

CITY OF HAPEVILLE, GEORGIA
MEETING OF MAYOR AND COUNCIL
MINUTES

October 18, 2011

6:00 PM Work Session

I. Call to Order

Mayor Hallman called the meeting to order at 6:00pm at 3468 North Fulton Avenue, Hapeville, Georgia 30354.

II. Roll Call

Mayor Alan Hallman
Alderman at Large Ann Ray
Councilman at Large Richard Murray
Councilman Ward 1 Jimmy Lovern
Councilman Ward 2 Lew Valero

III. Welcome

IV. Presentations

V. Public Comments on Agenda Items

Frank Cranford

VI. Administrative

VII. Old Business

A) Consideration to approve expenditure of \$27,850.00 for Paycom payroll services and for biometric clocks in an amount not to exceed \$5,400.00 and to authorize the Mayor to sign all necessary documents pending legal review.

Summary and Background

The Finance and Human Resources Departments studied the cost savings and other departmental improvements for both Finance and Human Resources by the outsourcing the payroll processing function, including related human resource reporting and record retention enhancements. Both ADP and Paycom have provided proposals that meet the City's criteria. In conjunction with a long- term business plan, the outsourcing enhances the City both in performance, compliance, and cost savings.

The proposal amount for ADP is \$68,149.

MOTION: Alderman Ray made a motion Councilman Murray seconded a motion to enter into an Agreement with Paycom for payroll services with the addition of three more biometric clocks and to authorize the Mayor to sign all necessary documents pending legal review. Motion carried 4-0.

B) Consideration to approve HGOR in the amount of \$ 30,500 for additional survey work on the Loop Access Road project. Project # 0007532.

Summary and Background

This allows HGOR to complete survey work that was not included on the initial Loop Road Access scope of work. This amount is 80%reimbursable. Total amount of funding for this project is \$ 5.1 million with a \$1 million match by the city.

MOTION: Councilman Valero made a motion Councilman Lovern seconded a motion to approve HGOR in the amount of \$ 30,500 for additional survey work on the Loop Access Road project. Project # 0007532. Motion carried 4-0.

C) Consideration to approve a Right of Way Mowing and Maintenance Agreement between the City of Hapeville and the Georgia Department of Transportation. Project # 0010404

Summary and Background

This agreement is for the LOGO project on I-75. This allows the City of Hapeville to mow and maintain the GDOT ramp areas on I-75.

MOTION: Councilman Lovern made a motion Alderman Ray seconded a motion to approve a Right of Way Mowing and Maintenance Agreement between the City of Hapeville and the Georgia Department of Transportation. Project # 0010404. Motion carried 3-1. Alderman Ray opposed.

D) Discussion of the Audit Committee.

Mayor Hallman stated that the City had formed an Audit Committee and requested that Alderman Ray set-up a meeting with the Audit firm.

Paul Koster, City Attorney, stated that if this was a government committee then the requirements of the Open Meetings Act will have to be met.

VIII. New Business

A) Discussion of removal of traffic signals on Virginia Avenue at Oakridge. Lee Sudduth, Interim Director of Community Service, stated that the light at Rainey Avenue would be placed on a loop to turn when traffic present and the light at pizza hut would be taken own.

B) Discussion of amendments to the Alcohol Beverage Ordinance.

Paul Koster, City Attorney, stated that the Alcohol Review Board had recommended changes to the Alcohol Beverage Ordinance to include a new license category for beer and wine only for smaller square footage restaurants, extending the closing time to 3:00a.m., reducing number of meals served for smaller square footage establishments, and changing the food versus alcohol sales percentage to 60/40.

The Mayor and Council asked the City Attorney to present options along with the recommendations of the Alcohol Review Board.

IX. Status Update by Departments

Jennifer Elkins, Acting City Clerk, stated that the Safety Committee will be hosting a Health Fair. Further, Ms. Elkins stated that a list of Appointments needed would be presented at the next Council meeting. Ms. Elkins also asked the mayor and Council if they wanted to continue with the contest for Departmental prizes at the Mayor's Annual Appreciation Luncheon.

Bill Werner, City Manager, thanked Rick Glavosek, Police Chief, for taking the leadership on the Decommissioned Flag box.

Tod Nichols, Recreation Manager, stated that the Recreation Department hosted the Service League Fashion Show, would be attending the GRGPA Awards banquet.

Tom Morris, Fire Chief, stated that the Fire Department had conducted a CPR and AED class for Hilton, and conducted Fire Extinguisher training at Delta Reservations Health and Safety Fair.

Lee Sudduth, Interim Community Service Director, stated that Zayo Inc. requested to bore along Doug Davis to install fiber optic lines. The City has a Franchise Fee Agreement with Atlanta Gas Light which is not transferable .

Paul Koster, City Attorney, stated that the Franchise Fee Agreement is personal to AGL and that the Mayor and Council would have to get consent for the City to assign to Zayo.

MOTION: Alderman Ray made a motion Councilman Valero seconded a motion to amend the Agenda to add the consideration of a Franchise Fee Agreement with Zayo, Inc. Motion carried 4-0.

PK-keep as is or have new agreement with new company

MOTION: Councilman Valero made a motion Councilman Lovern seconded a motion to enter into a new Franchise Fee Agreement and to authorize the Mayor to sign all necessary documents, pending legal review. Motion carried 4-0.

Allie O'Brien, Main Street and Marketing Manger, gave updates to the butterfly program, Chilli Cook-off, and the film series.

Rick Glavosek, Police Chief, stated that orientation with Citizen on Patrol would be this upcoming week.

Mike Clark, Finance Director, stated that tax collections to date were \$2.2 million. Further, Mr. Clark stated that the Property Tax Agreement that the City had entered into with a citizen had been successful.

Bill Werner, stated that Court Services and Central Cashiering had been merged and a GCIC audit had been conduct.

X. Public Comments

Frank Cranford

Charlotte Rentz

Mohommad Tangle

XI. Executive Session

XII. Adjournment

MOTION: Alderman Ray made a motion Councilman Murray seconded a motion to adjourn the meeting.

MOTION: Alderman Ray made a motion Councilman Murray seconded a motion to rescind the previous motion.

MOTION: Councilman Valero made a motion Councilman Murray seconded a motion to recess the meeting at 7:29p.m. Motion carried 4-0.

MOTION: Alderman Ray made a motion Councilman Murray seconded a motion to enter into Executive Session at 8:56p.m. for the purposes of acquisition of Real Estate. Motion carried 4-0.

MOTION: Alderman Ray made a motion Councilman Murray seconded a motion to enter into Open Session at 9:03p.m. Motion carried 4-0.

Bill Werner, City Manager, stated that the Summary booklets of the retirement plan had been finalized.

MOTION: Councilman Murray made a motion Councilman Valero seconded a motion to adjourn the meeting at 9:04 p.m. Motion carried 4-0.

Respectfully submitted,

Alan Hallman, Mayor

Jennifer Elkins, Acting City Clerk