



WORK SESSION
DRAFT MINUTES

CALL TO ORDER *at 6:00pm by Mayor Martin*

AGENDA APPROVAL *Motion to approve with no changes by Councilmember Sterling, seconded by Councilmember Courter, and all in favor.*

REPORTS BY MAYOR, COUNCIL, AND STAFF

OLD BUSINESS

1. Garland Contractors, Inc. Public Works Building Estimate
The project is in the budget.

NEW BUSINESS

1. Creekside Townhomes Elevations Approval
The new architectural elevations which have been presented to the Council comply with the 50% brick or stone rule; the staff recommendation is approval.
2. Resolution 24-03: City of Civility Designation
This designation is a promise from the Council to set a positive example through their conduct.
3. Resolution 24-04: Property Acquisition from Bobby L. Blankenship and Dianne S. Blankenship
The City has entered into a contract to acquire 17.109 acres from the Blankenships. The property will be purchased entirely from impact fees collected from developers. The park impact fee balance is currently just over \$800,000; those funds must be used to acquire park land. The property is ideal because it is centrally located, accessible, and contiguous to other city property.
4. Resolution 24-05: Awarding Construction Contract for the South Water Tank Project
Jerry Hood of EMI shared that the lowest bid received for a 1 million gallon water tank was \$4,225,000.00. EMI recommends consideration of awarding the contract based on a 750,000 gallon tank at a total project cost of \$3,349,075.00 to Phoenix Fabricators, which is \$875,925.00 less than the 1 million gallon tank. While there would be some loss of storage, the City would still have substantial and adequate storage for decades to come. The current and future redundancy and connectivity (with Braselton, Jackson County, and Barrow County) negates some need for elevated storage. Coupled with the

new 12" grid through the city, the new water tank could increase water pressure by 40-50psi (fire hydrants @1000-2000 gallons/minute).

5. Resolution 24-06: Awarding Contract for Phase 1B Water Distribution System Improvements
Jerry Hood of EMI explained that the lowest bid was received from Griffin Bros. in the amount of \$948,431.84.
6. Resolution 24-07: Updating Authorized Signers on Bank Accounts
This resolution would change the bank account signers to Mayor Debbie Martin, Mayor Pro Tem David Brown, and City Manager Jennifer Harrison.
7. Resolution 24-08: A Resolution Accepting from KH Twin Lakes, LLC, the Dedication of 0.027 acre of right of way along the southeast side of Peachtree Road.
Staff recommendation: approval
8. Resolution 24-09: A Resolution Accepting from Hog Mountain Properties, LLC, the Dedication of 0.092 acre of right of way along the southeast side of Peachtree Road.
Staff recommendation: approval
9. Resolution 24-10: A Resolution Accepting from Hog Mountain Properties, LLC, the Dedication of right of way along the northwest side of Peachtree Road.
Staff recommendation: approval
10. Resolution 24-11: A Resolution Accepting from DCH Montebello, LLC, the Dedication of right of way along the northwest side of Peachtree Road.
Staff recommendation: approval
11. Request that the Hoschton City Council initiate an application for variance (V-24-01) to the Hoschton zoning ordinance, Article IV, "Zoning Districts," Section 4.11, "C-2, General Commercial Highway Oriented District," (Table 4.4, "Dimensional Requirements for Non-Residential Zoning Districts," to reduce the required front building setback of Peachtree Road Extension right of way (east property line) from 15 feet to 5 feet for property (Map/Parcel 120/013); 1.54 acre) fronting on the east side of SR 53 and the south side of Towne Center Parkway) on behalf of the property owner (Towne Center 53, LLC, Property Owner) (C-2 zoning)
There is one segment of the planned Peachtree Road Extension that is not controlled by the Kroger development. The property owner has been reluctant to dedicate that land to the city because they are worried about creating a new setback of 15 feet from the new right of way line. Planning staff suggests a variance reducing the building setback abutting the east property line from 15 feet to 5 feet. Zoning would remain C-2.

