

MINUTES
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING
THE HILTON GARDEN INN
95 HIGHWAY 81WEST, MCDONOUGH, GA 30253
FRIDAY, JANUARY 12, 2018
10:00 AM

The Special-Called Meetings of the City of McDonough City Council were held on Friday, January 12, 2018, and Saturday, January 13, 2018, at the Hilton Garden Inn, in McDonough Georgia.

Friday, January 12, 2018

Mayor Billy Copeland called the meeting to order at 10:00 a.m.

The City Clerk, Ms. Janis Price called roll for the meeting, as follows:

Mayor Billy Copeland	Present
Mayor Pro Tem Kamali Varner	(Arrived after the meeting began)
Councilmember Craig Elrod	Present
Councilmember Benjamin Pruett	Present
Councilmember Roger Pruitt	Present
Councilmember Rufus Stewart	Present
Councilmember Sandra Vincent	(Arrived after the meeting began)

Others in attendance for the meeting were: City Administrator, Mr. Keith Dickerson; City Attorney, Ms. Leigh Hancher; City Clerk, Ms. Janis Price; Police Chief, Mr. Preston Dorsey; Executive Assistant, Ms. Trisha Colpetzer; Executive Assistant, Ms. Euretha Lyles; Administrative Assistant to the City Clerk, Ms. Christy Wallace; and Facilitator, Mr. Gordon Maner with the Carl Vinson Institute of Government.

Councilmember Craig Elrod led the Pledge to the Flag; and Councilmember Stewart gave the Invocation.

Mayor Copeland called for a motion to approve the Agenda. Councilmember Elrod motioned, and Councilmember Pruett seconded. The vote was five in favor. Those voting in favor were Mayor Copeland, Councilmember Elrod, Councilmember B. Pruett, Councilmember R. Pruitt and Councilmember Stewart. Mayor Pro Tem Varner and Councilmember Vincent were not present for the vote.

Facilitator, Mr. Gordon Maner from the Carl Vinson Institute of Government introduced himself and set forth the goals for the meeting:

- Address some of the policy issues
- Presentations from the City Administrator
- Updates on projects
- Councilmembers will discuss their goals for the coming year

With two councilpersons not yet present at the meeting, Mr. Gordon suggested skipping the team-building exercise that was planned.

City Administrator, Mr. Keith Dickerson discussed some of the 2018 projects for the City:

- LCI Supplemental studies will be for Town Square, Big Springs and Hood Art Center
- New owners have purchased the Deep South Deli location and are working on renovations currently
- Dave & Busters and Movie Tavern are active again near South Point
- RaceTrac store is moving forward
- RFPs are being developed for solid waste and recycling, redevelopment lease of the former Municipal Court Building, design services for the Community Center Project, janitorial services for Municipal Facilities, and architectural and design services for the Rainer Lot.
- Security cameras will be installed at City Hall
- Upgrade council chambers audio and video
- Drawings for the Simpson Street Police Precinct should be available soon
- Phillips Drive is almost complete
- Sidewalk Connectivity Project for Bridges Road, Veterans Drive and Racetrack Road should be completed in the coming months
- The Polk Building is estimated to be completed in six months
- Wastewater Plant digester is approximately 85 percent complete
- Water Plant construction will begin around February
- Continuing to work on Simpson Street and Bridges Road alignment

(A copy of the presentation is attached.) Some discussion ensued during the presentation. Councilmember Pruitt asked for an update regarding the Truman House. Councilmember Vincent suggested that the City look into live streaming meetings to the public. Councilmember Pruitt discussed the importance of preparation for disaster recovery and data backup. Councilmember Vincent also asked about the possibility of resurfacing some roads in the Overlook area because of issues with manhole covers which are above grade.

