



**CITY COUNCIL MEETING
FEBRUARY 8, 2021 - 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: Paul Worley, City Administrator; Larry Vickery, Utilities Administrator; Sharon Nelson, City Clerk; George Govignon, City Attorney; Tony Pyle, Police Chief; and Lenny Nesbitt, Fire Chief.

1. **Council Meeting Called to Order**

Welcome

Mayor Palmer called the meeting to order and welcomed everyone in attendance.

Invocation

Utilities Administrator Vickery 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**

Councilman Edwards made a motion to approve the February 8, 2021 agenda as presented. Councilwoman Palazzolo gave a second with all voting aye. Motion approved.

4. **Amendment or Approval of Minutes**

Mayor Pro Tem Crowley made a motion to approve the minutes of the City Council meeting of January 25, 2021. Councilman Denmon gave a second with all voting aye. Motion approved.

5. **Mayor's Comments**

- A. Mayor Palmer read a proclamation recognizing February 20th as Arbor Day in the City of Calhoun. Councilman Edwards made a motion to approve the proclamation. Councilwoman Palazzolo gave a second with all voting aye. Motion approved. (copy attached)

6. **Council Comments**

- A. Councilwoman Palazzolo submitted January reports as follows:

1) **Water and Sewer Operations**

Water Treatment Plant

- Total gallons withdrawn: 336,700
- Daily average: 10,861,290
- Wells: 14,440,000
- Big Springs: 118,670,000
- % produced by Brittany Drive: 39.5%
 - Brittany Dr. daily production to capacity: 36.38%
 - Mauldin Rd. daily production to capacity: 41.04%
 - Rainfall for November – 3.68"

Waste Water Treatment Plant

- Treated a daily average of 8.221 MGD, with an average BOD effluent of 4, average suspended effluent of 11, and an average COD of 62.

Water Distribution & Wastewater Collection

- 256 work orders completed, 36 new water connections, 11 water service leaks repaired, 11 water main leaks repaired, 33 water services changed to new main lines on Peters Street, 131 meter changes, 71 utility locates called in for work orders, 529 utility locates responses.
- 2,200 feet of Sanitary Sewer Services TV inspected, 421 utility locates completed, 6,860 feet sanitary sewer lines cleaned, 9 new sewer connections installed, 3 sanitary sewer services repaired.

2) **Water and Sewer Construction**

Projects Under Construction

- 319 Grant Lynn Creek Project- We have sent a letter to all the residents of the Lynn Creek Watershed informing them of the grant opportunities. We have completed several septic tank pump outs, and are collaborating with Mohawk on one of the green infrastructure projects.
- The two inch galvanized line replacement continues utilizing city forces.
- Georgia Cumberland Academy Force Main & Lifts Station Project- Force Main contractor is on-site & working. C&S is on-site working on the Lift station. Project is approximately 90% complete
- Buc-ee's Water Main Relocation Project- Project is 95% complete. Utilities have to wait on road contractor to remove existing Johnson Lake Road before we can complete project.

Projects in Design & Development

- South Interceptor Flow Study
- Brittany Drive Standby Generator Grant
- Paul Lusk Lift Station Capacity Study
- Old Fairmount Hwy Sewer Line Extension
- 2" Galvanized Line Replacement Fowler Road
- Circle K Sewer Line Extension
- Barrett Rd Sewer Basin Rehab Project

3) **Library**

- There are 10,581 library card holders, 0 library visitors, and 500 total circulation.
- There were 0 story time attendance, 0 adult program attendance, 24 new users, 742 e-books, 832 audio books, 4 computer logins which represent laptops being used by patrons during curbside, and 12,112 Facebook visits.

B. Councilman Edwards submitted January reports as follows:

1) **Police Department**

- Made 235 cases with 5 DUI's
- Fines collected by Municipal Court - \$23,818
- Issued 238 warnings
- Investigated 52 highway accidents, 33 private property accidents
- Obstruction - 14
- Lethal Weapon Encounter - 1
- Alarm responses - 170
- Miles patrolled: 33.968

2) **Municipal Court**

- Total Court cases- 233
- Court cases dropped- 2
- Number of Bond forfeitures- 16
- Number of Probation cases- 4
- Failure to appear- 0
- Subpoenas served- 0

3) **Fire Department**

Fire Suppression Division

184 Total reported calls for service for the Suppression Division

Dispatched Calls

- 5 Fire Incidents (\$2,500.00 in Estimated damage)
- 0 Overpressure Rupture, Explosion, Overheat (NO FIRE)
- 132 Emergency Medical Services / Rescue (Injuries, Medical, or Fatality)
- 6 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)
- 24 Good Intent Calls (Smoke / Odor check; Investigation of Unknown Problem)
- 3 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.
- Continued Participating in meetings on Covid-19 response protocols and issues with local agencies (by video conference).
- Deconned the voting precincts in the City after the last election.

