



CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
October 7, 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

Mayor Owens called the meeting to order.

2. ROLL CALL

City Clerk Hiott conducted the roll call and all the mayor and council were present. Councilmember Herndon arrived a few minutes after the roll call.

3. INVOCATION

The invocation was led by Councilmember Ron Davis.

4. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Ferguson.

5. AGENDA ITEMS AND DISCUSSION

a. Construction Contract for 6116 Operations - Chad Kastner, Director Program Management of AEI

Mayor Owens recognized City Manager Tanks who provided background. The City was working on hiring of city staff, locating places for operations, and purchasing equipment. The building for Community Development and Code Enforcement will be located at 6116 Operations. Mr. Tanks recognized Mr. Chad Kastner of AEI, Director Program Management of AEI, who reported that all permits have been granted. He referenced all information regarding the design, bid, and build out that is located within the agenda packet. Bids were received. CSC General Contractors, Inc. (\$313,684.35) was the most responsive and lowest bidder. Mr. Tanks explained that the most responsive means the one that met most of the requests of the bid, price, work and best fit. CSC was also the lowest bidder. Mr. Kastner provided details of the construction.

Questions and discussion followed.

- Councilmember Ferguson asked if the City was responsible for anything for the

common areas. Vandana Aggarwal, a relator present, explained how the common areas such as asphalt areas, doors, landscaping, snow removal, pet control were the landowner's responsible. The tenant is responsible for glass breakage.

- Councilmember Ferguson asked if this was a not-to-exceed number. Mr. Tanks explained this is the amount obligated to, but sometimes things happen. There is a small contingency of \$9000.
- Discussion followed about the HVAC. A mini-split will be added. Mr. Kastner will make adjustments for the next council meeting for the mini-split.
- Councilmember Jeffcoat inquired about the 5% amortization fee (downpayment) and the timeline for completion.
- Councilmember Oladapo asked about sprinkler systems. Mr. Kastner explained that the fire marshal stated the City would not have to install.
- Alarms will be a separate contract.

b. Update on 1245 Veterans Memorial Administrative Offices - Vandana Aggarwal, V.P. Operations of Aggarwal Real Estate

Mayor Owens announced the item and recognized Vandana Aggarwal, V.P. Operations of Aggarwal Real Estate. Mr. Tanks explained they have separate properties and have in-house construction contractors that they can call on for projects. Ms. Aggarwal also explained they are owners and managers. They have a series of subcontractors that do their work for HVAC, sprinklers, etc. on their properties. She will be the project manager. They had requested bids, and she was waiting for one more bid.

Discussion followed about getting the lease signed, approving the funding, obtaining permits, and getting the project moving. Ms. Aggarwal quoted the original cost was \$150,000 - \$175,000 but adding three new bathrooms, so the estimated cost is \$190,000 - \$200,000. This is for everything except low voltage and furniture.

c. Quarterly Financial Report - City Manager Bill Tanks and Financial Operations Consultant Dawn Glidden

Mr. Tanks recognized Warren Hutmacher to present. Mr. Tanks explained how he asked Council three months ago to bring in financial contractors to handle some important details about finances. One of the firms was Sumter Consulting. The City was closing out Sumter's work, but he wanted Warren Hutmacher of Sumter to explain what the firm had accomplished.

Mr. Hutmacher of Sumter thanked the Mayor and Council for trusting his firm on some important steps for financial services. He named:

- Initial set up of chart of accounts.
- Moving from spreadsheets to QuickBooks to switch to BS&A
- Financial policies to bring in best practices.
- The initial FY 2025 Budget.

Mr. Hutmacher reported the work was complete at this point. He was excited about helping with the financial building blocks for the City. He thanked Mayor and Council for the opportunity to work with the City.

Quarterly Financial Report

Mr. Tanks stated Dawn Glidden was the City's Financial Operations Consultant, noting she had done an excellent job. She had a tough deadline to get information ready for the new financial software, BS&A. She had to go all the way back from time the City received money and get information in QuickBooks. She got all the data in QuickBooks. BS&A will extract from QuickBooks on Monday. He felt comfortable today with the financial report.

Mr. Tanks and Ms. Glidden continued to report:

- Revenue is holding stable.
- There was a bump in September due to receiving a past franchise fee.
- Payroll will start going up.
- The City was still under spending, but this will change.
- Legal services were broken out. The \$88,886 was for five months. The City was getting invoices on a regular basis now.
- Operating Expenses went up slightly. A few professional service contracts came due. The City will see financial changes getting people and places in place.
- Mr. Tanks will do a financial report each quarter.
- Ms. Glidden reported on the transition to BS&A. Data from QuickBooks was being brought over to BS&A. Training started that day. There were four days that week and five days the next week.