Mr. Dickerson continued with discussion regarding Personnel:

- Salary ranges competitive in the market
- Considering performance-based evaluations for employees
- Looking at one-time bonuses for employee in lieu of annual increases
- Department Heads will receive evaluation training

Some discussion took place during the presentation regarding best practices for evaluations and annual increases, as well as performance evaluation training for Department Heads. Mr. Maner suggested the possibility of enlisting the assistance of a third-party to offer an opinion on the legalities regarding personnel evaluations.

Mr. Dickerson also discussed the topics of retirement benefits for the City of McDonough:

- City of McDonough's retirement plan is approaching the top ten percent for the region
- Employees can retire with full benefits when years of service and age total 80
- Adjust percentage towards retirement according to years of service

- Encourage promoting from within so employees stay
- Consider making retirement and investment education a part of mandatory employee orientation

Mr. Dickerson presented information regarding changes to the City's Service Delivery Strategy (SDS):

- The Fire Department needs to add Battalion Chiefs
- Possibility of another fire station on McDonough Parkway
- City of McDonough should become involved in City parks and recreation planning
- County should pay the light bill and the water bill for all active parks

Some discussion ensued during the presentation. Councilmember Vincent expressed her desire for the City to explore moving towards having its own Recreational Department.

Councilmember Elrod suggested demanding that the County be held accountable for their responsibilities with the ballfields. Councilmember Vincent suggested that the Council hold a workshop dedicated to issues with recreational activities and parks. Councilmember Pruitt reiterated the need to ensure that the County is providing a service for recreation in the City.

The lunch break was taken at 12:15 p.m., and the normal session resumed at 1:00 p.m.

After lunch, Mr. Dickerson continued with a presentation regarding Briggs & Associates:

- Group helps individuals with disabilities find employment
- Considering hiring someone on a part-time basis to assist with repetitive tasks
- As a part-time employee, the City would assume liability

Some discussion ensued relative to retaining a part-time employee through Briggs & Associates, and all members of the Council were supportive of the concept.

**Councilmember Craig Elrod started the discussion of his chosen topics for the meeting. (See Gordon Maner's report summary).

Ms. Cindi Williams with Electric Guard Dog made a presentation regarding electric fences:

- Product is a ten-foot tall with a low-voltage battery-powered electric fence
- Current City Code has a prohibition of electric fences
- For commercial/industrial businesses that utilize outside storage to deter thefts
- Electric fence goes inside of a non-electric fence on the business' private property
- Consists of 20 single strands of wire and run by a 12-volt battery which is charged by a solar panel
- Ms. Williams shared a video example of her personally encountering the fence
- Ms. Williams also provided a skeleton ordinance for review

City Attorney will bring a revised ordinance to Mayor and Council in February or March for review.

**After the conclusion of Ms. Williams' presentation, Councilmember Elrod continued with his discussion topics.

Mr. Keith Dickerson, along with Community Development Director, Mr. Rodney Heard presented information regarding Annexations. The discussion included a map which highlighted three different scenarios to consider for annexation. As the map was reviewed, discussion ensued.

- Councilmember Elrod shared concerns over taking in older apartment complexes which were not built according to the City's requirements
- Councilmember Vincent discussed the need to focus on affordable housing, and she shared her reservations regarding the current crime rates associated with some of the apartments
- City Attorney, Ms. Leigh Hancher offered some insight on which properties were contiguous with the City's current boundaries
- Councilmember Vincent commented that the City of McDonough needs to take an official position on the de-annexation issues related to the City of Stockbridge and the proposed City of Eagles Landing
- Councilmember Varner commented that with a clear vision, now is the time for annexation

After the discussion, Mr. Dickerson said that the Council would probably need to hold a Special- Called Meeting and create a map to submit to the local delegation.

**Councilmember Benjamin Pruett presented his chosen discussion topics for the meeting. . (See Gordon Maner's report summary).

During Councilmember Pruett's discussion about meetings, it was agreed that the City Council and Workshop Meeting times would both begin at 6:00 p.m. effective March 1, 2018.

