

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING ST
March 14, 2011 7:00 P.M**

MINUTES

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

ALSO: Eddie Peterson, City Administrator
Larry Vickery, Electric Dept. Superintendant
Captain Chuck Poarch, Fire Dept.
Garry Moss, Police Chief
Jerry Crawford, Water and Sewer Director

1. Mayor Palmer called the meeting to order and welcomed everyone in attendance.
 - A. Mayor Palmer gave the invocation.
2. Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.
3. Councilman Crowley made a motion to approve the agenda. Councilman Hammond seconded the motion, all voted aye, motion approved.
4. Councilman Hammond made a motion to approve the minutes of the February 28, 2011 meeting, Councilman Edwards seconded the motion, and all voted aye, motion carried.
5. **Mayor's Comments:**
 - A. Mayor Palmer welcomed members of the adult and youth leadership to the meeting.
6. **Council Comments:**
 - A. Councilman Edwards gave the February reports as follows:
 - 1) **Police Department**
 - o Made 820 cases with 10 DUI's
 - o Fines collected by Municipal Court - \$97,002.00
 - o Issued 972 warnings
 - o Investigated 61 highway accidents, 28 private property accidents
 - o Provided 71 escorts

- Files 1,286 incident reports
- Responded to 277 alarms
- Patrolled 46,181 miles
- Responded to 5,365 calls for service by E-911

2) Fire Department

- Responded to 76 calls for service, 4 fire incidents for damages
- Responded to 0 Overpressure rupture, explosion, overheat
- Responded to 35 medical service calls with 28 patients and 0 deaths
- Responded to 7 hazardous conditions incidents
- Responded to 20 false alarms, 3 good intent, 0 severe weather & natural disaster, and 4 special incident call
- Department was recertified by Ga. Firefighters Standards and Training
- Department responded to a Mutual Aid call for a structure fire in Plainville due to the County Fire Dept. being fully committed to another structure fire call
- All Personnel is working on required Core Competencies

3) Fire Inspection Department

- 255 total reported activities/inspections which included 3 annual inspections, 4 new business inspections, 41 requested inspections, 18 follow-up or re-inspections, 2 burn-site inspections, 1 plan review, 0 sprinkler permit issued, and 186 consultations
- Inspectors & firefighters conducted a Fire Extinguisher class at Mohawk Home plant and Catoosa Senior Village
- Both inspectors attended the LEPC (Local Emergency Planning Committee) meeting
- Inspectors attended an ammonia refrigeration class in Douglasville
- Inspectors assisted with snow related duties
- Lt. Dooley attended the city safety meeting and completed the monthly city safety inspection

B. Councilman Barton gave the February reports as follows:

1) Street Department

- Placed 10 new street signs
- Completed 22 shop and 27 street department work orders
- Replaced a total of 342' of sidewalk, 191' of curb and installed 5 new handi-cap ramps on Edmond street, Pine Street, McDaniel Station Road and Woodland Drive
- Removed 6 dead leyland cypress trees from the Rec. Dept. on River St
- Swept and cleaned debris from a total of 6 City intersections

- Used a total 54 tons of G.A.B. repairing pot holes and leveling the soccer practice field parking lot on Hwy. 136
- Inspected and maintained approximately 98 miles of streets and storm drainage
- Repaired 2 storm drains on Trammel St. and Woodland Drive

2) Cemetery Department

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

3) Rabies Control

- Housed 25 dogs, and 9 cats.
- Issued 6 warnings
- Answered 68 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 performed routine maintenance on designed city buildings and all fountains.

6) Safety Committee

- Safety topic- Hearing Protection
- Safety Inspection- Library and Calhoun Utilities Bldg.
- Accidents- Workers Comp-0; Vehicle Accident- 0
- Workers Comp- 5 Maintenance Dept.

C. Councilman Crowley gave the February report as follows:

1) Water Treatment Plant Facility

- Pumped a total of 273,230,000 gallons of water for a daily average of 9,758,214 gallons
- The Brittany Drive Treatment Plant produced 41.7% of the City's potable water for the month.
- Rainfall 2.72

2) Waste Water Treatment Plant Facility

- Treated a daily average of 6.017 MGD, with an average BOD effluent of 6, average suspended effluent of 10, and an average COD of 56

3) Water Distribution

- 5 Water connections, 26 water service leaks repaired, 28 water main leaks repaired, 1 fire hydrant installed, 4 change out of meters, 186 work orders completed, 349 utility located and 120 misc. calls
- 2-9-11 Completed changing water services to new main line along section of Reeves Station Rd.
- 2-22-11 Completed installation of 320' of 2" PVC pipe along cul-de-sac off Camelot Dr. to replace old 2" galv. line
- 2-7-11 Completed installation of 1,200' of 2" PVC pipe along McGill Mt. Rd. for C.J. Dodd easement agreement

4) Waste Water Collection

- 1,300 Sanitary Sewer Services TV inspected, 213 utility located completed, 1 lift station repairs completed, 11,350' sanitary sewer lines cleaned, 98 manholes opened and inspected
- Feb. 1, 2011 Continued work site at Brittany Drive Well expansion site
- Feb. 9, 2011 Assisted in clean-up of house explosion in Saddle Mtn. Sub.
- Feb. 24, 2011 Completed installation of 230' of 6" PVC sewer line to serve 2 homes along Hazel St. with failing septic systems

5) Maintenance crew performed general maintenance on all designated Water Treatment Plant Facility

- Pumped a total of 273,230,000 gallons of water for a daily average of 9,758,214 gallons
- The Brittany Drive Treatment Plant produced 41.7% of the City's potable water for the month.
- Rainfall- 2.72

6) Building Inspection Department

- Issued 31 permits for an estimated cost of \$859,919.00 This included 3 grading permit, 0 new residential, 1 new commercial, 3 commercial remodeling, 2 residential plumbing, 6 commercial electrical, 1 industrial electrical, 4 sign permits, and 0 NOI.

D. Councilman Hammond gave the February report as follows:

1) **Electric Department**

Long Term Projects under Construction

- 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.
- Phase II of the System Loss Program for 2010-2011 will be accelerated this summer once our GIS mapping updates are completed. Our consultant, Power Engineering will update the system relay and protection plan as well.
- The Padmount transformer Inspection Project by Electric Department personnel is continuing as crews visit locations during normal operations.
- The electric AMR Project is complete with 5270 residential and single phase demand electric meters and three phase meters set through February. 24 3-phase meters needing rewiring remain to be set.
- The Electric Department is in the engineering and design phase with the Water Dept. and contractors on the Brittney Drive Clear Well and Filter expansion project. Plans are under review and materials for the electrical components will be specified for the project.

Projects and Maintenance under construction

- Planning & design has been revised and completed for the Coosa Valley Tech Phase III. Relocation & installation of multiple Electric facilities are complete. Lighting for the new Campus should be completed by the end of March.
- Shaw Plant 7 new major addition is near completion with full operation ability anticipated in May. Electric crews have installed 14 poles and approximately 1,700' of new conductor and transferred the existing lines. Electric construction is 95% complete and the first of the new additions was energized in February.
- The Electric Department is well under way on facilities construction for the GDOT Intersection Improvements. The Cit of Calhoun and its contractor have installed 3 concrete poles and transferred other facilities for this project. The OT intersection widening of Red Bud and College Streets is under construction as wee. Two of the intersections are being redesigned and re-estimated due to intersection design changes by GDOT.

Second Notice:

- The **On-line Energy Services and Audit Software** has been installed (ahead of schedule) on the **City of Calhoun and Calhoun Utilities web page**. This program, funded with an **American Recovery and Reinvestment Act Grant through GEFA**, is now available on-line to

Calhoun's customers. The site can be accessed at: www.cityofcalhoun-ga.com. Further information or assistance is available through Calhoun Utilities, The main phone number is 706-602-5850, ask for Larry Vickery or Kenny Rogers.

- o Superior Manufacturing has requested a new service for their expanded Electric Curing Process. A load of 300KW is anticipated initially with a potential for a second curing process. Apache Mills has also requested an additional service for an approximate 1,000kw addition to their River Street Plant location. Both of these expansion projects are in the Electric Department Engineering and are waiting on customer design plans.

Work orders in process or completed for January

- o Street and security lighting-32
- o New business and maintenance-34
- o After hours trouble and callouts-7
- o City Electrical Maintenance-20
- o During the mo. Of February:
 - Meter maintenance/replacement-10
 - New Customer sets-7
 - Monthly Total System Locate Tickets – 65

The Electric system purchased 32,742,132 Kwh in January.

