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**WORK SESSION  
MINUTES**

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**CALL TO ORDER** by Mayor Martin

**INVOCATION** by James Lawson

**PLEDGE OF ALLEGIANCE** led by Mayor Martin

**AGENDA APPROVAL** Motion to approve with no changes by D. Brown, seconded by Courter, and all in favor.

**REPORTS BY MAYOR, COUNCIL, AND STAFF** See attached reports as submitted. Mayor Martin highlighted her recent attendance at a county meeting regarding a proposed TSPLOST on the November ballot which is projected to bring in a few million in revenue to Hoschton for transportation projects. Additionally, Councilmember D. Brown spoke about data he has been compiling in his efforts to develop 5-, 10-, and 15-year plans. Councilmember Lawson commented that columbarium sales at the cemetery have recently increased.

**OLD BUSINESS**

1. Ordinance O-2024-02: An Ordinance Amending the Code of Ordinances of the City of Hoschton, Georgia, Chapter 3, "Administration," Article VIII, "Boards and Commissions" To Adopt a New Section 3-801, "Planning and Zoning Commission;" To Repeal Conflicting Ordinances; To Provide For Severability; To Provide an Effective Date; and for Other Purposes (Second Reading)

*Dr. Jerry Weitz stated that, at the request of the Council, the number of Commission members was changed from 5 to 7, the quorum was changed from 3 to 4, and the staggering of the terms was adjusted to have two members each serve a 1-year term, two members each serve a 2-year term, and three members each serve a 3-year term.*

2. Ordinance O-2024-03: An Ordinance To Amend the Hoschton Subdivision and Land Development Ordinance, Article III, "General Provisions," Section 303, "City Council Authority" To Retitle Said Section and Assign Roles to The Hoschton Planning Commission; To Amend Article IV, "Preliminary Plat," Section 405, "Preliminary Plat Process Administration," To Repeal the Existing Process Flow Chart and To Adopt a New Process Flow Chart; To Adopt a New Section 408, "Planning Commission Review and Recommendation," To Amend Section 1204, "Variances" To Establish a Role For The Planning Commission; To Amend Section 1207, "Amendment" to Establish a Role for the Planning Commission;" To Repeal Conflicting Ordinances; To Provide for Severability; To Provide an Effective Date; and For Other Purposes (Second Reading)
3. Ordinance TA 2024-01: An Ordinance To Amend the Hoschton Zoning Ordinance, Article I, "General," Section 1.04, "Purposes," Paragraph 5 to Assign Roles to the Hoschton Planning and Zoning Commission; To Amend Article VIII, "Zoning

Amendments and Applications,” Section 8.01, “Procedures for Calling and Conducting Public Hearings,” Section 8.02, “Text Amendments,” Section 8.03, “Amendment to the Official Zoning Map,” Section 8.04, “Conditional Uses,” and Section 8.05, “Variances” To Assign Roles For The Planning Commission; To Repeal Conflicting Ordinances; To Provide for Severability; To Provide an Effective Date; and for Other Purposes (Second Reading)

*Staff recommendation is approval.*

## **NEW BUSINESS**

1. Planning and Zoning Commission Members and Terms

*The terms will expire 1, 2, or 3 years from the swearing in date of each Commission member, as designated on the list.*

2. Planning and Zoning Commission 2024 Meeting Schedule

*The meetings will be held on the fourth Wednesday of each month, with the exception of November and December meetings, as shown on the schedule.*

*Dr. Weitz pointed out that his memos for the next three agenda items list an incorrect Planning and Zoning Commission meeting date of May 29<sup>th</sup>, but the correct first meeting date will be May 22<sup>nd</sup>.*

3. Recommendation to Initiate a Zoning Ordinance Text Amendment Regarding the Planned Unit Development (PUD) District of the zoning ordinance (Sec. 408)

*Council would like to close some gaps in the current regulations to align with the purpose of the PUD zoning district in creating true live-work-play communities.*

4. Recommendation to Initiate a Zoning Ordinance Text Amendment Regarding the MU (Mixed Use) District of the zoning ordinance (Sec. 414)