Before the conclusion of the meeting, Councilmember Vincent expressed her position that the City of McDonough should submit the Resolution in support of the City of Stockbridge against de-annexation. Mayor Copeland shared his reservations regarding getting involved in another city's political situation.

At the conclusion of the discussion, the meeting adjourned for the day at 5:00 p.m.

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Saturday, January 13, 2018

Mayor Billy Copeland called the meeting to order at 8:30 a.m.

The City Clerk, Ms. Janis Price called roll for the meeting, as follows:

Mayor Billy Copeland	Present
Mayor Pro Tem Kamali Varner	(Arrived after the meeting began)
Councilmember Craig Elrod	Present
Councilmember Benjamin Pruett	Present
Councilmember Roger Pruitt	Present
Councilmember Rufus Stewart	Present
Councilmember Sandra Vincent	Present

Others in attendance for the meeting were: City Administrator, Mr. Keith Dickerson; City Attorney, Ms. Leigh Hancher; City Clerk, Ms. Janis Price; Executive Assistant, Ms. Trisha Colpetzer.

Councilmember Sandra Vincent led the Pledge to the Flag; and Councilmember Pruett gave the Invocation.

Mayor Copeland called for a motion to approve the Agenda. Councilmember Vincent motioned to approve the agenda with an amendment to add a Stockbridge Resolution Discussion to the agenda. Mayor Copeland stated that this would be item 6 under Councilmember Vincent's items. Councilmember Elrod seconded the motion to approve the agenda with adding the amendment. The vote was six in favor. Those voting in favor were Mayor Copeland, Councilmember Elrod, Councilmember Ben Pruett, Councilmember Roger Pruitt, Councilmember Stewart and Councilmember Vincent. Mayor Pro Tem Varner was not present for the vote.

**Councilmember Roger Pruitt presented his chosen discussion topics for the meeting.
. (See Gordon Maner's report summary).

**Councilmember Rufus Stewart presented his chosen discussion topics for the meeting.
. (See Gordon Maner's report summary).

Mayor Copeland asked for a motion to go into Executive Session for personnel O.C.G.A. 50-14-3 (b)(2) and for real estate⁴ O.C.G.A. 50-14-3(b)(1). Councilmember Roger Pruitt motioned and Councilmember Elrod seconded the motion. The vote was six in favor. Those voting in favor were Mayor Copeland, Councilmember Elrod, Councilmember Ben Pruett, Councilmember Roger Pruitt, Councilmember Stewart and Councilmember Vincent. Mayor Pro Tem Varner was not present for the vote.

Mayor Copeland asked for a motion to go back into the special called meeting. Councilmember Stewart motioned and Councilmember Elrod seconded. The vote was seven in favor.

There were no action items to report from Executive Session.

**Mayor Pro Tem Kam Varner presented her chosen discussion topics for the meeting.
. (See Gordon Maner’s report summary).

**Councilmember Sandra Vincent presented her chosen discussion topics for the meeting.
. (See Gordon Maner’s report summary).

Item #6 which was added to the agenda for a Stockbridge Resolution Discussion

Councilmember Vincent stated that the City of Stockbridge had requested that the City of McDonough along with other Georgia Cities adopt a resolution supporting Stockbridge in not allowing 50 percent of their property to be de-annexed to form another city.

Councilmember Vincent commented:

- McDonough Council had not seen the Resolution
- GMA (Georgia Municipal Association) and 50 cities so far are in support of Stockbridge
- McDonough should support Stockbridge
- Hampton has supported Stockbridge by adopting the Resolution
- This is a fight for a city’s rights
- There would be unmeasurable consequence if this happens
- Silence shows injustice

Mayor Copeland stated that Locust Grove has not adopted the Resolution and he thought that since McDonough elected officials would be asking the local delegation for assistance in our City’s proposed annexation of property; that we would be shooting ourselves in the foot if we got involved in another city’s annexation situation. Mayor Copeland continued that we support GMA and let GMA handle this difficult position.