CITIZEN INPUT *none*

EXECUTIVE SESSION (IF NEEDED) *none needed*

ADJOURN Motion to adjourn at 7:15pm by Councilmember Sterling, seconded by Councilmember Lawson, and all in favor.

ROLL CALL:

Mayor Debbie Martin
Councilmember Christina Brown
Councilmember David Brown
Councilmember Scott Courter
Councilmember Jonathan Jackson
Councilmember James Lawson
Councilmember Fredria Sterling

ALSO PRESENT:

City Planner Dr. Jerry Weitz
City Engineer Jerry Hood
City Manager Jennifer Harrison
City Attorney Abb Hayes
Asst. City Clerk Jen Williams

Approved:

Debbie Martin, Mayor

Date

Jennifer Williams, Assistant City Clerk

MONTHLY
DEPARTMENTAL
REPORTS

**CITY MANAGER REPORT
JANUARY 2024**

Met with our Engineering team to discuss capital projects

Met with Brewer Engineering to discuss the layout for the public park at 153 Mulberry Street

Met with the department heads to discuss day to day projects

Department heads, human resource and myself met with all employees individually and reviewed goals for themselves and their department for 2024.

Bidding for Water Line Upgrade for Phase 2

Met with Councilmember Dave Brown, Water/Sewer Superintendent Brett Day, Mayor Debbie Brown, Jerry Hood, Engineer and myself to review capital projects for water and sewer and concerns at Deer Creek.

Meeting with Senator Frank Ginn along with other counties and cities to discuss future water supply project.

Mayor and myself met with GDOT and discussed the upcoming Q&A that they will present. City Manager, Water Supervisor, Mr. Brett Day and Mr. Greg Bennet and our Engineering team met with contractor to discuss finalizing the last steps for Phase 1 Water Update

Water / Sewer Supervisor, Mr. Brett Day met with the GA EPD to conduct a water audit. This is a routine inspection of the water system they perform about every three years to ensure the city is in compliance with all the rules and regulations of the GA Safe Drinking Water Act and that we are following the guidelines of our State issued Water system permit and GA Groundwater Permit.

City Manager met with Councilmember Tina Brown, President of Hoschton Historic Preservation, Ms. Karen Wittry along with Ms. Carol Tanner to discuss the renovation needs for the home at 153 Mulberry Lane. We look forward to sharing this report with Mayor and Council soon.

Our Team met with Kolter and our well exploring team to determine if their would be good well sites on the Kolter Development Site. We hope to have a report back to share with all Mayor and Council soon.

Mayor Martin, Councilmember Dave Brown, City Manager, City engineer, Mr. Jerry Hood and Water Supervisor, Mr. Brett Day met with Barrow County Water Supervisor, Mr. Chris Yancy to discuss infrastructure for future needs of more capacity.

Mayor and City Manager set up interviews with 7 individuals that have shown interest in being apart of the Planning and Zoning Committee on March 31, 2024. 30 min interviews between 9am – 12:30pm. Mayor Martin will have updates for all Council.

Best Regards,
Jennifer Harrison
City Manager

Police Department Report 01/31/2024

1. **Reports and Citations**- The Police Department generated right at 250 incident numbers since Jan. 1 and wrote 58 citations in the month of January.
2. **Court**- We will have court again on February 15th at City Hall.
3. **Training**- Officer Kesler has been on light duty and has completed several online courses this month including community policing, use of force, human trafficking and several others.