*Dr. Weitz recommends revisiting and possibly deactivating the Mixed Use zoning district. At least one issue has arisen when a property with MU zoning was split (ex: land in front of Creekside).*

5. Recommendation to Initiate a Zoning Ordinance Text Amendment to Establish a Time Limit Regarding Development Pursuant to a Conditional Zoning Approval

*Council is concerned that properties that are rezoned with conditions may have no development activity for years.*

6. Notice of Award (CMAR) to Reeves Young, LLC for WWTF Expansion to 0.95MGD

*Total CMAR Pre-Construction Services Fees equal \$125,000.*

7. Statewide Mutual Aid Agreement

*This agreement provides framework for counties and municipalities to provide aid to one another in emergency or disaster situations.*

8. Audio/Visual Quotes for Community Center sound system

*The City would like to improve the quality of sound related to streaming of council meetings. Wi-fi connectivity has been a related issue since Comcast is waiting on GDOT permit to move a light pole before it can run a new line to the new City Hall building. The City received quotes from three companies to improve the overall sound quality in the Community Center. Staff will ask for clarity on proposals before the regular council meeting at the end of the month.*

9. Update to Personnel Policy: Cell phone reimbursement

*This policy is documenting a current practice. Full-time employees receive a monthly stipend of \$30.00 to offset cell phone costs. If an employee has a work-issued phone, no stipend is paid.*

10. Update to Personnel Policy: Use of city-owned vehicles

*This policy is documenting a practice already in place. Only department heads and public safety officers are allowed to take vehicles home. Vehicle use must be work-related.*

11. Police Department Mobile Computer Quote

*Having computers in police vehicles will allow officers to spend more time patrolling and less time in the office. Officers will be able to run tags, communicate with other agencies, issue citations, and print incident/accident report basics on-scene with the new equipment and software. The City of Jefferson has generously donated their old computers (still in great shape) to the department, so that minimized the overall cost. The upfront costs would total \$6495.00 and the ongoing monthly cost would be \$450.00 plus the hotspot service. There is room in the budget for these items since the actual cost of radios was much less than budgeted this year.*

12. Police Department Software Agreement with i3 Verticals

*City attorney is still awaiting some changes to the language provided in this contract.*

**CITIZEN INPUT**

*Ace Acevedo, 100 Powell Court, commented that he was in full support of equipping the police vehicles. He asked if there was any additional liability to the City in allowing employees to take vehicles home. [Abb Hayes replied that the City is protected and the risk is tolerable and not unusual.]*

**EXECUTIVE SESSION (IF NEEDED)** *Motion to go into executive session at 6:51pm to discuss real estate and litigation by Jackson, seconded by Lawson, and all in favor.*

*Motion to go out of executive session at 8:07pm by C. Brown, seconded by Courter, and all in favor.*

**ADJOURN** *Motion to adjourn at 8:07pm by C. Brown, seconded by Courter, and all in favor.*

Announcements:

April 25<sup>th</sup> 6:30pm: Mayor/Council Q&A—Jerry Hood, Engineering Management, Inc. CEO, and Brett Day, Hoschton Utilities Director, will be in attendance to discuss water & sewer in the city.

May 4<sup>th</sup> 10:00am-5:00pm: The Spring Festival will be held in downtown Hoschton.

Present:

Mayor Debbie Martin  
Councilmember Christina Brown  
Councilmember David Brown  
Councilmember Scott Courter  
Councilmember Jonathan Jackson  
Councilmember James Lawson

Absent:

Councilmember Fredria Sterling

Also Present:

Abbott S. Hayes, Jr., City Attorney  
Dr. Jerry Weitz, Consulting City Planner  
Jerry Hood, EMI, City Engineer  
Jennifer Harrison, City Manager  
Jen Williams, Assistant City Clerk

Approved:

  
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Debbie Martin, Mayor

  
\_\_\_\_\_  
Date

  
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Jennifer Williams, Assistant City Clerk