Training Division

CFD completed 589 Total Man Hours of training during the month.

Training consisted of:

- Ladders
- Firefighter Survival
- SCBA Air Consumption Drills
- Leadership and Incident Command
- Apparatus Operator / Driver Training

Fire Inspections - Public Safety Education - Code Enforcement Division

83 Total Reported Activities / Inspections completed during the month.

Inspections / Enforcement Activities

- 18 Annual Inspection
- 7 New Business Inspections
- 18 Requested Inspections
- 9 Follow Up, Re-Inspections
- 1 Burn Site Inspections
- 2 Plan Reviews
- 0 Pre-Construction Meetings
- 0 Sprinkler Permits Issued
- 0 Fuel Tank Permit (Install, Removal or Service)
- 28 Consultations
- 0 Fire Drills
- 0 Illegal Burning Citations

Additional Inspection - Public Safety & Codes Division Activities

- Inspections participated in Zoom meeting for Ga Fire Inspectors Association
- Lt Fox Installed 2 Car Seats.

4) **Safety Committee**

- The safety committee email topic for January was Identifying

Hazards in Non-Routine Work, Maintenance and Emergencies. No safety inspections were done during the month of January.

- Vehicle accidents: 0
- Workers compensation: 0

C. Councilman Denmon submitted January reports as follows:

1) **Public Works**

Street Department

1. Completed 28 shop and 25 street dept. work orders.
2. Installed 7 new street signs.
3. Continued the annual leaf cleanup all over town.
4. Cleaned out a ditch on the road beside armory.

Cemetery Department

1. Performed routine maintenance on Fain and Chandler cemetery.
2. Supervised the opening and closing of 14 grave sites.
3. Sold 19 new grave spaces.

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. Removed Christmas decorations and lights downtown.

Animal Control

- Housed 17 dogs and 4 cats
- Number of dogs adopted: 2
- Number of cats adopted: 0
- Number of dogs rescued: 7
- Number of cats rescued: 3
- Number of dogs reclaimed by owner: 6
- Number of cats reclaimed by owner: 0
- Number of dogs euthanized: 0
- Number of cats euthanized: 0
- Number of warnings given: 20
- Number of bite cases: 2
- Citations issues: 1

2) **Recreation Department**

1. **YOUTH SPORTS:**

Youth Basketball: The youth basketball league concluded on January 30, 2021. Games were played 5 days per week using Calhoun Recreation and Calhoun Middle School gyms. A total of 95 games were played throughout the month. Basketball all-star meetings were held January 19 and 21. There will be 5 teams representing Calhoun Recreation Department in the GRPA 5th District Basketball tournaments beginning

February 19. Calhoun Recreation Department will host the 7th Annual United Way All-Star Basketball Warm-up tournament February 11 – 13, 2021.

Youth Baseball and Softball – Registration began January 11 and will go through February 22. Baseball and Softball assessments will be held February 27.

Youth Soccer – Registration for Spring soccer began January 11 and will go through February 18. Soccer assessments will be held February 21.

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

2. 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

Mulch was added to playgrounds

Finished touch up paint in Recreation center

Mulched leaves through park as weather permitted

3. WEBSITE USAGE –

CalhounRec.com

Sessions – 2,477

Posts – 20

Users – 1,277

Page Views – 406

Page Views – 4,576

Posts – 27

Facebook

Post Engagement – 1,413

Reached – 5,922

4. COMMUNITY INVOLVEMENT/PROFESSIONAL DEVELOPMENT

GRPA District Meeting – Cherokee Co. – January 6 - 4 staff members attended

Recreation Advisory Board – regular meeting was held January 13

UPCOMING EVENTS:

February 11-13 2021 – 7th Annual United Way – Warm-Up Basketball Tournament

March 20, 2021 – Miracle Run – 5k Fun Run – benefitting Camp New Adventure and Winners Club

3) Downtown Development Authority

The DDA partnered with the Calhoun-Gordon County Library and had library boxes made by the Calhoun High School Construction Department. They were installed beside the Depot gazebo. The DDA board approved the annual

work plan for 2021. The DDA received its 2020 community impact survey from the Department of Community Affairs Main Street Program. The total amount of private/public investment in downtown Calhoun was 563,189.00.