PW Department Activity Report-January 2024

A. Week 1 (1.1.24)

- a. Removed Christmas lights and decorations
- b. Removed trash along Josh Pirkle, West Jefferson, and East Jefferson
- c. Set-up speed limit sign in front of WJES
- d. Weekly trash pick-up-City Hall/City Square
- e. Weekly set-up at community center
- f. Weekly check of all streets signs for damage and maintenance
- g. Weekly check for illegal R-O-W signs

B. Week 2 (1.8.24)

- a. Remove debris from Deer Creek Cross Drain
- b. Check all city storm system during storm event of 1.9.24
- c. Cleared storm drain at 94 Deer Creek Trail
- d. Removed trash along Town Center Pkwy, New Street, Broad Street
- e. Weekly trash pick-up-City Hall/City Square
- f. Weekly set-up at community center
- g. Weekly check of all streets signs for damage and maintenance
- h. Weekly check for illegal R-O-W signs
- i.

C. Week 3 (1.15.24)

- a. Weekly Truck checks (Maintenance and tools)
- b. Weekly trash pick-up-City Hall/City Square
- c. Weekly set-up at community center

- d. Weekly check of all streets signs for damage and maintenance
- e. Weekly check for illegal R-O-W signs
- f. Removed trash along Hwy 53, Nancy Blvd, and Jackson Trail

D. Week 4 (1.22.24)

- a. Weekly Truck checks (Maintenance and tools)
- b. Assisted W/S with jetting Brook Glen sewer lines
- c. Started reshaping Nancy ditches and removed debris from storms
- d. Weekly trash pick-up-City Hall/City Square
- e. Weekly set-up at community center
- f. Weekly check of all streets signs for damage and maintenance
- g. Weekly check for illegal R-O-W signs
- h. Removed trash along Peachtree road
- i. Monthly Safety and MS4 staff meeting

E. Week 5 (1.29.24)

- a. Weekly Truck checks (Maintenance and tools)
- b. Weekly trash pick-up-City Hall/City Square
- c. Weekly set-up at community center
- d. Weekly check of all streets signs for damage and maintenance
- e. Weekly check for illegal R-O-W signs
- f. Assisted W/S by taking chemicals to wells
- g. Unloaded sewer rings and lids donated by dirt works
- h. Located sewer manholes along Bell Ave., Board Street, West Jefferson, and hall street for clean-up

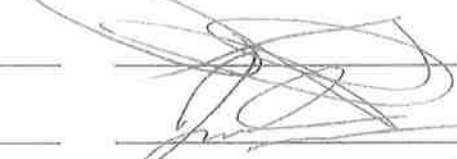

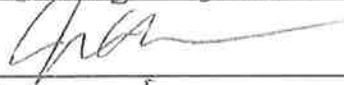


**SAFETY & MS4 MEETING
ATTENDANCE SIGN IN**

Date: 1.26.24

Department: Water/sewer/public works

Safety Topic: Excavation Safety MS4 Topic: Illicit Stormwater Discharges
Attendees:

<u>Joe Hayce</u>	
<u>John Fouts</u>	
<u>Derrick Ethridge</u>	<u>Derrick Ethridge</u>
<u>Jack Waw</u>	
<u>Wayne Cronz</u>	<u>Wayne Cronz</u>
<u>Scott Wilkes</u>	<u>Scott Wilkes</u>
<u>Jason Blocher</u>	
<u>Tiffany Wheeler</u>	<u>Tiffany Wheeler</u>
<u>Brett Day</u>	<u>Brett Day</u>
_____	_____
_____	_____
_____	_____
_____	_____

Safety Coordinator: _____



Hazards posed by striking buried underground utilities include property damage, injury, electrocutions, and even explosions.

In addition to OSHA rules, workers should be aware that there may be specific state, municipal, or local rules for “Call before you dig” where the work is being done.

- Always respect the markings and flags placed by the locating service.

OSHA Standard 1926.651(b)(1) states that *the estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.*

- Call **811** from anywhere in the country a few days prior to working on excavations or trenches and the call will automatically be routed to the local one call center.
- Prior to excavation and calling before you dig some states require contractors to “white line” the area **proposed** for excavation.
- “White line” the area by painting arrows, dashes, dots, or lines in the area the crew will be digging before the locate service arrives.