Councilmember Vincent called for the question and motioned to adopt this Resolution as presented to support the City of Stockbridge. Mayor Pro Ten Varner seconded the motion. The vote was three in favor and four in opposition. Those voting in favor were: Mayor Pro Tem Varner, Councilmember Stewart and Councilmember Vincent. Those voting in opposition were Mayor Copeland, Councilmember Elrod, Councilmember Ben Pruett and Councilmember Roger Pruitt. The motion did not pass.

Councilmember Vincent requested a roll call vote:

Mayor Copeland-	did not comment since vote already recorded in motion vote above
Mayor Pro Ten Varner	Yes
Councilmember Elrod	No
Councilmember Ben Pruett	No
Councilmember Roger Pruitt	No
Councilmember Stewart	Yes
Councilmember Vincent	Yes

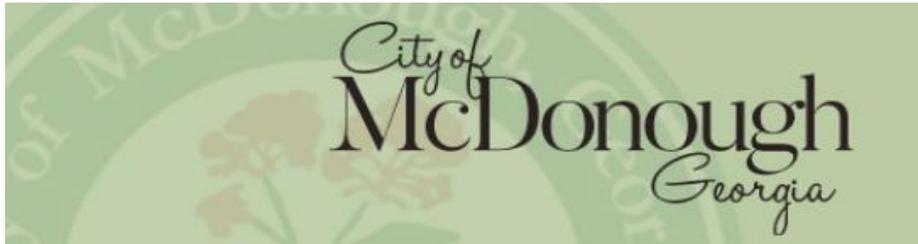
**Mayor Copeland presented his chosen discussion topics for the meeting.
. (See Gordon Maner’s report summary).

A short break was taken and all enjoyed a boxed lunch as the facilitator talked and did a brief wrap up of the retreat.

Mayor Copeland asked for a motion to adjourn. Councilmember Stewart motioned and Councilmember Roger Pruitt seconded. All stood in favor. The meeting adjourned at 1:00 PM.

Janis E. Price
City Clerk

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City Council Special Called Meeting Summary

January 12 - 13, 2018
Hilton Garden Inn, McDonough



**Carl Vinson
Institute of Government**
UNIVERSITY OF GEORGIA
Facilitated by Gordon Maner

AGENDA
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FRIDAY, JANUARY 12, 2018
10:00 AM

10:00 AM	Call to Order, Welcome, Roll Call, Pledge, Invocation, Approval of the Agenda Purpose, Overview and Goals of the Retreat Team Building Activities	Mayor Copeland Mr. Gordon Maner, Facilitator Carl Vinson Institute of Government
10:30	Discussion of 2018 Projects	Mr. Keith Dickerson
12:00 Noon	Lunch	
1:00	Personnel, Retirement, Benefits	Mr. Dickerson
2:00	Discussion of Electric Fences Ms. Cindi Williams, Electric Guard Dog	Mr. Dickerson Mr. Rodney Heard
2:30	SDS Update Briggs & Associates Annexation Presentation	Mr. Dickerson
3:00	Break	
3:15	Topics of Discussion by Council and Mayor: Councilmember Craig Elrod 1. Code Enforcement 2. Election/Re-Election Protocol 3. Sidewalks/Cross Walks 4. Parks and Projects Ownership 5. Social Media Policy (city vs. individual)	
3:45	Councilmember Ben Pruett 1. Customer Service opportunities 2. Walkability	
4:15	Discussion and completion of the 2018 City Council Meeting Schedule	Mr. Dickerson Ms. Price
5:00	Adjournment	

AGENDA
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THE HILTON GARDEN INN
95 HIGHWAY 81WEST, MCDONOUGH, GA 30253
SATURDAY, JANUARY 13, 2018
8:30 AM

