CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
August 26, 2024 at 6:30 PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, District 1 Councilmember
The Honorable Dami Oladapo, District 2 Councilmember
The Honorable Keisha Jeffcoat, Mayor Pro Tem/District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

CITY COUNCIL WORK SESSION MINUTES

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA ITEMS AND DISCUSSION**
   a. **YMCA Presentation - Lauren Koontz, President and CEO of YMCA of Metro Atlanta**

Mayor Owens announced the item and recognized City Manager Bill Tanks who introduced Lauren Koontz, President and CEO of YMCA Metro Atlanta. Ms. Koontz spoke about the history and formation of the YMCA. The YMCA was founded in 1858. She spoke about the mission, vision and values of the YMCA. Developing a healthy mind, body, and spirit was the mission. She commented about how the YMCA sees the community as an opportunity to extend the YMCA's reach and the YMCA was committed to partnering with mission-aligned organizations. She spoke about other public/private partnership models.

Commissioner Monique Sheffield shared how one of the County's top priorities was to have a community center in the Mableton area and expressed excitement and support of a partnership opportunity with the YMCA.

Mayor Owens asked if there were any questions. Councilmember Herndon asked where the opportunity was located in Mableton. Ms. Koontz stated there was some land opportunity in the Mableton area, but she was not open to announcing where it could be located. Mayor Owens reiterated it was a Mableton opportunity.

Councilmember Oladapo asked what was the focus, and Ms. Koontz explained there would be a community focus to see what the Mableton area would want for the YMCA. Councilmeber Ferguson inquired about the programs and discussion followed about different models for the YMCA. Councilmember Ferguson asked what intrigued YMCA to consider the City of Mableton. M. Koontz explained how there was demand and growth in the Mableton area in consideration of the changing demographics.

Mayor Owen thanked Ms. Koontz for her presentation. He recognized Representative

Terry Cummings and she stated she would love to see the YMCA in Mableton area.

b. Transition of Cobb County Zoning Ordinance and Map Into A Mableton Zoning Ordinance and Map - Objectives, Deliverables and Draft Mableton Zoning Code - Rob Hosack and Chris Miller

Mayor Owens announced the item and recognized Mr. Housak of IBTS, who presented. He provided objectives, deliverables, highlights and steps forward for adoption of the City of Mableton Zoning Code. He explained how the draft Mableton Zoning Code was a transitional bridge ordinance. The document has gone from a 546-page document of the County's to a 326-page document. The document will be more friendly. The bulk of Cobb Zoning Ordinance was made up of district regulations. It is much easier for the end user and customers to use the proposed ordinance. He continued to explain how the ordinance had shrunk. There are a number of definitions in the Cobb Ordinance that are repetitive and numerous. He eliminated administrative interpretation areas and put all definitions in one place. Some unique regulatory provisions were scattered through the Cobb Ordinance and now have been put into one place to make it easier for the user. A number of duplicate provisions have been eliminated. A lot of unnecessary provisions were eliminated. There are several inconsistencies in the County Ordinance due to so many different locations. With those centrally located, it will be easier until the City adopts a different Zoning Ordinance in line with the Comprehensive Plan. He will make sure not to infringe on property owners when transitioning to the new bridge ordinance. In those instances of inconsistencies, it will default to benefit the property owner. Everyone has seen the electronic document, and it is located on the website. It was easy to navigate. He would like to develop a users manual for the transitional ordinance. He spoke about having a cheat sheet. He thought it would be helpful if Mr. Tanks and Ms. Walker Ashby could do a tutorial to avoid open records constraints. He wanted to finalize some different application forms. He has done some drafts already. All the applications should be on the website with the capability to download PDF and fill it and upload to a website. This process was important. He continued to address the application process.

Mr. Housak addressed other steps for the City Attorney and Mayor and Council in the future.

- Boards and Commissions need to be appointed.
- He asked how to incorporate the Cobb County Development Standards. The City can adopt it with reference to Cobb County's standards. The City may want to tweak parking requirements. Additionally, Mr. Housak addressed:
    - Consider a MOA with Cobb County Department of Transportation and Public Works. There are a number of references that refer to a Cobb County DOT plan for ingress and egress.
    - There are a number of ordinances that need to be considered simultaneously or right after adoption, such as flea markets, peddlers, alcohol, tree preservation, massage parlors, food trucks, garages, building codes, etc. Everything will be very important when the City moves forward with the permitting process.
    - The City should get out and have an ordinance that regulates sexually oriented businesses. Particularly in new cities, establishments will try to locate, so the City should move on this ordinance quickly.

Mr. Housak stated he appreciated everyone's time and attention and asked if there were any questions. Questions and discussion followed:

- Mayor Owens thanked Mr. Housak for all of his diligent work. He commented about how he wanted the City to be innovative for services to be streamlined, effective, efficient, and faster. As the City is crafted, he wanted to have a pedestrian-friendly city, and be easy and conducive for businesses in the City.
- Mr. Housak stated the City was in a real good place as relates to the official zoning map. The mapping will be a separate intergovernmental agreement with Cobb County GIS Department. The County has agreed to help the City with the zoning map, and will help keep it up- to-date, without charge, in exchange for the City to join the six other cities in an agreement for annual flyover costs. This would be a back-up plan if the City's GIS isn't launched in the beginning. The City will want to have the most up-to-date geographic and aerial information. Cobb County has a robust GIS Department. Mayor Owens commented further about how the GovPilot integration plans would be key.
- Councilmember Jeffcoat thanked Mr. Housak for all the work streamlining the ordinance. She liked having user manuals and FAQs. She asked for additional explanation of Mr. Housak's process of streamlining the County ordinance to the draft Mableton ordinance. Mr. Housak provided additional information and examples.
- Councilmember Ferguson expressed appreciation and noted Mr. Housak had answered many of his questions. He addressed the appointment of the boards and commissions (CABS), naming the Zoning Board of Appeals. He wanted to make CABS will be in compliance with the Charter. He asked if he had good experience with GovPilot and integration of the electronic forms. He wanted to see less paper. Mr. Housak explained how he had good experiences with Gov Pilot. Going paperless is less work on staff. He was pleased to see the City was working with GovPilot.
- Councilmember Ferguson expressed appreciation and loved the tutorial idea, user guides, and cheat sheets and asked if GovPilot could have these modules or features. Mr. Housak thought GovPilot could help put that in place, and Councilmember Ferguson stated he would like to see that integration happen.

Mayor Owens asked if there were any more questions. There was none.

Mayor Owens asked Mr. Tanks to address what the next steps were. Mr. Tanks explained there were dove-tail steps including as soon as ordinance was ready, the City was currently getting staffing rolling, getting packages complete, job descriptions vetted, and moving forward with hiring including the Community Development Director. The operations, staffing, and facilities should all roll up in November and December. When ready, the City will have all pieces in place. Staff will be shadowing the County Zoning and Code Enforcement. All pieces will be in place. The City will need to have all committees, boards and commissions in place. Mayor Owens reminded that permitting has to go hand in hand simultaneously. Mr. Tanks stated all would be prepared to have staff in service. The City will also have outside firms ready to complement us if we need that service. Mr. Tanks stated the City anticipates training, integration, and making sure staff is in place. He noted there are still people who are not comfortable with computers. He reached the goal of being totally paperless. Mr. Housak added another explanation about going paperless. If there are people uncomfortable with PCs, for customer service, it would be easy for staff to assist with those instances.

Mayor Owens noted when recruiting, the City should let applicants know how the City intends to be paperless. Customer Service was important.

Mayor Owens commented about how the City should give the County a 30-day notice. There were a lot of people waiting to know when this would happen.