OSHA Standard 1926.651(b)(2) says that *utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation.*

COLOR CODE FOR MARKING UNDERGROUND UTILITIES
PROPOSED EXCAVATION
TEMP SURVEY MARKINGS
ELECTRIC – POWER
GAS – OIL – STEAM
TELCO – COMMUNICATIONS
POTABLE WATER
RECLAIMED WATER
SEWER – DRAIN LINES

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January 2024 Monthly Report

Water

- Daily water route check of connections, water tank and random sample sites
- Daily checks and operations of both city wells
- Daily water sampling
- Weekly well cleanings
- Monthly Meter high usage and non-read meter reading
- Pulled monthly Reporting EPD Samples
- Pulled monthly Bacteriological samples throughout water system
- Replenished Chemicals at both Wells
- Daily utility locates, 272 water/sewer locates for the month of January
- Recorded all daily, weekly, and monthly Data
- Completed and Submitted Monthly Water Reports to EPD
- EPD came and completed a Sanitary Survey Inspection on the Water System
- Repaired Well vent at Cabin Drive Well
- Repaired chemical leak at Cabin Drive Well
- Deep Cleaned Both Well Buildings
- Repaired Water Sampling station in WildFlower subdivision
- Repaired 3 water leaks in system
- Flushed Sampling stations around town
- Meeting with Emory & Garrett and Kolter about potential well sites, walked the property
- Met with Barrow County again regarding Purchase Water
- Had Bid Opening for South Water Tank
- Had Bid Opening for Water System Improvements phase 1B
- In depth truck inventory was Completed and updated the Monthly/weekly Checklists

- Installed 11 new water Meters
- The Village Sidewalks were repaired from Decembers Water leak Repair

Wastewater

- Daily Plant check of equipment and processes
- Daily sampling and testing of plant Effluent
- Daily Instrument calibrations
- Daily lab equipment temperature checks
- Weekly process control lab work
- Weekly Automatic samplers turned on and checked
- Pulled Weekly permit samples
- Performed weekly permit Lab testing
- Recorded all daily, weekly, and monthly Data
- Performed Maintenance on Dewatering Belt Press
- Performed Weekly and monthly Maintenance on Clarifiers
- Performed Weekly Sewer pump station and generator check
- Ran Belt Press weekly to remove excess solids in Plant
- Weekly Washdown and cleaning of tanks, troughs, and filter
- Daily utility locates, 272 water/sewer locates for the month of January
- Completed and Submitted Monthly Wastewater Report (DMR) to EPD
- Finished New Pump Station Startup (Twin Lakes #2)
- Removed trash barrels from Lift Stations
- Oliver Electric repaired Sludge pump issue
- Replaced level Transducer for EQ Pond
- Jetted sewer Backup in Brook Glen subdivision
- Clean/jetted several sewer lines in Brook Glen
- Started Sewer line/Right of Way inspection and Cleaning
- Found several older and buried Sewer Manholes
- Raised three Manholes to make visible
- Met with EMI and done a field evaluation of the grinder pump system at Panther court and West Jefferson Street.
- Oliver Electric Repaired Decant Valve on Digester Tank
- Fixed Driveway at Towne Park Lift Station
- In depth truck inventory was Completed and updated the Monthly/weekly Checklists

DDA Report

- 1) Will be approved on 2/12 at DDA Meeting
- 2) Met with Chair & Vice
- 3) We have started to create a Hoschton PDF Marketing & City Story
- 4) Working on Vision and Mission Statement
- 5) Met with Mark Koomay – discussed the demographics and make up of City Residents & Needs
- 6) Met with the Developer of the New Italian Restaurant
- 7) Met with the Developer of the New Larry's Garage – The Garden (Toured & Reviewed Initial Plans)
- 8) Spoken with Potential New DDA Supports/Members – Business Owners within Hoschton
- 9) Mayor Martin and I walked and visited the business along the City Square – handed on small thank bags with our cards
- 10) Visited the Mulberry Park Site – walked the area & reviewed the plans

