MINUTES OF A WORK SESSION
OF THE CITY COUNCIL OF CLARKSTON, GEORGIA
HELD BY TELECONFERENCE, ZOOM AUDIO/VIDEO
IN SAID CITY ON TUESDAY, JANUARY 30, 2024

On the 30th day of January 2024, at 7:00 p.m., the City Council of Clarkston, Georgia met in a Work Session in-person and by teleconference, Zoom Audio/Video in said City. Mayor Burks called the meeting to order. Mayor Beverly Burks and the following members of the City Council were present: Vice Mayor Debra Johnson; Councilmembers Awet Eyasu, Jamie Carroll, Susan Hood, Yterenickia Bell, and Mark Perkins. Absent: None. The following City staff were present: Tammi Saddler Jones (Interim City Manager); Dan Defnall (Finance Director); Christine Hudson (Police Chief); Marcus Seaton (Public Works Assistant Director); Lisa Cameron (Planning and Economic Development Director); Tomika R. Mitchell (City Clerk); and Stephen Quinn (City Attorney).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER

2. ROLL CALL
   All members of the City Council were present.

3. PUBLIC COMMENTS
   Mayor Burks read the Resident Comment Policy.

4. PRESENTATION/ ADMINISTRATIVE BUSINESS
   There were no items discussed.

5. OLD BUSINESS
   A. To discuss the Brockett Triangle Pocket Park recommendations from the Transportation and Environment Committee.

   Councilmember Eyasu stated the committee met twice in December and January and made several recommendations on the Brockett Triangle Pocket Park.

   The Council briefly discussed this item, recommending the committee to meet with staff for support to come up with strategies and bring that information back to the City Council in March.

   Debbie Gathmann presented comments on this item.

   This item will be referred back to the Transportation and Environment Committee.

6. NEW BUSINESS

A. To discuss a resolution awarding the bid for Grant Solicitation Services to CHA Consulting, Inc. and authorize the Mayor to execute the contract in the amount of $50,000 annually to be funded out of the American Rescue Plan Act (APPA).

Interim City Manager, Tammi Saddler Jones stated this item is a result of a request for proposal that was issued. We received a total of 8 bids, one bid was disqualified due to it coming in late. An assessment was conducted and ranking. Staff recommends approval of the award of the External Grant Writing and Support Services RFP to CHA Consulting, Inc. They received a score of 96.5 out of a possible 100 points.

Anna Ingwersen with CHA Consulting, Inc. gave a brief overview of the company and their services.

The Council briefly discussed this item.

This item will be placed on the next City Council Meeting Consent Agenda.

B. To discuss a resolution awarding the bid for Sanitation Services to Waste Pro of GA, Inc. and authorize the Mayor to execute the contract in the amount of $347,363 per year to be funded out of the Sanitation Fund.

Finance Director, Dan Defnall stated this is the result of the RFP for Sanitation Services and received three responses. Two were disqualified due to incompletion of the requested requirements, but all of the pricing was fairly consistent. The three bids were received from Waste Management, Arrow Waste and Waste Pro. Arrow Wast was disqualified with no response to Questions or Addendum and only 2 references. Waste Management was also disqualified with no response to questions or addendum and no quote for all options proposed.

Staff recommends Waste Pro for providing household garbage collection with 96-gallon roll-carts with City Logo hot stamped at 18.57 per household and recycling 18-gallon bins at 7.65 per household for a total cost per household of 26.22 per month. Total estimated cost for 1104 households of $28,946.88 per month or $347,363 per year.

Mr. Defnall informed the Council that the recycling is subcontracted to the company Latham.

Bob Walt, representative from Waste Pro of GA, Inc. presented information pertaining to the contract amounts and recycling contamination.

The Council briefly discussed this item and recommended adding language to the resolution and agreement to show the full scope of work and adding the recycling services provided. The Council recommended moving forward with staffs recommendation, Option #2 and adding the City logo hot stamped.

Debbie Gathmann presented comments on this item.

This item will be placed on the next City Council meeting agenda.

C. To discuss increasing the FY 2024 Sanitation Assessment Fee to cover residential garbage and recycling services.

Finance Director, Dan Defnall stated this item is to catch up on the City's fees. There was a 35% cost increase at the beginning of the year and the city had to absorb the cost due to the labor, equipment, and cost has increased. The last increase to the fees was in 2018.

The Council briefly discussed this item.

This item will be placed on the next City Council meeting agenda.

D. To discuss a resolution authorizing a temporary month-to-month extension to the Waste Management contract.

Finance Director, Dan Defnall stated the city had to terminate the contract with Waste Management in December and they have agreed to a month-to-month contract until the city can get the new cans ordered and deployed for the new contract. Waste Management agreed to provide service for January 2024 at the current rate of $15.77 per service address. However, their rate effective February 1st: will increase by $1.05 per service address to $16.82 per service address.

The Council briefly discussed this item.

This item will be placed on the next City Council Meeting Consent Agenda.

E. To discuss the responsive bids for the City Manager Executive Search Firm Request for Proposal.

Mayor Beverly Burks stated the City of Clarkston issued a Request for Proposal (RFP), soliciting bids from qualified bidders for the purpose of experienced qualified Executive Search Firms for the recruitment of a City Manager. The firms were to provide a comprehensive recruitment and hiring services scope and will be charged with conducting a national search.

The City received a total of 8 responses from the following bidders: The Onin Group, ABD Talent, Primal Staffing, Robert Half, Slavin Management Group, WBCP, Inc., GovHR USA, and Sumter Consulting. Staff reviewed all responses submitted in reference to this RFP to determine the qualifications of each responsive bidder. Each proposal received will need to be evaluated by the City Council based on the following criteria: background, schedule, sample template, references, unsuccessful recruitment or candidate dismissal/resignation, professional fees and charges, and the budget proposal received in a separate sealed envelope.

A limited number of consulting firms may be invited to participate in interviews with the City Council in a meeting open to the public. At such a time, the Council will gather additional information to assist in their selection.

The Council briefly discussed ranking the bidders with the highest ranked bidder wins. This will be conducted via email. The Mayor will submit a form to the Council to provide their rankings.

This item will be placed on the next City Council meeting agenda.

F. To discuss a resolution authorizing a contract with Railroad Outdoor, LLC for digital billboard advertising at the City of Clarkston exit on Hwy 285 in the amount of $1,900 per month.

Interim City Manager, Tammi Saddler Jones stated staff reached out to Railroad Outdoor, LLC to discuss a digital billboard advertising contract. The amount proposed by the company was originally $7,000 but city staff were able to negotiate the cost down to $1,900 per month for 12 months.

The Council briefly discussed this item.

City Attorney, Stephen Quinn provided some background on a previous legal matter (lawsuit) with this company that has been settled.

Public comments were presented by Kim Ault and Planning and Economic Development Director, Lisa Cameron.

This item will be placed on the next City Council Meeting Consent Agenda.

G. To discuss a resolution authorizing the renewal of the City Services Agreement with the Clarkston Community Center.

Councilmember Perkins stated this item was conflict of interest for him due to him being a consultant and working with a variety of non-profit organizations and has been in conversations and would like to recuse himself from all discussions pertaining to this item.

Interim City Manager, Tammi Saddler Jones stated this was a renewal of the of the City Services Agreement with the Clarkston Community Center. The city currently use this facility for meetings and events. This item is included in this FY 2024 budget, allocated for $20,000 and we pay them $5,000 quarterly. The City also allows non-profit organizations to use the facility with the approval of the City Manager's Office. The City Manager and the City Attorney are currently working on updating the contract and will be presented at the next meeting.

The Council briefly discussed this item.

Mr. Quinn provided clarification on the presented agreement and stated revisions would be made to the agreement to suit the terms of use.

Vice Mayor Johnson requested from the Interim City Manager a fee schedule of the charges for the non-profits from the Clarkston Community Center. The Council also requested the annual report for 2023 from the Clarkston Community Center.

Luay Sami, Executive Director from the Clarkston Community Center presented additional information on the rental use.

The Council also discussed the payment terms of the agreement.

Public comments were presented by Kim Ault.

This item will be deferred to the February 27th Work Session.

H. To discuss an ordinance amending Chapter 22, Article II of the City Code Regarding Stream Buffer Protection to Clarify the Purpose and Intent of Such Article.

Larry Kaiser with Collaborative Infrastructure Services stated this ordinance had to be modified due to Environmental Protection Division's (EPD) identifying a conflict in the ordinance last year. The purpose and intent section were omitted, and it needs to be added to the ordinance. There are no new updates to the ordinance to where we would need to modify the ordinance.

The Council briefly discussed this item.

This item will be placed on the next City Council Meeting Consent Agenda.

I. To discuss an ordinance to repeal existing and adopt new Article III of Chapter 5 of the City's Code Regarding Floodplain Management and Flood Damage Prevention.

Mr. Kaiser stated the information regarding this ordinance was outdated and staff received comments from Required by the Environmental Protection Division's (EPD) in 2022 to update the ordinance, which has been done. The revisions were very minor and nothing impactful. Mr. kaiser stated the revised ordinance can be reviewed by the Planning and Economic Development Director before adoption.

Lisa Cameron, Planning and Economic Development Director recommended Council to not adopt the ordinance and give her a chance to review the ordinance.

This item will be deferred to the February 27th Work Session.

J. To discuss appointing City Councilmembers to Standing Advisory Committees and other city committees.

Mayor Burks gave an overview of the process of selecting the members for each committee.

The Council briefly discussed this item making the following selections to each committee.

**Public Safety and Legal Committee**
Chair: Yterenickia Bell
Vice-Chair: Awet Eyasu
Members: Mark Perkins

**Transportation and Environment Committee**
Chair: Awet Eyasu
Vice-Chair: Jamie Carroll
Members: Susan Hood

**Housing and Infrastructure Committee**
Chair: Jamie Carroll
Vice-Chair: Susan Hood
Members: Mayor Beverly H. Burks

**Community Development and Civic Innovation Committee**
Chair: Mark Perkins
Vice-Chair: Debra Johnson
Members: Yterenickia Bell

**Business and Economic Development Committee**
Chair: Susan Hood
Vice-Chair: Yterenickia Bell
Members: Mayor Beverly H. Burks

**Equity, Inclusion, and Opportunity Committee:**
Chair: Debra Johnson
Vice-Chair: Mayor Beverly H. Burks
Members: Awet Eyasu

**Early Learning Task Force**
Liaison: Jamie Carroll and Awet Eyasu
Members: Mayor Beverly H. Burks

**Youth Advisory Council**
Liaison: Awet Eyasu and Yterenickia Bell
Members:

**Senior Resident Advisory Committee**
Liaison Debra Johnson and Susan Hood
Members:

**Police Community Task Force**
Liaison: Debra Johnson
Members:

**Preventive Health Task Force**
Liaison: Mark Perkins and Debra Johnson
Members:

**Public Art Advisory Committee**
Liaison: Yterenickia Bell and Mark Perkins
Members:

This item will be placed on the next City Council Meeting Consent Agenda.

7. ADJOURNMENT

Councilmember Eyasu made a motion to adjourn the meeting. Vice Mayor Johnson duly seconded the motion. Mayor Burks called for the vote and declared the meeting adjourned (6-0).

The meeting adjourned at 9:40 p.m.

ATTEST:

Tomika R. Mitchell
City Clerk

Beverly H. Burks
Mayor