## **CITY MANAGER MARCH 2024**

- Mayor And City Manager met with Mr. Matt Rupal to discuss logistics of Italian Restaurant.
- Hoschton hosted the mayor's luncheon with Mayor Martin
- CDBG Meeting to update progress on the Panther Court Project
- The City Manager joined the Grand Opening of the addition to the library's addition in Library. This is considering Hoschton's district as well.
- City Manager worked on Retreat Material
- The City Manager met with Department heads to get an update on their departments.
- City Manager worked with City Clerk to get Council Packet out
- Staff Team worked on door concern for Hoschton Coffee Shop and Hoschton coffee has also been in the loop on this progress.
- Staff Team is working on painting gazebo, patio at the Train Depot and the trim around the windows at the Police Department
- Staff Team is prepping to mulch all of downtown for the Spring and Summer Weather
- Staff have met with three different companies to enhance our audio/video for public meetings. We are waiting on quotes and then we will share.
- The City Manager has worked back and forth with Braselton and Jackson County on IGA for school/soccer field. We will discuss further in Executive Session on 3/14/2024.
- Met with Dr. Jerry Weitz to go over upcoming projects/developments to present to Mayor & Council for April's agenda.
- Staff are continuing to work on Audit.
- New Building Inspector started 3/11/2024. Mr. Hu Blackstock.
- Mayor Martin, Councilmember Tina Brown along with myself met with Mr. Ricky Sanders to discuss Park Projects
- Chief Hill and City Manager met with Ms. Shannon, I-Three Program to discuss computers for the all the police vehicles.
  - You will see this on the April agenda for your consideration and approval.
- Mr. Jerry Hood, Ms. Tiffany Wheeler and I joined a zoom call to discuss finalizing the grant for Mulberry Park.
- Mayor Martin, Councilmember Courter, City Manager, DDA Chair, Ms. Tracy Jordan and City Attorney met to discuss future DDA Vision
- Monthly Public Hearing and Work Session Conducted
- Waste Water Expansion Plant – CMAR Bid Deadline
  - You will see this on the April agenda for your consideration and approval.
- Met with County Manager to discuss T-SPLOST
- Discussed IGA for Charter School with City Attorney. This project is on hold. Will continue once Town of Braselton gives the go-ahead.
- Council Retreat Review and Preparation
- City Manager and Officer Kessler met with Azalea Phase 1 to answer questions and concerns.

- We will continue to set up meetings with all neighborhoods and schools for better partnership within our community.
- Mayor Martin and City Manager met with White Oak Sanitation to discuss concerns from citizens.
- Interviewed for Public Works position.
- Mayor, City Manager, City Engineer, and Staff met with Deer Creek Concerns, LMIG Project and CMAR Project
- City Manager conducted ride along with Chief of Police, Police Captain, Inspection Department & Public Works Department
  - The City Manager will continue to do this to improve communication for each department.
  - We are also working on 2–5-year plans for each department's needs, staffing, funding, projects, etc.

Respectfully submitted,

Jennifer Harrison

City Manager

2024 Budget Projects

City Project	Est. Cost	Grant	Est. Completion	Project Fund
Mulberry Park (153 Mulberry)	\$1.5 Mil	\$500,000 LWCF	Winter 2026	General
WWTP Phase 2 .5 to .95 MGD	\$25 Mil	\$2.2 Million SLFRF Grant	Fall 2025	Sewer
Water Booster Pump	\$720,000	\$440,000 SLFRF Grant	Winter 2024	Water
WWTP Phase 3 .95 to 2.0 MDG	\$8 Mil	No	Winter 2028	Sewer
Main Water Line Upgrade Phase 1B	\$948,431.00 (Under Budget)	No	Spring 2025	Water
South Water Tank	3,015,906.00 (Under Budget)	\$1 Million ARC	Winter 2025	Water
Broad Street Paving	\$314,845.00	\$45,312.19 LMIG	Summer 2024	General
Public Works Building	\$812,784.50	No	Winter 2024	General
Panther Court	\$1.2 Mil	\$600,000 CDBG	Winter 2024	Sewer
Parking Deck	TBD	TBD	TBD	General

## **Building Department Activity Report for March 2024**

- ❖ Permit activity
  - 113 Total permits issued
    - 102 were for new single family residences
- ❖ Inspection Activity
  - 521 inspections were completed
    - Approximately 83% passed
- ❖ Code Enforcement Activity
  - Discussed two significant issues with developers
    - At Publix I reminded them of their allowed construction hours
    - There were reports of dumping near the Cresswind walking trail and near the entrance Cresswind shares with Publix and Twin Lakes off Hwy 53. Kolter is aware of the issues and has taken steps to clean up the areas.



## **Police Department Report 03/29/2024**

1. **Reports and Citations**- The Police Department generated right at 640 incident numbers since Jan. 1 and wrote 44 citations in the month of March.
2. **Court**- We will have court again on April 18th at City Hall.
3. **Training**- Capt. Bradberry and I attended two days of training in Braselton with multiple law enforcement and fire officers. The first day consisted of High-Risk Unified Command and the second day was Rescue Task Force training. Also thank you to the Mayor and Council that attended!
4. **Personnel**- Unfortunately we lost Officer Parden to Pendergrass PD. We have started the application process to find a quality replacement.



## March 2024 Monthly Report

### Water

- Daily water route check of connections, water tank and random sample sites
- Daily checks and operations of both city wells
- Daily water sampling
- Weekly well cleanings
- Monthly Meter high usage and non-read meter reading
- Pulled monthly Reporting EPD Samples
- Pulled monthly Bacteriological samples throughout water system.
- Replenished Chemicals at both Wells
- Daily utility locates, 355 water/sewer locates for the month of March.
- Recorded all daily, weekly, and monthly Data.
- Completed and Submitted Monthly Water Reports to EPD
- Installed 35 New Water Meters
- Repaired 3 Water Service leaks.
- Repaired 2 chemical pumps at the wells
- Weekly truck inspections, along with truck tool inventory. (Mondays)
- Pulled random samples throughout the water system and from the wells and tested for Iron, Manganese, Hardness, and Fluoride.
- Met with Allsouth Construction, the contractor for our water Booster Pump Station. They have began grading and clearing on Amy Industrial for the station.
- Worked with an engineering company for Kroger and performed a hydrant flow test on HWY 53.

## Wastewater

- Daily Plant check of equipment and processes
- Daily sampling and testing of plant Effluent
- Daily Instrument calibrations
- Daily lab equipment temperature checks
- Weekly process control lab work
- Weekly Automatic samplers turned on and checked
- Pulled Weekly permit samples
- Performed weekly permit Lab testing
- Recorded all daily, weekly, and monthly Data
- Performed Maintenance on Dewatering Belt Press
- Performed Weekly and monthly Maintenance on Clarifiers
- Performed Weekly Sewer pump station and generator check
- Ran Belt Press weekly to remove excess solids in Plant
- Weekly Washdown and cleaning of tanks, troughs, and filter
- Daily utility locates, 355water/sewer locates for the month of March.
- Completed and Submitted Monthly Wastewater Report (DMR) to EPD
- Weekly truck inspections, along with truck tool inventory. (Mondays)
- Had Jeff Conley with Oliver Electric come out and look at bad Wiring in UV System
- Had service quote signed and returned to Chemical company that will be disposing of old and unneeded chemicals
- Monumental Pump came out and pulled pump 1 at Brighton Park Lift Station. Pump had a bad seal and bearings. They took back to their shop for repair
- Took Sewer Jetting Machine to US Jetting to have yearly service completed
- Monumental Pump repaired Brighton Park Pump #1 and came out and re-installed.
- US Jetting Performed yearly service to our sewer jetter machine, picked up and placed back in service
- Met with Wason, our Grinder Pump company, and EMI over at Panther court to evaluate the grinder pump system and needed repairs for our upcoming project.
- Evaluated two contractors that submitted for our CMAR Sewer Plant Expansion Project. Chose Reeves and Young and we will award at April's Council Meeting.
- Jeff Conley with Oliver Electric came and replaced some UV bulbs in UV system and had no luck. Still trying to find a supplier for the Ballast that are bad.
- Replaced the Air Compressor in the shop. Old one caught fire and motor burned up.
- Replaced a water spigot on the back of the shop that was leaking.
- Found a UV Ballast supplier and they will meet onsite Tuesday April 2<sup>nd</sup> with our electrician to confirm the replacements.