MEG Report (Marketing, Economic & Growth Committee)

- 1) Spoken with Six potential members – looking for leaders within the community that would like to help create a Vision for the City – We are looking for 7 to 9 volunteers – working on representation of the whole city and community.
- 2) Interviewed multiple candidates
- 3) JJ Jackson and I working on creating a short one minute video about Hoschton
- 4) Working on the PDF Plan – the City
- 5) Have multiple meetings set up with Business Owners within Hoschton
- 6) Working on setting up our first conference called with the above candidates to discuss thoughts and creating a working plan of action
- 7) Meeting with the Econ Growth Leader of Suwanee
- 8) Working on creating a Architectural Document for review by the Citizens, City Manager and Mayor & Council

5 & 10 Year Projection Study Description and Methods City of Hoschton

Objectives of study:

- Project the City of Hoschton revenues and expenditures (both capital and operating) for five-year and ten-year periods (2029 or 2030 and 2034 or 2035) to determine future planning and funding projects.
- Consider prospects and possible alternatives revenue sources.
- Outline the implications of various land use and budgeting decisions.
- Provide rationale for considering additional funding sources.
- Indirectly, the project will result in a fiscal impact analysis of sorts for different land uses.

Anticipated schedule:

Council & Mayor in June 2024.

PROPOSED METHODS: REVENUE PROJECTION

Task 1: Determine existing baseline valuation of property tax digest (Fee Simple)

Task 2: Predict land use change:

Task 3: Describe future land use prototypes

Task 4: Sample valuation data base for valuation per acre for each land use prototype.

Task 5: Project the assessed valuation of future development

Take the parcel data set for land use change and assign the future property tax assessed valuation based on the land use prototype (example below).

SAMPLE

Map/Parcel ID	Location	Acres	Existing Assessed valuation	Land use prototype (see description below)	Quantification of future development (square feet of building or # units)	Year change is predicted to occur (5 years or 10 years)	Predicted assessed valuation (\$)	Predicted minus future valuation (increase above existing)
Ho1/024B (Kroger)	SR 53	9.23	\$92,300	Commercial, community scale	92,300 square feet	Year 2029		

Task 6: Project city property tax revenue based on the existing millage rate

Task 7: Project other revenue sources based on the parcel data base for parcels with land use change (new development): (all team members)

These include local option sales tax and special local option sales tax for commercial/industrial parcels as well as development impact fees, building permit fees, water and sewer fees

Revenue Source	2029	2034
Property tax revenue		
Sales taxes (local option)		
SPLOST		
Impact fees		
Stormwater fees		
Development/building permit		
Water/sewer		
Franchise fees		
Grants		
Sale of cemetery plots		
Intergovernmental fiscal transfer (e.g., LMIG)		
Others		
Total		

PROPOSED METHODS: EXPENDITURES

**City of Hoschton
Community Alliance Report
Dr. Fredria Sterling**

February 8, 2024

Last month, Jan 23, 2024 I met with members of HWCC and the group made the decision to offer a deserving senior a scholarship to the college or technical school of their choice

I sent an email to the counselors at Jackson County High School and East Jackson High School to share our scholarship opportunity.

On Monday, Feb 5, I met with Toni Doyle one of the counselors at JCHS and discussed our purpose and details in making it available to a Senior, Class of 2024. Deadline to apply in March 29.

I am waiting to hear from East Jackson High School at present.

There will be an interview process conducted by HWCC scholarship committee during the month of April.

The Scholarship will be awarded before graduation at an Honors Day program at the high school.

In the process of getting flyers made to be distributed at local churches.

The amount of the scholarship will be determined at our next scholarship meeting which is the 4th Tuesday of every month.