



**WORK SESSION**

**HOSCHTON COUNCIL ROOM**

**5:30 PM**

**CALL TO ORDER**

Mayor Kenerly called the meeting to order at 5:34 p.m.

**1. Roll Call**

Mayor Theresa Kenerly – Present Councilmember Jim Cleveland – Present Councilmember Tracy Jordan – Absent Councilmember Mindi Kiewert – Absent
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Also present:

City Administrator, April Plank  
City Clerk, Wendy Wilson  
City Attorney, Thomas Mitchell  
Planning & Zoning Administrator, Jerry Weitz  
City Engineer, Jerry Hood

**OPENING PRAYER**

Mayor Kenerly led the invocation.

**PLEDGE OF ALLEGIANCE**

Boy Scout Pack 1597 led the Pledge of Allegiance.

**CITIZEN INPUT**

1. Michael Reily, 428 Deer Creek Trail: Baseball field lights. Mayor Kenerly informed Mr. Reily the City does not have control of those lights or the field; the City leases the property to Jackson County. Mr. Reily will contact Jackson County regarding the lights.
2. Melissa Broy, 105 Panther Court: Sewer system extension, and inquired about a grant the City will be receiving for the Panther Court grinder pumps.
3. Tammy Ranus, 252 Doe Ridge: Inquired about the annexation/de-annexation and Brighton Park final plat.

**DISCUSSION ITEMS**

1. **JACKSON COUNTY CERTIFIED LITERATE COMMUNITY PROGRAM (CLCP):** The City has determined a need for programs to improve adult literacy levels in our area. The CLCP has the proper experience and expertise to provide these programs for improving adult literacy. The City shall pay a sum of \$350 to help provide for these services.

Mayor Kenerly asked for Council to increase the donation to \$500.00 as this total will help three individuals to achieve their GED. Councilman Cleveland agreed, and stated the item could go on the consent agenda.

- 2. AWARDED BID FOR WHITE STREET INTERCEPTOR SEWER PROJECT, GEFA PROJECT NUMBER CW2016024:** Bids were duly opened at City Hall on February 8, 2018 at 2 PM. The City received seven (7) valid bids, all from qualified contracting firms. Based on the received bids, the City will award the contract to J&K Utilities for the amount of \$316,733.00.

Jerry Hood, City Engineer, stated the construction of this project is slated to begin in April 2018, and will take between 3-4 months to complete.

- 3. BRIGHTON PARK FINAL PLAT:** Formerly Maddox Road Tract, 175 lots on 69.25 acres fronting the south side of Maddox Road.

Corbitt Woods, Brighton Park Developer, asked for final approval from Council. Will be posting bonds in the next couple of weeks, and asked Council to approve the final plat with conditions. Jerry Hood, City Engineer, informed Council that we are still waiting on the results from the road coring, and the developer has been very cooperative. Jerry Weitz, Planning & Zoning Administrator, informed Council that both the bonds and stormwater agreements are outstanding.

- 4. PROPOSED AGREEMENT, SEWER SYSTEM IMPROVEMENTS EXTENSION TO AAVIS PHARMACEUTICALS:** To authorize the Mayor to sign an agreement with Aavis Pharmaceuticals, also known as HAVIX Group, LLC (previously known as 9488 Jackson Trail, LLC) for the Industrial Area Sewer Project. This project is to expand the present operations of sanitary sewer service. Total project development cost is \$700,000.00 with Aavis to pay \$83,500.00 or approximately 11 percent of the total construction cost.

Jerry Hood, City Engineer, stated that a grant of \$350,000 was received to help complete the Industrial Area Sewer Projects. Aavis Pharmaceuticals is going to expand, but cannot expand without the adequate sewer. Because of the expansion, Aavis agreed to pay what it would cost if they were to pay for their expansion solo, which is \$83,500 or approximately 11 percent of the total project cost.

- 5. STATE OF GEORGIA/BANK OF AMERICA PURCHASING CARD (P-CARD) PROGRAM:** To authorize the Mayor to sign an agreement and resolution with Bank of America for city issued purchasing cards. This is a State program which municipalities may be part of and share the same in the benefits. There are no annual fees, and no interest rates. Internal purchasing card policies have been completed, and will be implemented at the time p-cards are issued to any employee. The City will also adopt the policies set forth by the Georgia Statewide Purchasing Card Policy as it relates to the City and the City's internal policies.

City Administrator, April Plank, went over the purchasing card program and the benefits of its implementation.

- 6. EMI PHASE III DESIGN DEVELOPMENT REPORT (DDR) PROPOSAL:** To authorize the Mayor to sign a proposal in an amount not to exceed \$19,800.00 for the necessary field and office services related to the preparation of the Design Development Report for completing the wastewater facility improvements to accommodate flow rate of 0.5 MGD.

Jerry Hood, City Engineer, elaborated on the services related to the DDR, and stated the field work has been completed. The City will be reimbursed for this cost. City Attorney, Thomas Mitchell, explained further on the detail of the DDR.

**7. HOSCHTON CITY CEMETERY:** To approve the new rates and policies for the City Cemetery.

City Administrator, April Plank, went over the new policies and procedures for the Hoschton City Cemetery, and the increase in rates. The policies and procedures will go into effect after Council votes at the Regular Meeting on March 7, 2018, and the new rates will go into effect on April 10, 2018.

**8. OFFICIAL HIRE OF CITY ADMINISTRATOR, APRIL PLANK**

Mayor Kenerly introduced the new City Administrator, April Plank.

**REPORTS**

1. Mayor
  - a. Braselton-Hoschton land swap: Request for annexation and de-annexation of certain parcels and tracts from each municipality.
2. EMI Engineering
3. Public Works/Wastewater
4. Permits

**ANNOUNCEMENTS:**

- **March 7, 2018 @ 9:30 a.m.-** Public Hearing and Regular Council Meeting, Hoschton City Hall.
- **March 19, 2018 @ 6:15 p.m.-** Planning Commission Meeting, Hoschton City Hall.
- **March 20, 2018-** Special Election to fill vacant City Council seat.
- **March 22, 2018 @ 6:00 p.m.-** Joint Called Council Meeting with the Town of Braselton Council and City of Hoschton Council, Historic Braselton Gymnasium located at 4825 Hwy 53.

Mayor Kenerly adjourned the meeting at 6:13 p.m.

  
Theresa Kenerly, Mayor

  
April Plank, City Administrator

4-9-18  
Date