- 8:30 AM Call to Order, Roll Call, Mayor Copeland
Pledge, Invocation,
Approval of the Agenda
- 8:45 Topics of Discussion by Council and Mayor
Councilmember Roger Pruitt
1. McDonough City Hall Parking Expansion
 2. Plans for Maintenance of Detention Ponds on a regular basis
 3. McDonough Senior Center- the need of a back entrance or a red light
 4. City acquiring old school facilities when available
 5. Completion of sidewalk expansion
- 9:15 Councilmember Rufus Stewart
1. Council liaison to Department(s)
 2. Simpson Street Precinct
 3. Community Center and the old church
 4. Henry County Middle School Gym and field
- 9:45 Break
- 10:00 Executive Session (if needed) for: Litigation O.C.G.A. 50-14-2
Real Estate O.C.G.A. 50-14-3 (b) (1)
Personnel O.C.G.A. 50-14-3 (b)(2)
- 10:30 Mayor Pro Tem Kam Varner
1. City Entrance Signs
 2. Parks Entrances and Branding
- 11:00 Councilmember Sandra Vincent
1. Community/Business/Neighborhood Improvement Districts
 2. Parks and Recreation-Alexander Park, multi-generational recreational facility (Bond Referendum) and walking trails
 3. Festival/Cultural Events-Walk to End Alzheimer's and Caribbean Festival
 4. Overlay Districts – Bridges Road (Senior) and Jonesboro Road (Design)
 5. Public Engagement – Live Stream and Newsletters

- 11:30 Mayor Billy Copeland
1. Henry County Courthouse
 2. Annexations
 3. McDonough Housing Authority
 4. Financial Discussion
 5. Public Works
- Noon Working Lunch
- 1:00 Wrap Up of Retreat
- 1:15 Adjournment

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2018 Issues Discussion and Action Items

Discussion of 2018 Projects

- Staff presented Overview and update of city projects

Personnel, Retirement, Benefits

- Staff will bring formal proposals for council vote

Discussion of Electric Fences

- Staff will bring a revised ordinance for council vote

Annexation

- Attorney create timeline for 2018 annexation and provide to Administrator

2018 Meeting Schedule

- 6:00 PM start time for all meetings and workshops effective march 1, 2018
- Communicate the agenda deadline for each meeting

Craig Elrod

1. Code Enforcement

Issue: Number of vacant houses and properties are a concern – what can we do to be more proactive

Action:

- Look at State Law that currently exists and be more proactive and aggressive in abating the nuisances while staying within the law.
- Have a third party assess properties and make recommendations to the city.
- Be sensitive to the ability of owner occupied to pay for improvements – provide info on CDBG funding assistance options

2. Election/Re-Election Protocol

Issue: pre-election political positioning can impede good governance and staff productivity.

Action:

- Be aware of the appearance of political positioning and grandstanding or holding city sponsored events during pre-election periods that may involve city personnel, facilities, vehicles or funds.
- Create a protocol for town hall meetings

3. Sidewalks/Cross Walks

Issue: lack of connectivity

Action:

- Continue on the path of making sidewalks connected and improve/maintain crosswalks

4. Parks and Projects Ownership

Issue: Not getting what we need from the County in in the maintenance of parks

Action:

- Meet with county recreation to establish expectations for better maintenance and expansion of parks and facilities

5. Social Media Policy (city vs. individual)

Issue: unclear and inconsistent policy

Action:

- Update the current policy to include elected body as well as employees.
- City needs a communications specialist to manage the city's social media and the city's message (comprehensive communications plan) – staff look into options of in-house vs. being a third party contractor and bring costs before council.

Ben Pruett

1. Customer Service Opportunities

Issue: To insure we're doing all we can do to be service oriented

Action:

- Modernize sign permitting as well as all other business processes to utilize available technology. Continue to look for ways of improving processes and the customer experience.
- Evaluate city hall security and act accordingly – consider a “panic Button” at strategic areas. Just do it!

2. Walkability

Issue: Need for sidewalk expansion and alternate transportation i.e. bicycle and golf cart potential

Action:

- Look for opportunities to expand alternate transportation – example: create a golf cart, walking and bicycle map(s) for council to look at and act on.

Roger Pruitt

1. McDonough City Hall Parking Expansion

Issue: inadequate parking at city hall

Action:

- Staff conduct cost analysis with recommendation to Council

2. Plans for Maintenance of Detention Ponds on a regular basis

Issue: Some detention ponds appear overgrown and appear to need maintenance

Action:

- Staff develop plans for maintenance of city maintained and continue monitoring those maintained by HOA's

3. McDonough Senior Center - the need of a back entrance or a red light

Issue: HWY 81 traffic impedes front entrance

Action:

- Talk with Henry County to remedy

4. City acquiring old school facilities when available

Issue: What to do with the old high school stadium

Action:

- Work with BOE and County to convert old stadiums into a new use i.e. walking track, amphitheater or other use. Need for conversations to start right away.

Rufus Stewart

1. Community Center and the old church

Issue: Need for a community center in designate location

Action:

- Get RFP out for design to fit in with the old church

Kam Varner

1. City Entrance Signs

Issue: Entrances to the city need to be more visible and updated to reflect our brand.

Action:

- Staff engage third party in developing entrance signage design to reflect the city's brand.

2. Parks Entrances and Branding

Issue: Parks entrances need to be more visible, consistent and updated to reflect our brand.

Action:

- Staff engage third party in developing park entrance signage design to be consistent, accurate and reflect the city's brand.
- Address naming of park named currently called "Ranier".

Sandra Vincent

1. Community/Business/Neighborhood Improvement Districts

Issue: a number of areas in city challenged by not having HOA's.

Action:

- Invite someone from DCA to present funding options for these areas to council and determine if we need to utilize CID's or a BID's to improve those areas. Run through Rodney.

2. Parks and Recreation-Alexander Park, multi-generational recreational facility (Bond Referendum) and walking trails

Issue: a need to determine purpose and use of Alexander Park which engages adults and older adults

Action:

- Staff gather the associated costs and data/survey to determine interest and viability of a bond referendum to provide needed services to include construction and O&M for the facility

3. Festival/Cultural Events - Walk to End Alzheimer's and Caribbean Festival

Issue: Need for continued city support for the two listed above events.

Action:

- All events must go through the event permitting process and follow city protocol.
- Fields off limits for all events except for the intended purpose of the fields.
- Hold these events at Alexander Park West.

4. Overlay Districts – Bridges Road (Senior) and Jonesboro Road (Design)

Issue: need for overlay districts for the subject areas to include facades

Action:

- Set up a meeting with ARC and Rodney to assess need and remedy and make presentation to council for senior overlay district
- Have conversations with Gary Barham and the County regarding Jonesboro Road and CM Vincent wants to be a part of the discussion.

5. Public Engagement – Live Stream and Newsletters

Issue: Need for getting information out to the public

Action:

- Create newsletter that involves all council members on a semi-annual or quarterly basis

6. Stockbridge Resolution

Issue: Concern for one city making an annexation grab of another city's parcels

Action:

- No action

Billy Copeland

1. Henry County Courthouse

Issue: Location of the Courthouse away from downtown and the negative impact on the city

Action:

- Council members lobby commissioners to keep the courthouse downtown – keep on the front burner.

2. McDonough Housing Authority

Issue: Action needed to be taken by the housing authority in expanding

Action:

- New members will be sworn in and actions will follow

3. Financial Discussion

Issue: financial viability of the city and need for set-aside for emergency

Action:

- Keith will bring recommendation to council for a set-aside rainy day fund of \$2M
- Consider a reduction in the millage rate

4. Public Works

Issue: Need for supervision in the public works area on Race Track Road

Action:

- In process to resolve

Next Steps

- July/August mini-retreat for project updates and action item status review and follow-up
- Annual retreat to set new goals – late January or early February
- Plan a teambuilding retreat