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MAYOR TOBY P. BRADBERRY

POST 1: ERIC CARLSON

POST 2: JASON PRESLEY

POST 3: ANN EVANS

POST 4: HILDA KURTZ

POST 5: VIOLET DAWE

**APPROVED MINUTES
TOWN OF NORTH HIGH SHOALS, GEORGIA
REGULAR COUNCIL MEETING
March 16, 2020**

Council Present: Toby Bradberry, Ann Evans, Violet Dawe, Hilda Kurtz

Council Members Absent: Jason Presley, Eric Carlson

Call to Order

Greetings and Declaration of Quorum

- Mayor Bradberry called the meeting to order at 7:35pm and declared a quorum.

Agenda Setting

- Council Member Evans made a motion to move the two building permits (657 New High Shoals Road and 310 Hopping Road) to the top of New Business. Council Member Kurtz seconded the motion and it passed with no objection.
- Council Member Evans made a motion to accept the agenda with the stated changes. Council Member Kurtz seconded the motion and it passed unanimously.

Presentation of Draft Minutes from February 17, 2020

- Council Member Evans noted a typo under Item 1
- Council Member Evans made a motion to accept the minutes from the meeting on February 17, 2020 with the stated corrections. Council Member Kurtz seconded the motion and it passed with no objections.

Presentation of Financial Statement

- Clerk Wilson gave Council a brief overview of the financial statement highlighting revenue from rentals, business licenses, and franchise fees. She also mentioned interest rates went down in all our accounts. Council Member Dawe recommended calling the bank as this has happened before.
- Council Member Dawe questioned property tax revenues and requested Clerk Wilson check with the County tax commissioner to see if there are any outstanding accounts.
- Council Member Kurtz inquired about the Ad valorem/Real estate revenue line and Clerk Wilson replied the amount was down as compared to last year because of the bill that passed that redistributed the funds. She also informed Council that based on the monthly deposit amount, the Town should meet that revenue line.
- Council Member Kurtz made a motion to approve the financial statement as presented. Council Member Evans seconded the motion and it passed with no objections.

Citizen Comments on Non-agenda Items

- No comments

UNFINISHED BUSINESS

Item 1—Furniture for the Community Center

Clerk Wilson informed Council that the Town has received confirmation that all of furniture ordered for the Community Center except the outdoor pieces will be delivered before the end of March. Council Member Dawe recommended that future orders have a penalty clause for late deliveries.

Item 2—Historic Images to Print for the Community Center

Council Member Dawe and Council Member Kurtz went to J. Coggins Frame Warehouse on March 10th and picked out three varieties of a black/brown frame that is similar in color to the interior doors of the Community Center. The frames are cost effective and each image will be double matted. Each framed piece is projected to cost approximately \$200 depending on finished size. The framer, J. Coggins inquired about having a display of his artwork at the Community Center. Council Member Dawe thought it was a good idea and this led to a discussion about what type of hanging system to install in the Community Center that would allow for easy changing of display items with minimal wall damage. Clerk Wilson will investigate options.

Item 3—Mailbox for the Community Center

Council Member Evans presented several options for a mailbox for the Community Center from Global Industrial. Discussion followed about size, placement, color of the box, as well as possibly adding the Town's logo to the side of box. Council Member Evans also stated she investigated finding a local artist to construct a mailbox but could not find anyone. Council Member Kurtz made a motion to purchase mailbox item number WGB1887892 and accompanying post in green from Global Industrial. Council Member Evans seconded the motion and it passed with no objections.

Item 4—Erosion on Shadyfield Land

Mayor Bradberry update the Council that Oconee County had filled in the area alongside Shadyfield Lane, but he believed it would not be too long before the side of the road was washed away again. He surmised that Council Member Evans call to the school board about road is what triggered the work by Oconee County. Mayor Bradberry advised letting the issue go for now and monitoring the condition of the road in the future. Council Member Dawe commented that Oconee County also filled in the ditch on New High Shoals road with gravel.