Mr. Tanks commended Ms. Glidden and Mr. Pike for a job well done.

Councilmember Herndon asked if the City would expect an uptick in revenues and Mr. Tanks responded:

- The City was expecting a revenue that may double the amount of money in the bank.
- In January, February, business licenses begin again.
- Expenses will go up as the City brings on staff.
- Community Development operations and code enforcement will be sources of revenue.

Mayor Owens noted the City has not had a full year, so he doesn't want to get comfortable with the numbers. Mayor Owens explained down the road, bond and credit ratings will come later. Mayor Owens commented about how the City was still in the transition period. He was happy to see where the City was, but the numbers were still projected.

Questions and discussion continued:

- Councilmember Ferguson referenced the format of the quarterly report, and recommended having a year-to-date column. Mr. Tanks explained the FY 25 column is year to date.
- Councilmember Auch inquired about the legal invoices schedule, and Attorney

Walker Ashby stated her firm was back on a regular billing cycle, so the City will get the next invoice tomorrow.

- City Attorney Walker-Ashby and Ms. Glidden discussed the timing of the legal invoices. The \$88,886 was for three months.
- Per questions by Councilmember Ferguson, discussion continued about comparing the Feasibility Study vs looking at current post-COVID data and looking at trends.
- Mr. Tanks commented about how the financial software, BS&A has the capability to provide historical data and trends.
- Mr. Tanks commented about how the finance team and software, including a revenue analyst, would watch the numbers and trends to help with the projection of budget numbers.
- As the City grows, the reports will be more robust.
- Attorney Walker-Ashby clarified the \$59,985 entry was for invoices for July and August.

Councilmember Ferguson inquired about the BS&A training.

- BS&A was providing the initial onboarding training.
- Financial Consultant Chris Pike is very experienced with BS&A. City staff will be comfortable with BS&A.

Questions followed about specific entries by Councilmember Auch and Jeffcoat:

- Internet Services was a website, Go Daddy. DATSON was Google work space services.
- The small equipment, under \$10,000, included the furniture at the EpiCenter offices.
- Capital Outlay included the BS&A software.
- Mr. Tanks explained the purpose of the report was to give a feel of overall finances.

d. Review of an Ordinance Creating Chapter 10, Article I, Planning and Zoning of the City of Mableton Code of Ordinances, Establishing A Mableton Zoning Code and Zoning Map and for Other Lawful Purposes - Chris Miller of IBTS

Mayor Owens announced the item and recognized Chris Miller of IBTS. Mr. Miller expressed how he was excited to see the growth and change of the City. He referenced the objectives in the beginning of the project: (1) Facilitate a smooth transition in re-adoption of the Cobb County Zoning Ordinance into a Mableton Zoning Ordinance/Code (MZO) with minimal disruption of provisions that are not relevant to Mableton and (2) Incorporate best practices. He continued to name other objections such as maintaining definitions and district regulations as they currently are applied to the property by the Cobb County Zoning Ordinance so as not to grandfather uses or create any nonconforming uses. He addressed making sure the numbering system worked for the City. The City Clerk and City Attorney were helpful with this objective. He addressed lift and shift concept.

Mr. Miller pointed out the Zoning Ordinance was presented at the work session. There will be a first read and a public hearing. He referenced the updated Mableton Zoning Code (MZC) which was attached in the agenda packet, and summarized the additions.

Questions and discussion followed.

- Mayor Owens asked if there were still any sticking points. Mr. Miller opined that everything was addressed, and the code was in good shape for final adoption. The draft is the foundation.
- Following questions from Councilmember Auch, Mr. Miller will make sure the latest updated County versions of certain ordinances are in the MZC. Councilmember Auch pointed out that the ordinances about backyard chickens and boarding kennels were not the County's latest version. Mr. Miller explained how sometimes there is a lag between the adoption of ordinances and the online codification process.
- The Public Hearing will be October 23.
- Councilmember Hendon asked at what point the city would incorporate zoning changes to help the city to look like what the City wanted. Mr. Miller explained the City would have professional staff that will identify areas of the current code and will take recommendations from council, the city manager, and the Planning Commission to implement changes. He explained that if the City had a lot of code related variance requests, and was seeing a pattern, over and over again, those variances and issues would come back to the council. Discussion continued.
- Councilmember Ferguson asked if IBTS worked with the County preparing this draft or was the project done outside of the County. Mr. Miller explained that it was a little bit of both, and how IBTS wanted to make sure they were in some agreement with the County. They discussed zoning cases, with the county, and IBTS wanted the City and County to have a nice professional transition.
- Councilmember Ferguson referenced the Zoning Map, and asked if it was possible to show what is around the perimeter of Mableton. Mr. Miller explained IBTS could make the surrounding areas in a secondary document, supplemental for information.
- Mayor Owens asked if GovPilot had been approached about items the City needed. Mr. Tanks stated a meeting was arranged with Rob Housak and GovPilot, and GovPilot was aware. Attorney Walker-Ashby continued to explain that after the conference, Mr. Housak submitted several documents to integrate, and the system can be built out. During discussions, when he explained the City's needs, there were not any issues that came up.