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

1) **Electric Department**

- Construction continues on the new Calhoun Early Learning Academy at 380 Barrett Road.
- New underground construction continues with the new Townhomes at Millers Lane, Old Mills Condos.
- Construction continues on new residential housing Willow Brook phase 2 on Dews Pond Road.
- Continuing Streetlight LED upgrade around the City.
- After completing our yearly pole audit of about 10 % of our system (468 poles) we have 42 reject poles to be replaced. Most of these poles have been in the system over 30 years.

WORK ORDERS IN PROCESS OR COMPLETED FOR JANUARY:

• NEWLY CREATED	134
• COMPLETED AND CLOSED	97
• CONSISTING OF:	
• CAPITAL CONSTRUCTION	73
• STREET AND SECURITY LIGHTING-	3
• DISTRIBUTION MAINTENANCE	22
• OUTAGES / TROUBLE CALLS	7
• WORK FOR OTHER DEPARTMENTS	19
• NEW METER SETS	12
• METER MAINTENANCE/REPLACEMENT	16
• Electric Locate Tickets Processed-	253

The City of Calhoun's Electrical load for January 2021 is estimated to be about 32.5 million kilowatt hours (kWh's). This is about 3 million kWh's more than January of 2020. Actual numbers will be released around February 18th.

2) **Telecommunications**

- Installed internet service for two new customers.
- Increased two existing customer internet bandwidth 800 Megabit and 900 Megabit.
- Installed new power supplies at central office and disaster recovery site for new servers.
- Installed new servers at the central office and disaster recovery site. Worked with vendor to install software and resolve unacceptable high speed fan noise.
- Installed and help vendor configure new backup server. Old server was running out of hard drive space.
- Coordinated vendor software upgrade for Municipal Court.
- Documented City Hall network cable and planned upgrades renovation.
- Reconfigured and installed expansion switch in Building Inspection data closet.
- Replaced hard drive in video recording system.
- Opened 8 and completed 7 work orders.

Geographic Information Systems

- Generated Electric Usage reports for Electric Department
- Updated maps for parcel zoning, water lines, water meters and telecom.
- Updated fire pre-plans for Fire Department and physical addresses for Billing
- Updated City and GIS web sites
- City employee GIS login statistics
 - Total logins – 1187
 - Top three layers accessed
 - Water – 558
 - Metering – 173
 - Electric – 141

3) **Building Inspections**

Issued 67 permits for an estimated cost of \$2,701,870, collected \$21,343 in permit fees. This included 14 new residential, 2 residential remodel, 1 new commercial, 4 commercial remodel, 20 residential plumbing, 6 residential electrical, 3 commercial plumbing, 2 residential HVAC, 1 commercial HVAC, and 4 commercial electrical. 201 total inspections.

4) **Revolving Loan Fund**

The Revolving Loan Committee did not meet this month. Mayor Pro Tem Crowley reminded those present that revolving loans are available to businesses for expansion that would create new jobs for the community.

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 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 an annexation and zoning request of R-1B (County zoning is R-3) by Susan French for 0.45 acre at a location of parcel GC55-008, which adjoins her city parcel (C55-006) at 109 Pine Hill Drive. The Zoning Advisory Board meeting was held February 4th.
- Mayor Palmer opened the public hearing.
 - City Administrator Worley gave the report on legal requirements and notices stating that all had been met.
 - Councilwoman Palazzolo gave the report on the Zoning Advisory Board stating that all were in agreement with the request.
 - Mayor Palmer opened the floor for comments beginning with the applicant.
 - There being none, Mayor Palmer closed the public hearing and called for a motion concerning the annexation request.
 - Councilwoman Palazzolo made a motion to approve the annexation of the 0.45 acre. Councilman Edwards gave a second with all voting aye. Motion approved.
 - Mayor Palmer called for a motion concerning the zoning request. Councilwoman Palazzolo made a motion to approve the zoning of R-1B. Councilman Edwards gave a second with all voting aye. Motion approved.
- B. Public hearing of a zoning change request from R-2 to C-2 by Johnathan Stone for 0.59 acre at a location of 104 Henderson Bend Road (Parcel C21-012). The Zoning Advisory Board meeting was held February 4th.
- Mayor Palmer opened the public hearing.
 - City Administrator Worley gave the report on legal requirements and notices stating that all had been met.
 - Councilwoman Palazzolo gave the report on the Zoning Advisory Board stating that all were in agreement with the request.
 - Mayor Palmer opened the floor for comments beginning with the applicant. Councilman Edwards commended Mr. Stone's efforts in making a lot of improvements in this blighted neighborhood.
 - Mayor Palmer closed the public hearing and called for a motion concerning the zoning change request.
 - Councilwoman Palazzolo made a motion to approve the zoning change of C-2. Councilman Edwards gave a second with all voting aye. Motion approved.

