

Minutes
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
December 6, 2016 / 6:30 p.m.

Call to Order

Mayor Reed called the meeting to order at 6:30 p.m. Councilmembers in attendance were James Stephens, Claire Williams, Faye Godwin, and Don Hayes. Councilmember Richard Schmidt was absent. Also present was Attorney Heather Ryfa on behalf of City Attorney Rick Lindsey. Mayor Reed led the assembly in the Pledge of Allegiance.

Review and Approval of Agenda

Mayor Reed requested that Agenda Item No. 16-855, Action on sign code violation at 10975 Hutcheson Ferry Road, be removed from the agenda at the request of City Attorney Rick Lindsey. Councilmember Godwin made a motion to approve the agenda as amended. Councilmember Stephens seconded. The motion passed unanimously.

Approval of Minutes

1. Minutes of the Work Session of September 29, 2016
 2. Minutes of the Regular Meeting of November 1, 2016
- Councilmember Hayes made a motion to approve the minutes of the Work Session of September 29, 2016 and the Regular Meeting of November 1, 2016. Councilmember Williams seconded. The motion passed unanimously.*

Staff Reports

Financial Update: City Manager Robert Rokovitz

Mr. Rokovitz reported on the financials. He said revenues are coming in ahead of budget and expenditures are below. He also gave a synopsis of the of the Fiscal Year 2016 Audit. The fund balance at year end was approximately \$1,192,000. There was an increase in revenues and a decrease in expenditures for the year. The findings related to the lack of segregation of duties and Hotel/Motel tax accounting procedures. The complete synopsis is available on the city's website.

Fire Department Report: Greg Brett

Chief Brett reported there have been 442 calls to date. The burn ban has been lifted, but burn permits must still be obtained through the Fire Department. The department responded to ten different wildfires involving ½ acre or more during the recent drought conditions. The Pierce Engine recently had needed repairs to get it back into service. Firefighters Josh Whitley and Kyle Allen are close to completing Paramedic certification. He has relocated the Chief's office to city hall. Multi-jurisdictional negotiations with American Medical Response are ongoing, and Fulton County Commissioner Emma Darnell has become involved.

Police Department Report: Stoney Mathis

Chief Mathis reported there were no personnel changes in November. There were three investigations – two theft cases and one child molestation case. The department is currently 10% under budget on expenses. For the month of November, there were 176 citations, 223 warnings, 12 parking citations, 18 arrests and 45 reports. Ticket revenue in November was \$9,975; however, there was no court date during the month.

Public Works/Parks Report: Robert Rokovitz on behalf of Darold Wendlandt

Mr. Rokovitz reported that closing for the Public Works equipment financing is scheduled for December 9th. The delivery of the dump truck is expected mid-December. A striping contractor will be looking at some of the roads that need work.

Community Development: Mike Morton

Mr. Morton reported on the building permitting activity for November 2016. There were no new house permits for the month. There was one production permit at the beginning of November. The condition for Variance at 10750 Cedar Grove Road has been met and the stop work order has been lifted.

Presentations/Proclamations

1. Administer Oath of Office to Chief Judge Russell Ross, Jr.
Mayor Reed administered the Oath of Office to Chief Judge Russell Ross, Jr.

Public Comment

There were no public comments.

Public Hearings (None)

Unfinished Business

1. **Item 16-852:** Resolution Adopting Comprehensive Plan Update.
City Planner Mike Morton presented the item. The Comprehensive Plan Update process started in November 2015. The year-long process involved a lot of public participation. The final document includes the changes recommend by the Planning Commission and approved by City Council. Staff recommends adoption of the Comprehensive Plan document. Councilmember Godwin made a motion to approve agenda item 16-852. Councilmember Williams seconded. The motion passed unanimously.

New Business

1. **Item 16-854:** Resolution authorizing the submission of an Assistance to Firefighters Grant Program grant application.
Chief Greg Brett presented the item. The application is for a dual duty vehicle for structure fire attack, wildland fire suppression, and rescue operations. The application is for \$140,000 and the city match obligation is \$6,666.00. Councilmember Stephens

made a motion to approve Item No. 16-854. Councilmember Hayes seconded. The motion passed unanimously.

2. Item 16-855: Action on sign code violation at 10975 Hutcheson Ferry Road.
Removed from agenda.

3. Item 16-856: Resolution Adopting the 2017 City Council Meeting Schedule.
Mayor Reed presented the item. There are several non-standard meeting dates due to holidays and the municipal election dates. Councilmember Hayes made a motion to approve the Item No. 16-856. Councilmember Godwin seconded. The motion passed unanimously.

Mayor and Council Comments

Councilmember Hayes welcomed Judge Russell Ross and thanked everyone for attending the meeting.

Councilmember Godwin said she enjoyed the Christmas tree lighting and thanked the staff and Melea Brett for organizing it.

Councilmember Williams said “ditto” to what Councilmember Hayes and Councilmember Godwin said.

Mayor Reed welcomed Judge Russell Ross. He thanked everyone who worked on the Christmas tree lighting. He also commented on the gravel roads. The city is aware of the state of disrepair, which is in large part to inadequate and broken equipment. Once the new equipment is in use, citizens will see improvements quickly. He said he appreciated everyone’s patience in getting the new equipment ready for operation.

Councilmember Stephens congratulated Police Chief Mathis on keeping his expenses under budget. He also congratulated Fire Chief Brett on having two firefighters obtain paramedic certification.

Executive Session (None)

Adjourn Meeting *Councilmember Godwin made a motion to adjourn the meeting. Councilmember Williams seconded. The motion passed unanimously and the meeting adjourned at 7:07 p.m.*

These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by Council, but not quoted. This is an official record of the City of Chattahoochee Hills City Council Meeting proceedings.

Approved this 10th day of January, 2017.

Dana Wicher, City Clerk

Tom Reed, Mayor

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