2) Telecommunications Departments:

- o Finished a 10 Meg point-to-point connection for customers going to Dalton.
- o Spliced and provisioned new fiber pair to Dalton Utilities for connecting new equipment.
- o Resolved timing issue on T1 from AT&T that kept several city modems working.
- o Successfully tested and purchased new anti-virus software and started deploying to city computers.
- o Opened 37 and closed 38 work orders.

3) Geographic Information Systems:

- o Completed geo-coding billing addresses to physical addresses.
- o Continue to help Engineering, Water personnel with training and assisting with data clean-up.
- o Continue to verify electric phasing on GIS maps.

- Started hydrant and hydrant valve inventory project for Water Construction Dept.
 - Produced hazardous material buffer zone maps for Fire Dept.
 - Submitted annual annexation data to US Census Bureau.
- E. Councilman Barton made a motion to appoint Scott Fletcher and Todd Holbert to the Recreation Advisory Commission for a six year term effective immediately. Councilman Hammond seconded, all voted aye, motion approved. Councilman Barton also made a motion to reappoint Russ Edwards and Grant Walraven to serve additional six year terms, Councilman Crowley seconded, all voted aye, motion approved.

7. Public Hearings and Comments: None

8. Old Business:

- A. Mayor Palmer conducted the second reading of a beer pouring and liquor by the drink License request by Pablo T. Rodrigue manager, for a location of 447 Ga. Hwy. 53 East, Unit 170, D/B/A Los Mexican Restaurant III, Inc. A public hearing is set for March 28, 2011.
- B. The second and final reading of a Taxi Cab license renewal request from Maria E. Depaz, D/B/A Taxi El Priunfo, at a location of 248 Richardson Rd. was read by Mayor Palmer. Administrator Peterson reported that he had visited 248 Richardson Road and this was not the physical location for Taxi El Priunfo. Admin. Peterson also stated that two phone numbers given as contacts for Taxi El Priunfo had been disconnected. Councilman Hammond made the motion to deny the taxi license request, Councilman Barton seconded, all voted aye, motion approved.

9. New Business:

- A. Admin. Peterson explained that the agreement between the City of Calhoun (Sponsor) and the Georgia Department of Transportation (Department) was ready for execution concerning Project CSTE-0009-00(065), P.I. No.0009065, Gordon County. This is a Streetscape project with construction beginning at SR3/Wall St. to CS 742/Trammell Street to CS 746/Hicks Street Phase III. The agreement provides for a completion date, estimate of total cost, payment schedule, insurance requirements, DBE requirements, authorizing resolution, opinion of counsel, certificate of compliance, drug free work force, and other requirements. Councilman Edwards made a motion to enter into an agreement with GDOT concerning Project CSTE-0009-00(065). Councilman Crowley seconded the motion, all voted aye, motion approved.
- B. The Georgia Department of Transportation has offered the City of Calhoun \$11,625 for 0.134 acres for the purchase of property associated with the Union Grove Interchange project (NHSTP-0075-03-(203) P.I. # 610870. The GDOT utility

office will reimburse the City of Calhoun, through a force account agreement, the cost to replace any affected water lines that are connected with the parcel, which may run across parcels 203 and 206, provided utility easements exists on these parcels. The property in question is an abandoned water pumping station which Calhoun no longer uses or needs. Councilman Hammond made the motion to approve the offer, Councilman Crowley seconded, all vote aye, motion approved.

C. A request from Downtown Development for the reappointment of Andrea Brumlow, David Burton and Lorene Potts to the DDA Board was read by Mayor Palmer. Councilman Edwards made the motion to approve the request, Councilman Barton seconded the motion, all voted aye, motion approved.

D. Mayor Palmer conducted the first reading of policies regarding the Procurement Card, Travel Reimbursement Policy, Purchasing Manual, and Financial Policies and Procedures.

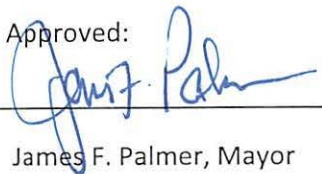
10. Other written items not on the agenda: None

11. Work Reports

A. Eddie Peterson, City Administrator

12. Councilman Hammond made a motion to go into Executive Session to discuss a personnel matter.
13. Councilman Hammond made a motion to return to General Session, Councilman Barton seconded.
14. Councilman Barton made a motion to adjourn. The motion was seconded by Councilman Crowley, with all voting affirmatively, motion approved.

Approved:


James F. Palmer, Mayor

Submitted:


Eddie Peterson, City Administrator

CITY OF CALHOUN

Regular City Council Meeting
Depot Community Room
109 South King Street
March 14, 2011 -7:35 P.M.


EXECUTIVE SESSION MINUTES

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


Also: Eddie Peterson, City Administrator

- A. Mayor Palmer opened the meeting.
- B. The purpose of the Executive Session was to discuss the transition between Utility Director Kelly Cornwell's retirement (effective date: March 9, 2011) and the replacement for the Director's replacement. General consensus was to allow the new Director to determine whether he required assistance and expertise from Mr. Cornwell. Also discussed was the process of retaining Mr. Cornwell's service in a advisory position, current Board membership capacity, timing through the budget process, and short and long term knowledge base needs.¹ Administrator Peterson was requested to provide the Mayor and Council with Mr. Cornwell's current standing and terms of service on any Boards or Commissions in which he represents the City of Calhoun. Mayor Palmer recommended that Mr. Cornwell continue acting as Calhoun's representative on the MEAG Board, Electric Cities, Water Resources, and any other Board or Commission that he is currently active, with compensation as such, not to work 40 hours a week, on a basis that Mr. Cornwell deems necessary, until a replacement for the Utilities Director is on the job. The transition will be revisited from a Mayor and Council standpoint on a time table not to exceed eight weeks from this date. No votes were taken in Executive Session.
- C. Councilman Hammond made a motion to adjourn the Executive Session, Councilman Barton seconded the motion, all voted aye, motion approved.

Approved:


James F. Palmer, Mayor

Submitted:


Eddie Peterson, City Administrator

- ¹ Councilman Hammond in an e-mail (to Admin. Peterson, Mayor and Council) dated March 15, 2011. 'Eddie, please be sure to note in the minutes that I expressed a difference of opinion concerning hiring Kelly as a paid consultant and keeping him on any Boards representing the City of Calhoun. Note that the pay structure should not exceed annual earnings or existing hourly rate with a separate time line in accounting for complete transparency. Please note that I felt the decision to use or not use Kelly as a paid consultant should be a decision made by the new Director of Utilities when named.'

**STATE OF GEORGIA
COUNTY OF GORDON
CITY OF CALHOUN**

AFFIDAVIT REGARDING CLOSURE OF OPEN MEETINGS

Personally appeared before the undersigned officer, duly authorized under the laws of the State of Georgia to administer oaths, James F. Palmer, Mayor, who in his capacity as Chairperson or the person presiding over a City Council meeting of the City of Calhoun and after being first duly sworn, certifies under oath and states to the best of his knowledge and belief the following:

At its meeting held on 3-14-11 the Council's Executive Session voted to go into closed session and exclude the public from all or a portion of its meeting. The legal exceptions applicable to the exempt matters addressed during such closed meeting are as follows (Check or initial, as appropriate:)

- Discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action, dismissal, periodic evaluation or rating of a government officer or employee. [O.C.G.A §50-14-3(6)]
- Privileged consultation with legal counsel pertaining to pending or threatened litigation, claims, administrative proceedings or settlements. [O.C.G.A §50-14-2]
- Discussing the future acquisition of real estate. [O.C.G.A §50-14-3(4)]
- Staff meetings for investigative purposes under duties or responsibilities imposed by law. [O.C.G.A §50-14-3(1)]
- Tax matters made confidential by state law. [O.C.G.A §50-14-2]
- Inspection of physical facilities under the jurisdiction of the City Council. [O.C.G.A §50-14-1(a)(2)]
- Meeting with a governing body, officer, agent or employee of another agency at a location outside the geographical jurisdiction of the City Council at which no final action is taken. [O.C.G.A §50-14-1(a)(2)]
- Other (Explanation and citation to statutory authority required:)

I certify that the subject matter of the closed meeting or the closed portion of this meeting was devoted to matters of official business or policy within the exceptions provided by law as set forth above.

Rita S. Colston
Witness

James F. Palmer
James F. Palmer, Mayor

Sworn to and subscribed to before
me this 14th day of
March, 1999:
2011



Misty Caudle
Notary Public for the State of Georgia