C. Public hearing of a beer package license request at a location of 125 Red Bud Road by Mufti F. Islam DBA: A 1 Grocery, LLC. The proposed store manager is Mirza M. Baig.

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

8. **Old Business**

None

9. **New Business**

- A. Mayor Palmer gave the first reading of an annexation and zoning request from County Agricultural to PRD by Brent Stepp Construction Company, Inc. for approximately 37 acres at Dews Pond Road (Parcel 056A-061 and a portion of 056C-051). The Zoning Advisory Board meeting will be held March 4th and the Public Hearing on March 8th.
- B. Mayor Palmer gave the first reading of an annexation and zoning request from County Agricultural to R1-A by Brent Stepp Construction Company, Inc. for 4.22 acres at Dews Pond Road (Parcel 056A-061). The Zoning Advisory Board meeting will be held March 4th and the Public Hearing on March 8th.
- C. Mayor Palmer gave the first reading of a zoning request from R-2 to Ind-G by FB&F Holding Company, LLC for approximately 17 acres at 130 Executive Drive (Parcel C58-047). The Zoning Advisory Board meeting will be held March 4th and the Public Hearing on March 8th.
- D. Mayor Palmer gave the first reading of a zoning change request from Ind-G to TS (Tower Site) by Kiersten Lurer for Verizon Wireless for 10,000 square feet of 22.48 acres at a location of Hwy 53 (Parcel CG34A-065). The applicant plans to erect a 170 foot tall cell tower. The Zoning Advisory Board meeting will be held March 4th and the Public Hearing on March 8th.
- E. Mayor Palmer gave the first reading of a beer package license at a location of 312 North Wall Street by Henry Patel. Mr. Patel will also serve as the store manager. Mayor Palmer called for a motion to set the public hearing March 8th. Mayor Pro Tem Crowley made the motion. Councilman Denmon gave a second with all voting aye. Motion approved.
- F. Mayor Palmer stated that a motion was needed to approve or deny the recommendation of the Calhoun Housing Authority to appoint Chief Tony Pyle to fill the unexpired term of Wilburn Aker who passed away unexpectedly. The remaining five-year term will end August 26, 2022. Chief Pyle has agreed to serve if appointed. Councilman Edwards made a motion to approve the appointment of Chief Pyle. Councilman Denmon gave a second with all voting aye. Motion approved.

- G. Submission of Fiscal Year 2020 Financial Audit. City Administrator Worley commended the Finance Department for their hard work in completing the FY2020 audit. He noted that the State had allowed a 90 day extension due to the COVID pandemic; however we did not have to use it. The City received a clean audit opinion from RM Dobbs. The City continues to whittle away at its debt and are now at 20% of the legal debt level for our organization. Andrea Bramlett, Director of Finance reviewed the audit at the work session today and this is the first time every city fund is meeting the three-month operational reserves. The complete Fiscal Year 2020 Financial Audit is available for viewing on the city website at www.cityofcalhoun-ga.com (notes attached).
- H. City Administrator Worley submitted a draft of possible edits to the City's Financial Policies and Procedures Manual supporting continuing education. These will be wording changes to strengthen the policy and add certain periods of time an employee remains with the city after graduation. He noted this was only a first reading and would be on the next agenda for consideration.

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

11. **Work Reports**

- A. City Administrator Worley stated that the final soil and erosion approval was received from the State on Friday on the new Police Department. Contractors will begin moving in equipment this week.
- B. Utilities Administrator Vickery stated that the solar project is scheduled to begin construction soon.
- C. George Govignon, City Attorney had nothing to report.

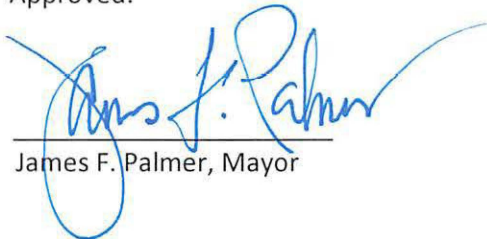
12. **Motion to move to Executive Session, if needed**

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. Councilwoman Palazzolo gave a second with all voting aye. The motion was approved and the meeting adjourned at 7:33 PM.

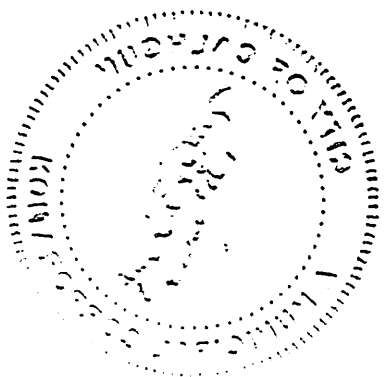
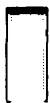
Approved:


James F. Palmer, Mayor

Submitted:


Sharon Nelson, City Clerk





City of Calhoun Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

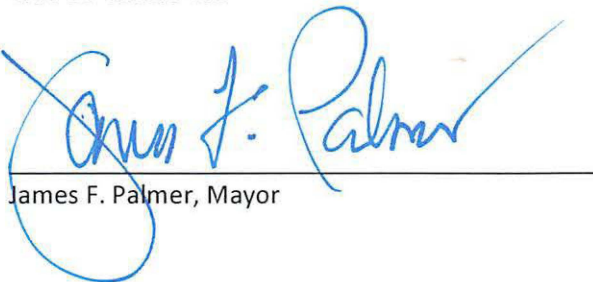
WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW, THEREFORE, I, James F Palmer, Mayor of the City of Calhoun, do proclaim February 20, 2021, as **Arbor Day** in the city of Calhoun, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED, this 8th day of February 2021.

CITY OF CALHOUN:



James F. Palmer, Mayor

	<i>Net Change in Fund Balance</i>	
	FY 2020	FY 2019
General Fund	1,377,926	1,497,346
These revenues primarily provided the excess:		
Property taxes	\$ 480,554	
Sales taxes	463,866	
Licenses & Permits	161,945	
Investment earnings	385,782	
	<u>\$ 1,492,147</u>	
Some of the items these funds provided:		
Fire truck & command vehicle	\$ 503,221	
15 police cars and outfitting them, less the \$308k set aside in the prior year	148,575	
	<u>\$ 651,796</u>	
Other items provided through contingency funds:		
Repairs to columns at City Hall	\$ 24,061	
Zero-turn mower for Golf	10,304	
Two vehicles for Don & Neal - Comm. Dev.	52,470	
Pavement evaluation for GIS layer	10,260	
Concrete pad at Fire station	21,705	
Aerifier	22,560	
	<u>\$ 141,360</u>	

The Cemetery fund has now been combined into the General fund per GASB 84. It no longer met the requirements to be considered a Fiduciary fund. This required a prior period adjustment to the financials.

Recreation Fund	(124,119)	210,229
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We utilized the \$100k trail donation made in FY 2019 in FY 2020, which resulted in a loss in the current year.

Solid Waste Fund	155,978	(86,791)
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There were a couple of differences between these two years. One is that we did not have a change in our landfill closure costs in FY 2020. They are re-evaluated about every 2-3 years and that was a \$110k expense in FY19. The other is that we had a transfer in from SPLOST of a brush truck in FY20 that shows as revenue, but the truck will be depreciated, so only a small portion shows up as an expense in this year.

Golf Fund	167,418	118,112
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The Golf Course has increased in net income over the prior year, while decreasing the amount of transfer in from the General Fund by \$15k.

Water & Sewer Fund	4,315,119	4,283,248
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The Water fund has maintained its level of income, while continuing to set aside \$90k per month in 3% restricted funds and a total of \$1,037,841 in 14% restricted funds.

Electric Fund	3,584,669	2,796,830
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Sales have increased this year for the Electric fund and the City and MEAG investments did very well also.

Telecom Fund	354,524	342,139
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Telecom had an increase in sales, as well as in investment income .

FY 2020 Budget
3 months - required

Water & Sewer
\$ 25,148,112
6,287,028

Electric
\$ 35,150,065
8,787,516

Telecom
\$ 1,135,380
283,845

General Govt.
\$ 15,130,266
3,782,567

Restricted funds available as of 6/30/20

Water -

3% Rate Increase - net of amount invested 1,442,868
Renewal & Replacement, not invested 2,140,601
14% Rate Increase 122,729
Investments 4,046,041
7,752,239

Sewer -

Renewal & Replacement, not invested 7,561
Investments 800,949
808,510
8,560,749

Excess in reserves \$ 2,273,721

Electric -

Renewal & Replacement, not invested 445,437
Restricted payments on loans, not invested 233,135
Investments 9,264,822
9,943,394

Excess in reserves \$ 1,155,878

Telecom -

Renewal & Replacement, not invested 152,213
Investments 507,201
659,414

Excess in reserves \$ 375,569

General -

Renewal & Replacement, not invested 1,004,698
Investments 3,426,353
4,431,051

Excess in reserves \$ 648,485