e. Commissions, Authorities, and Boards (CABs) Update - Mayor Owens

Mayor Owens announced the item. He referenced an overview document and spreadsheet regarding the CABs he recently sent to the Council. He explained the spreadsheet addressed purpose, responsibilities, composition, governing statute/Charter Section. The priority is aligned with the services as the City brings services on. The last two columns had dates for appointments, which would shift and change. He referenced the second tab to

plug the names into the purposed member matrix. The submissions should be made to the clerk. He continued to explain the CAB appointment process:

- There will be an ordinance and/or resolution made., including first and second reads to correlate with the CAB.
- If all goes well, the appointments will be made as soon as October 23rd, for the Planning Commission and Ethics Board, and going into next year for others.
- The focus should be to have people identified and reach out to them.
- Councilmember Auch clarified if the Planning Commission and Ethics Board would be at the October 23 meeting.
- Attorney Emilia Walker-Ashby clarified there would be an ordinance for the Planning Commission that had been published for Public Hearing, First Read October 9, and Second Read on October 23.
- Councilmember Auch asked about the Steering Committee appointments for the Comprehensive Plan. Mayor Owens explained the consistency of the Steering Committee. The finalized list of the Steering Committee members were sent out September 24 by Executive Assistant Alison Benson, but wasn't sure the list went to everyone. Ms. Benson will send the final list to the Council.
- Mayor Owens provided additional explanation about the "governing statute/Charter Section" of the spreadsheet. He explained how state code will supersede local charter or ordinance.
- The spreadsheet is available in the agenda packet.
- Mayor Owens commented further about the Veterans Affairs Commission, noting if the Council would like to have a Veterans Affairs Commission, he supported the commission. The Commission would consist of 7 members, with at least 5 being military veterans and up to 2 affiliated with veteran service organizations.
- Mr. Ferguson opined the Veterans Affairs Commission shouldn't have stipulations on the number of terms.
- Councilmember Auch reported she already had shared a recommendation with the Clerk for the Veterans Affairs Commission.
- Mayor Owens asked everyone to utilize the matrix and to enter appointees.
- Mayor Owens explained the difference between the ordinance and the Bylaws of the CABs. He didn't want to see much in the minutia that belongs in the Bylaws and not the ordinances.

6. PRE REGULAR MEETING AGENDA REVIEW

a. Review of October 9th Regular Meeting Agenda

There was a general review, questions, and update of the regular meeting agenda items. Mayor Owens thanked City Clerk Hiott for the Civic Clerk software that had already been beneficial.

Councilmember Auch asked for updates of the Zoning Ordinance to be emailed to Council prior to the meeting. Mr. Miller was going to scan the Planning Commission to make sure the latest versions were included in the Planning Commission Ordinance.

Councilmember Ferguson referenced wording in the proposed Zoning Ordinance that said

"city police" referencing violation section 10.1.5. Attorney Walker-Ashby stated she would need to look at the ordinance further. Discussion followed about code enforcement activities and authority vs police activities and enforcement authority. Attorney Walker-Ashby suggested language "and other officials as designated by the City Council or City Manager."

7. ANNOUNCEMENTS

There were recommendations for executive session for real estate, personnel, and litigation. No announcements.

8. 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 Jeffcoat and seconded by Councilmember Ferguson to go into Executive Session for litigation, real estate, and personnel. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens (at 8:31 p.m.)

Motion was made by Councilmember Auch and seconded by Councilmember Ferguson to close Executive Session. The motion carried unanimously. Yeas: Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens (at 10:04 p.m.)

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Ferguson to authorize the Mayor to finalize and execute, in substantial form, the addendum to the agreement with Builders Capitol Finance LLC for the purchase of property within the city located on or near Mableton Parkway, for a purchase price not to exceed \$1.4 million. The motion passed 6-1. Yeas: Davis, Oladapo, Jeffcoat, Ferguson, Herndon and Owens. Nays: Auch

9. ADJOURNMENT

Motion was made by Councilmember Auch and seconded by Councilmember Ferguson to adjourn. The motion passed 7-0.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk