Design estimates are in process.

Work orders in process or completed for January

- o Street and security lighting-54
- o New business and maintenance-32
- o After hours trouble and callouts-13
- o City Electrical Maintenance-42
- o Meters set-32
- o Meter maintenance/replacement-30
- o New Customer sets-2
- o The Electric System purchased - 23,731,747 Kwh's in January.

2) Telecommunications Departments

- o Upgraded a Mohawk point-to-point circuit from 10Meg to 20Meg.
- o Connected one new Internet customer and started construction on another.
- o Repaired fiber cut near substation 4 caused by raised bed on dump truck.
- o Updated operating system software on domain servers.
- o Finished evaluation of Sandvine's network management appliances.
- o Opened 35 and closed 28 work orders

3) Geographic Information

- o Continued GIS web development
- o Set up process to convert sewer line video from VHS to digital. Digital videos will be linked to pipe segments on GIS system.
- o Created sewer drainage basin map.
- o Continue to match water pipes to valve locations.
- o Continue to enter Electric Department changes from work orders.
- o Updated parcel zoning changes and annexations.
- o Created new maps identifying residential and business areas in Calhoun as historical sites.
- o Trained Police Department personnel on web GIS and updated incident map.

- o Continue to update water system and hydrant locations for Fire Department.
- o Started developing a tool to search Council Meeting Minutes for use on the city's web site.

D. Councilman Hammond gave the January report as follows:

1) Police Department

- o Made 690 cases with 7 DUI's.
- o Fines collected by Municipal Court - \$67,254.20
- o Issued 775 warnings
- o Investigated 38 highway accidents, 29 private property accidents
- o Provided 89 escorts
- o Filed 1,702 incident reports
- o Responded to 394 alarms
- o Responded to 5,625 calls for service by E-911

2) Fire Department

- o Responded to 72 calls for service, 5 fire incidents for damages
- o Responded to 27 medical service calls with 20 patients and 1 death.
- o Responded to 10 hazardous conditions incidents
- o Responded to 8 miscellaneous service calls, 11 false alarms, 9 good intent, 0 severe weather & natural disaster, and 2 special incident calls.
- o Assisted with Fire Drills at Calhoun Primary, Elementary, Middle, Ashworth Middle and Gordon Central High Schools.
- o Completed all routine duties and training

3) Fire Inspection Department

- o 104 total reported activities/inspections which included 14 annual inspections, 3 new business inspections, 24 requested inspections, 10 follow-up or re-inspections, 0 burn-site inspections, 1 plan review, 0 sprinkler permit issued, and 50 consultations
- o Inspectors conducted school Fire Drills.
- o Both inspectors attended the LEPC meeting
- o Lt. Dooley attended the city safety meeting and completed the monthly city safety report.

4) Reported from the Northwest Georgia Regional Commission that

from July 2008 through June 2009 Gordon County had a 1.5% increase in growth and lost 815 jobs.

7. Public hearings and Comments: None

8. Old Business:

- A. Mayor Palmer read a request to approve the GMA reinstatement amendments on employee's pension plans. Councilman Barton made a motion to approve the motion, Councilman Hammond second the motion with all voting affirmatively, motion carried.

9. New Business:

- A. Councilman Crowley made a motion to approve the modification of two revolving loans: Thurston's and Tony Farrell. Councilman Edwards second the motion with all voting affirmatively, motion carried.
- B. Mayor Palmer gave the first reading on a request of a liquor and wine pouring request by Jason B. Marshall D/B/A Dawg Pound located at 165 Outlet Center, Suite #5, Calhoun, Ga. He stated earliest date for public hearing would be March 8, 2010.
 - o Councilman Hammond made a motion to set the public hearing date as March 8, 2010. The motion was second by Councilman Edwards with all voting affirmatively, motion carried.
- C. Mayor Palmer presented the proposed budget calendar.

City of Calhoun

Budget Calendar for Fiscal Year 2010 - 2011

Date	Procedure	Action to be Taken By
February 22 - 25, 2010	Payroll Budget Information Updated for Distribution to Department heads	Human Resource to prepare initial projections of payroll accounts for department head distribution
February 26, 2010	Distribute Budget information to Department heads - Supervisors	Department heads prepare initial projections for management review

March 15 - 17, 2010	Department heads review proposals with immediate supervisor	Management / Department heads
March 18 - 22, 2009	Management meet and review Department head proposals	Management review - Director of Public Works/ City Administrator
March 23 - April 2, 2010	Prepare First Draft	Director of Public Works/ City Administrator/ Finance Dept.
April 5 - 9, 2010	Review total combined first draft	Director of Public Works/ City Administrator
April 12 - 23, 2009	Amend first draft for Council Work Session	Director of Public Works/ City Administrator/ Finance Dept.
April 9, 2010	Prepare legal notice regarding public hearing on May 10, 2010	Administrative Assistant
April 14, 21, 28 and May 5, 2010	Publish ad for first public hearing on May 10, 2010	Legal Organ
April 7, 14, 21, 2010	Publish ad for work session	Administrative Assistant
April 26, 2010	Work Sessions	Mayor, Council, Director Utilities, Director of Public Works, City Administrator
April 27, - May 10, 2010	Prepare second Draft	Director of Public Works/ City Administrator/ Finance Dept.
May 10, 2010 - Noon	Noon Work Session with School Board	Mayor, Council, Management, School Board and Superintendent
May 10, 2010 - 7:00 p.m.	Public Hearing	Mayor, Council
May 14, 2010	Prepare second Legal Notice of hearing on June 14, 2010	Administrative Assistant
May 18, 2010	Receive School's draft of Budget	Mayor, Council and City Administrator
May 11 - June 14, 2010	Prepare final Budget Proposal	Director of Public Works/ City Administrator/ Finance Dept.
May 28, and June 4 & 11, 2010	Publish Legal Ad for Public Hearing	Legal Organ
June 14, 2010	Second Public Hearing	Mayor, Council

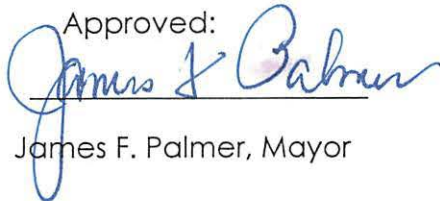
June 15 - 18, 2010	Prepare Final Draft	Director of Public Works/ City Administrator/ Finance Dept.
June 21, 2010	Adoption of Budget	Mayor, Council
June 22, 2010	Prepare Legal Ad of Adopted Budget	Administrative Assistant
June 22 – July 30, 2010	Print Final Adopted Budget and Distribute to Mayor and Council, Department heads and Library	Finance Dept.
June 25 and July 2 & 9, 2010	Publish Ad of Adopted Budget	Legal Organ

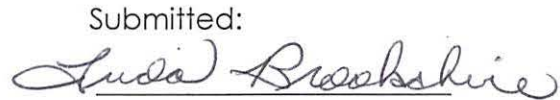
10. **Other written items not on the agenda.** None

11. **Work Reports**

a) Council Crowley made a motion to approve the Utilities cash report presented by Director Kelly Cornwell. Second by Council Edwards with all voting affirmatively, motion carried.

12. Councilman Hammond made a motion to adjourn. The motion was second by Councilman Barton, with all voting affirmatively, motion carried.

Approved:

 James F. Palmer, Mayor

Submitted:

 Linda Brookshire,
 Assistant City Administrator