Item 5—Adding a sidewalk at the Community Center

Mayor Bradberry explained this project is in conjunction with installing the flagpole and essentially it would be adding a sidewalk from the Community Access Door of the building to the parking lot. He recommends following the design for the sidewalk that is on the building plans. Mayor Bradberry further stated the time capsule would be incorporated into the design. Discussion followed about possible design ideas for the time capsule with Council coming to a consensus about a bench design. Clerk Wilson is investigating concrete companies and bench designs.

NEW BUSINESS

Item 6—Building Permit Application—657 New High Shoals Road

Mayor Bradberry present the building permit to Council as the applicant was not present. The new structure will be built off New High Shoals Road between Elder Road and Hwy 186. Mayor Bradberry then passed around the permit application and supplied paperwork for Council to review. Council Member Kurtz inquired how knowledgeable was

Council expected to be on building codes. Mayor Bradberry informed her that they relied on the Town's building inspector to make sure all buildings in town were up to code. Council Member Dawe mentioned the property might be eligible for County water and Council Member Evans concurred. Clerk Wilson will inform the applicant. Council Member Evans made a motion to accept the building permit for 657 New High Shoals Road as presented. Council Member Dawe seconded the motion and it passed with no objections.

Item 7—Building Permit Application—310 Hopping Road

As the applicant was not present at the meeting, Mayor Bradberry and Clerk Wilson explained the application to council. The homeowner is adding a 12x12 covered porch to the front of the house and the current roof line will extend over the new porch. Council Member Kurtz made a motion to approve the applications as presented. Council Member Evans seconded the motion and it passed unanimously.

Item 8—Adding Lights to the Ball field

Mayor Bradberry stated one potential use for SPLOST money for the park would be to add lights. Council Member Dawe reminded Council that one of the agreements with the surrounding neighbors when the town put the ball field in was that the field would never be lit.

At this time Council Member Evans briefed Council on her meeting with Bentley Mills who is interested in doing some upgrades to the ball field. Mills's ideas for the field include regrading, adding dirt, removing gravel, building up the pitcher's mound, and adding a swell around the field to help with erosion. Mills also discussed keeping a lawnmower the in shed for field maintenance, adding a batting cage, and removing all grass from the infield. Council Member Evans told Mills that Council was not in favor of removing the grass infield. Mayor Bradberry said Council will reach out to the property owner adjacent to the field to discuss erosion control as well as get an engineering company to look at situation. Council Member Evans reminded Council that Mills had done work on the field before, approximately two years ago.

Mills also mentioned after the work on the field was complete, he would like to reserve it twice a week for his team. He also mentioned he could help fix the volleyball court and spread mulch around the park. Discussion followed about Mills's ideas and how much of the park to keep open during the COVID-19 pandemic. Clerk Wilson informed Council that many cities are closing parks to organized activities and rentals but keeping walking trails open. Council decided to follow the presidential guidelines and limit activity at the park to groups numbering less than 10 and discontinue rentals for the duration.

Council Member Kurtz made a motion to move forward with negotiations with Bentley Mills for the upgrades to the baseball field in consultation with an engineer to be selected to ensure the changes are compatible with the neighbors. Council Member Evans seconded the motion and it was approved with no objection. Council approved Mills to begin re-grading the field and fixing the pitcher's mound.

Discussion followed the vote about adding mulch to the park. Council Member Dawe noted that it needed to be a special type around the playground equipment but perhaps Stan Brown had regular mulch that could be used throughout the park.

Item 9—Landscape Maintenance Contract

Mayor Bradberry informed Council that the Town recently learned that all companies contracted with the Town to

perform services over \$2500 must use E-verify and our current landscapers do not. Therefore, the Town must find new landscapers. Council Member Kurtz asked what was involved with the E-verify process and Mayor Bradberry explained it is an easy process of entering social security numbers into a database to verify workers can legally work in the United States. Mayor Bradberry reminded Council that we had already paid for the warranty on the recent plantings so that should not be any additional expense. Clerk Wilson will prepare a landscape bid based on the 2020 contract with Butler's Landscape and Design. Butler will stay on until the town finds a new contractor. The only stipulation being that they complete a full month of work.

Item 10—Resolutions to Move money in the Budget

SPLOST Account—Mayor Bradberry explained to Council that the Town did not have enough money allocated in the Community Center building fund from the 2015 SPLOST account. Therefore, it was necessary to move money out of the other SPLOST funds to cover the overage. Discussion followed about where to move money from. Mayor Bradberry suggested some of it could come from the water fund. He also reminded Council that the Hickory Ridge and Hickory Lake subdivisions would need repaving soon.

Council Member Kurtz suggested using some of the Parks & Recreation fund to construct raised beds in the Park for the butterfly garden. Council Member Dawe commented raised beds would be more usable and sustainable. Council Member Evans suggested including the building of the raised beds and plantings in the bid for the new landscape company. Council Member Evans made a motion that 50% of the funds to cover the shortfall would come from the Roads/Streets/Bridges fund, 25% would come from the Parks & Recreation fund, and the remaining 25% would come from the Water fund. Council Member Kurtz seconded the motion and it passed with no objections.

Council Member Dawe asked Clerk Wilson to verify the SPLOST deposits and if necessary, investigate the reason for the predicted shortfall.

Regular Budget—Clerk Wilson explained to Council that the Town is currently or would go over budget in the following categories: Other Professional Services, AT&T for the Former Town Hall, the Georgia Power for the Community Center, and the Streetlights. She explained the Other Professional Services line item went over because the Town had to pay for a full audit, the AT&T line item will go over to pay for the early termination charge, the Georgia Power line item will go over because of the increase in electric usage for the Community Center, and streetlights are costing slightly more than last year. Clerk Wilson recommended moving money from the Tax Digest, the Election, the Georgia Power for the former Town Hall, and the Lawn for the Community Center line items. She explained that the Tax Digest had already been paid so the \$521.50 remaining in the account is left over. As the Town did not have an election this year, all the money budgeted in that line item is available. The final bill to Georgia Power for the former Town Hall has been paid so the money remaining in that line item is available (\$725.30). Lastly, the landscapers combine the lawn around the Community Center and the park into one bill and there is more than enough money in the Lawn, Park line item to pay for the remainder of the year. Therefore, all the money in the Community Center Lawn line item is available. Additionally, Clerk Wilson stated that if the Town needed to move more money around in the future there are available funds in the Public Safety and Street Maintenance line items.

Clerk Wilson recommended moving \$2,000 into the Other Professional Services line item, \$250 into the AT&T for the former Town Hall line item, \$1500 into the Georgia Power for the Community Center, and \$700 into the Streetlight line item. Council Member Evans made a motion to take money from the accounts identified to cover those accounts in a shortfall for FY 2020 as discussed. Council Member Dawe seconded the motion and it passed with no objections.

MAYOR'S UPDATE

Item 11—Agreement with the County for Emergency Services

Mayor Bradberry informed Council that he had a copy of the agreement from the County for Emergency Services should anybody want to read it.

Item 12—Community Center Open House

Mayor Bradberry showed Council the postcard for the Open House. Council Member Kurtz asked to edit the card for the future date. Mayor Bradberry also announced that he enlisted the help of a videographer to make a short film about the history of the town. Discussion followed about who would be good to interview for the film. Council decided to wait until the next meeting to pick a new date for the Open House.

Discussion followed about what the Town could do to help the community during the pandemic. Several ideas were discussed but nothing was decided on.

Item 13—Cleaning Road Signs

Council Member Evans informed Council that her daughter would be cleaning the signs in Town soon. Mayor Bradberry reminded her not to do the signs on Highway 186 as there is too much traffic.

Item 14—New Storage Unit

Mayor Bradberry said he would reach out to Lee Moody to let him know that the Town was ready for delivery of the storage unit.

Item 15—Time Capsule Letters

Mayor Bradberry reminded Council to get their letters for the time capsule written.

Item 16—Ordinance Violation

Mayor Bradberry explained to Council that he was under the impression that the local police could not write citations for ordinance violations in North High Shoals because the Town does not have an agreement with the court system in Watkinsville to process the citations. The Oconee County Sheriff's Deputy that the Town pays for patrol issued a citation to Sandra Huff at 140 Shadyfield Lane for violating Town ordinances and the general nuisance law.

Council Member Kurtz made a motion to adjourn the meeting. Council Member Evans seconded the motion and it passed without objection. The meeting ended at approximately 9:57pm.

Respectfully Submitted,

Laura Wilson
Clerk, North High Shoals