- Had Caterpillar come out to the new Twin Lakes Lift Station and investigate possible coolant leak on The Generator. (Under Warranty)
- Jacob with EPS came out and looked over Brook Glen Generator and topped off with coolant. Also checked into fault code on Wild Flower Generator.
- Replaced a bad filter regulator on the belt press machine.

## Mayor's Summary

### City Council Retreat – March 26-28

- Presentations by DCA, GMA, DDA, Planning and Water/Sewer
- Discussed city property, parks, and future projects.

### Training/Learning:

- Planning & Zoning Training by County Jamie Dove
- TSPLOST Meeting with County Manager
  - More discussions coming.
  - Monies based of how many feet of road in each city.
- Jennifer and I attended Economic Development in Athens

### Updates:

- Parking Deck – No update this month
- Publix – Due to open late summer/early fall
- Kroger – Breaking ground this summer
- New Community Series Updates:
  - Community Input – June
  - The Garden & Pasta Masters Update – Matt Ruppel - July
  - DDA – August
  - Mental Health Awareness –Presented by Judge Green and NAMI - September

City of Hoschton  
April Monthly Report – Community Alliance  
Dr. Fredria Sterling, Councilmember

I did not have a report in March because things were on going and I wanted to wait until this month to share.

The Hoschton Women's Civic Club's inaugural scholarship application process closed on March 29, 2024. I am proud to say that we had 6 applications from Jackson County High School and none from East Jackson Comprehensive High School.

I also made contact with Empower Comprehensive and College Center which is the old Jackson County High School however I learned that their student population comes from both schools. They only have a few students that are there every day.

The HWCC will do the interview process during the month of April and select a winner to be announced at the Honor's Day program at each high school.

I have talked with Empower about Mayor and Council doing a tour of the school in hopes that we can partner with them and hopefully have a job fair. There are many job opportunities in Hoschton. This would be a good way to channel young people who are not college bound into jobs in our city.

Thanks to Mayor Martin, we have partnered with Jackson County to donate items for their Special Olympics. Thanks to the overwhelming donations from Cresswind and Brighton Park donated as well.

Next year I am hoping to foster a great love of reading with a donation of books and partner with West Jackson in a volunteer reading program. Volunteers would go into the schools and read with children. I hope to get this off the ground for next year.

## Learning

Met with Jackson County Parks and Recreation Director 3/12/2024

Mayor and Council Retreat 3/26-3/28/2024

Meeting with Georgia Forestry Commission on-site, Oak St park space 4/9/2024

### Mulberry property

- 4.78 (6.78) acres
- Design has been set
- We are completing the process of obtaining a \$500,000 matching grant to develop, hoping to finalize this summer
- General Funds and SPLOST to pay for remainder of development
- Seek additional grant money

### Blankenship property

- 17,109 acres
- Borders the 4.78-acre "Mulberry property", creating a 22-acre central park
- Development will be a future project

## Oak Street

- 1.78 acres, bordered by creek
- Hoschton Orchard concept
  - Low maintenance, fruit-bearing trees (e.g. blueberry hedges, surrounding apple trees)
  - Benches
  - Details: clean up stream banks, install benches and trash receptacles, fruit trees with mulch, fencing (?)
- Researching available advisory and funding help:
  - Contacted Georgia Forestry Commission – they offer help with planning and design ideas as well as planting
  - Contacted UGA Cooperative Extension requesting advisory services, emailed pictures and ideas



## **Additional park land acquisition**

- Adopted LOS is 5.33 acres/1,000 residents
- Current park and open space land inventory is 37.229 acres
  - Exceeds inventory goal for 2024 (29.89ac)
  - Based on most recent projections, including all recent annexations and rezonings, Hoshton will need an additional 40.44 acres by 2029, then an additional 22.65 acres by 2045 to meet its adopted standard (total acreage needed is projected to be 100.32 by 2045)
- I have been using the Jackson County Tax Assessors map to search for useable tracts within, or contiguous to, the city and have begun reaching out to some of those landowners to gauge interest
- Brainstorming with Mayor, JCPR, others