4. PRE REGULAR MEETING AGENDA REVIEW

Mayor Owens and City Manager Tanks led in the review of the August 28, 2024 Regular Agenda.

LinkedIn $11,785 - Support to expend Linked In - The amount is more than $10,000 so he placed on the agenda. The City has been using Linkedin - free version. Mayor Owens explained how LinkedIn provided three different levels. The reason to go with this version, it integrates with Paycom. If the City will do onboarding through paycom, this would be the only version. Mr. Tanks explained how professional it was to track from app to onboarding through LinkedIn.

Financial Consultant Services Agreement with Chris Pike, Financial Consultant - Base rate of $3000/month Retainer for approximately 20 hours/month - Additional services $150/hour - City Manager Bill Tanks explained the Council have already had some interaction with Chris Pike. The City is fortunate to have Mr. Pike. Mr. Pike is impressed with the council and team. City Attorney Emilia Walker-Ashby stated she received the most recent version on Friday. She has a regular template She has made some changes. Her plan was to give an updated draft to the clerk in a more contract format tomorrow. The scope of work is the same.

1245 Veterans Memorial Lease Agreement - This is to ratify the final version of the lease agreement. There are some minor changes and attorneys are working to get them in place. City Attorney Walker-Ashby explained process if want to draft in substantial form, the Council can keep on the agenda. Discussion followed. The item could be pulled for August 28, and added to the September 11th agenda. Council agreed to pull the item and place on the September 11th agenda.

Amending the 2024 Regular City Council Meeting Schedule - This is the second read to add work sessions on September 9, October 7, and December 9.

Consideration of Resolution Authorizing Adoption of the Purchasing Card (P-Card) Policy or the Purpose of Establishing a Purchasing Card Program - Mr. Tanks explained the agreement would be with JP Morgan Chase Bank. Staff will have to take classes, trained on how to use. Obtaining the p-card program should not take no more than 3-4 weeks up and running after Wednesday. Councilmember Jeffcoat asked about the process of selecting JP Morgan Chase Bank. Mr. Tanks explained the need for a program ASAP. Mr. Pike and he had used JPMorgan Chase and had good experience with JP Morgan Chase. Mayor Owens explained the City had tried to do this previously, and it did not manifest. The City looked at others, and it was not processed for approved.

Councilmember Ferguson asked about the order of 12 b and 12 c. Should the Resolution to approve the policy be voted upon first. Mr. Tanks noted the policy should be adopted first.

Councilmember Auch asked why the Interdev item was removed from the agenda. Mr. Tanks and Mayor Owens explained there were some extra items in the contract not needed, so it was pulled. Mayor Owens commented about the secure infrastructure in place. The proposal on the table scope did not match what the City needed currently. A personnel matter needs to be readdressed to give additional support to build on the work he and Councilmember Ferguson have implemented. There is also discussion about using Microsoft Word, Excel, and giving staff other options.

Mr. Tanks stated he had some items for an Executive Session.

5. ANNOUNCEMENTS

Councilmember Auch noted there was a word limit on the new CivicPlus notes section.

6. EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION (O.C.G.A. 50-14-3(B)(1)(A)REAL ESTATE(O.C.G.A. 50-14-3 (B)(1)) PERSONNEL (O.C.G.A. 50-14-3 (B)(2)) AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (B)(4)&(5))

Motion was made by Councilmember Ferguson and seconded by Councilmember Jeffcoat to go into Executive Session for litigation, real estate, and personnel. The motion passed 6-0. Yeas: Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens

Motion was made by Councilmember Ferguson and seconded by Councilmember Auch to close Executive Session. The motion passed 6-0. Yeas: Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens

Mayor Owens thanked everyone who had attended and encouraged everyone to reach out to their councilmembers.

7. ADJOURNMENT

Motion was made by Councilmember Oladapo and seconded by Councilmember Jeffcoat to adjourn. The motion passed 6-0.

The meeting adjourned at 9:53 p.m.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk