



CITY OF TOCCOA
CITY COMMISSION
AGENDA • FEBRUARY 12, 2024

Regular Meeting

City Commission/Court Room

5:00 PM

92 North Alexander, Toccoa, GA 30577

CALL MEETING TO ORDER

INVOCATION

PLEDGE ALLEGIANCE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

REPORTS

I. CONSENT AGENDA

- A. Request for Approval of Minutes of January 22, 2024 Planning Meeting
- B. Request for Approval of Minutes of January 22, 2024 Commission Meeting

II. OLD BUSINESS

III. NEW BUSINESS

- C. Proclamation: Toccoa Arbor Day
- D. Consideration of Alcohol Beverage Control License for Toccoa Bowling Center Located at 910 Rose Lane
- E. Consideration of Statewide Mutual Aid and Assistance Agreement
- F. Consideration of Agreement with Avita for the Employee Assistance Program Services
- G. Monthly Financial Report

IV. PUBLIC COMMENTS

Recognition of Visitors Wishing to Speak on General Items. **(Limit 3 Minutes)**

V. ADJOURN

NEXT MEETING:
February 26, 2024
5:00 pm

Meetings of the City Commission are open to the public in accordance of law. All interested parties are urged to attend. To request accommodations due to disabilities please contact 706 – 886 – 8451.



City Commission

92 North Alexander St
Toccoa, GA 30577

SCHEDULED

AGENDA ITEM (ID # 3136)

Meeting: 02/12/24 05:00 PM

Department: Clerk

Category: Minutes

Prepared By: Jan Crawford

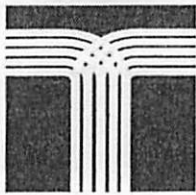
Initiator: Fredda O. Wheeler

Sponsors:

DOC ID: 3136

1.A

**Request for Approval of Minutes of January 22, 2024
Planning Meeting**



CITY OF TOCCOA
CITY COMMISSION
MINUTES • JANUARY 22, 2024

Planning Meeting

City Commission/Court Room

12:00 PM

92 North Alexander, Toccoa, GA 30577

I. BEGIN WITH LUNCH

II. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Terry Carter	Vice Mayor	Present	
Gail Fry	Mayor	Present	
Evan Hellenga	Commissioner	Present	
Ron Matheson	Commissioner	Present	
Michelle Jamieson	Commissioner	Present	
Fredda O. Wheeler	City Manager	Present	
John Dickerson	Attorney	Absent	
Beth Rider	City Clerk	Present	

III. WELCOME BY MAYOR FRY

Commissioner Fry welcomed all Department Heads to the Planning Meeting.

IV. PRESENTATION BY CARTER AND SLOOP

Alex Wiseman from Carter and Sloop gave a presentation on the following:
Water Model and what it would take to get Banks County up and going. Banks County will help fund model.

Lake Yonah permits will renew in June and will need updated yield analysis and mapping information.

Davidson Creek priority is dredging

Lake Toccoa needs to be dredged and repair existing dam.

Existing Water Treatment Plant needs:

Motor replacement for backwash pump

Motor replacement for surge tank air compressor

Additional clearwell storage

Chemical disinfection, currently using chlorine gas needs to be converted to liquid disinfectant

Discussion of a new water treatment plant

Sludging and chemical disinfection are immediate needs.

Mayor Fry asked for a lump sum to see what the cost would be and funding sources.

Mr. Wiseman stated he would have a report by the next work session in February.

V. GOAL SETTING BY DEPARTMENT

1. Utilities

Mr. Harry Scott, Utilities

Toccoa Natural Gas South Goals:

New Equipment needs

System upgrades & Compliance

Attachment: Planning Meeting Minutes (3136 : Planning Meeting Minutes)

Housekeeping:

Sell scrap cars and retired equipment currently being stored on Toccoa Natural Gas Shop property.

Personnel:

Recruit, hire, train and retain quality personnel to fill rosters

Toccoa Natural Gas Northern Division Goals:

Install automatic Meter Readers (ERT)

Two mile main extension around Wide Horizon to Prentiss Bridge Rd.

5,000 foot main extension south on 441 from Stekoa Rd Falls to Seed Tick Rd.

Build emergency training center at NC DOT yard in Franklin, NC

New F150 4x4 meter reading/service truck

Purchase new Subsite Locator to replace old McLaughlin G2 locator

Right-of-Way Goals:

New Service truck F-250/F350

Three personnel

Water Distribution Goals:

Continue grading at warehouse to make room for Police Dept. impound cars and material storage

Replace galvanized water mains and services

Route changed over to radio read meters

Needs Track Hoe

Needs 2 F350 4x4 service trucks to replace two trucks

Need small truck to replace Ford Ranger On Call truck

Water Treatment Plant Goals:

Begin plant upgrades while beginning process of building a new plant

Dredge Davidson Creek

Dredge Lagoons

Prepare for updated lead and copper rules

Develop Water System Model

Replace online Turbidimeters with modern equipment

Integrate more of the plant and outside water stations to VT SCADA

Replace boards in Over-Under Flocculators

Replace both check valves at Dick's Hill and replace pump #2 at Dick's Hill

New meter display for Raw Water Meter

Develop long term plans for Yonah Raw Water Pumping Station

Wastewater Goals:

Maintain compliance with EPD permit mandates at Eastanollee Creek and Toccoa Creek

Have two trainee operators pass the class III license exam

Replace Ford 2000 tractor

Replace w-75

Utilize the Trimble GIS equipment and achieve 75% mapping of sanitary sewer system.

Attachment: Planning Meeting Minutes (3136 : Planning Meeting Minutes)

RESULT: PRESENTATION

2. Public Works

Randy Smith, Public Works Goals:

Entered into Intergovernmental Agreement with Stephens County to resurface City streets using LMIG and SPLOST funds.

Banked money for FY24 LMIG for future paving projects.

Collier Road project should be open by February

Schaefer Court Drainage project - boxes are choking water and needs 30 inch all the way through will complete this year

Discussed Paul Anderson Park road

Complete portion of downtown Greenspace project

Increase Solid Waste rates

Fill vacancies to have full staff

RESULT: PRESENTATION

3. Police

Jimmy Mize, Police Department Goals:

Upgrade RMS and camera system

Continue working toward a paperless system

Continue to promote officer and citizen relationships through Community Outreach Programs

Improve Community Safety and Awareness for all citizens

Continue to work with Code Enforcement to help address blight and help with the homeless throughout the City.

RESULT: PRESENTATION

4. Human Resources

Jan Crawford, Human Resources Goals:

Continue to promote the Wellness Incentive Program

Apply for Safety Grants for purchasing items \$10,000 for Liability and \$9,300 for Worker's Comp

Continue to schedule training for employees, Defensive Driving, employees can use on their personal insurance

Mandatory Drug & Alcohol training January 29th

RESULT: PRESENTATION

5. Fire

Chief Jeff Haslup and Frankie Dietz, Fire Department Goals:

Need a 40 foot Conex box for a burn room for training

Attachment: Planning Meeting Minutes (3136 : Planning Meeting Minutes)

Need a roof repairs at both locations
Need a large computer monitor for plan reviews
Early retirement for emergency services

RESULT: PRESENTATION

6. Finance

Becky Bohannon, Finance Goals:

Clean Audit for 2024
Stay compliant with all Federal funding requirements
Continue to contribute to reserves for repayment and growth
Continue to work with Utilities on installing Automated Meter Reading hardware

RESULT: PRESENTATION

7. Community Development

Jeremy Ward, Kristen Deal, Misty Richardson, Community and Development Goals:

Chapter 24 Zoning Code was written in 1985 and needs to be updated and revised, checked with an outside source at \$40,000.
Capital Improvement Project Ritz Theatre Annex addition to be completed by the end of 2024
Complete construction of Tugalo Street Greenspace Project by June 2024
Complete the Georgia ReLeaf tree planting
Complete the E. Foreacre Street improvements
Locate one multi-family housing development or hotel development near downtown
Recruit one brewery and one restaurant to the downtown district
Enact simplified Downtown Development Plan that includes a Public Arts section and Entrepreneurship Development strategies
Develop new strategies to increase audience and revenue at the Ritz
Continue season 8 of Night at The Ritz series
Successfully oversee Toccoa's 150th Anniversary Celebration
Develop new strategies to increase attendance at City events
Renovations for new floor in Reflections
Increase revenue at Reflections

RESULT: PRESENTATION

8. General Items of Interest

No comments

VI. TOUR CITY HALL

VII. OTHER ITEMS OF DISCUSSION

VIII. ADJOURN

Attachment: Planning Meeting Minutes (3136 : Planning Meeting Minutes)

The Planning Meeting was adjourned by Mayor Fry at 4:30 PM

Mayor

City Clerk

Attachment: Planning Meeting Minutes (3136 : Planning Meeting Minutes)



City Commission

92 North Alexander St
Toccoa, GA 30577

SCHEDULED

AGENDA ITEM (ID # 3137)

Meeting: 02/12/24 05:00 PM

Department: Clerk

Category: Minutes

Prepared By: Jan Crawford

Initiator: Fredda O. Wheeler

Sponsors:

DOC ID: 3137

1.B

**Request for Approval of Minutes of January 22, 2024
Commission Meeting**



CITY OF TOCCOA
CITY COMMISSION
MINUTES • JANUARY 22, 2024

Regular Meeting

City Commission/Court Room

5:00 PM

92 North Alexander, Toccoa, GA 30577

CALL MEETING TO ORDER

Mayor Fry called the meeting to order at 5:00 p.m.

INVOCATION

The Invocation was given by Reverend Paul Garrison

PLEDGE ALLEGIANCE TO THE FLAG

ROLL CALL

Attendee Name	Title	Status	Arrived
Terry Carter	Vice Mayor	Present	
Gail Fry	Mayor	Present	
Evan Hellenga	Commissioner	Present	
Ron Matheson	Commissioner	Present	
Michelle Jamieson	Commissioner	Present	
Fredda O. Wheeler	City Manager	Present	
John Dickerson	Attorney	Present	
Beth Rider	City Clerk	Present	

APPROVAL OF AGENDA

A motion was made by Vice-Mayor Carter, seconded by Commissioner Hellenga to approve agenda. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Carter, Vice Mayor
SECONDER:	Evan Hellenga, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

REPORTS

City Manager Fredda Wheeler recognized and congratulated Jeff Camilla for receiving his certification in Wastewater Class III.

I. CONSENT AGENDA

A motion was made by Vice-Mayor Carter, seconded by Commissioner Hellenga to approve Consent Agenda. Motion carried unanimously.

Attachment: Regular Minutes (3137 : Regular Minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Carter, Vice Mayor
SECONDER:	Evan Hellenga, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

- A. Request for Approval of Minutes of January 8, 2024 Work Session
- B. Request for Approval of Minutes of January 8, 2024 Commission Meeting
- C. Request for Approval of Minutes of January 16, 2024 Special Called Meeting

II. OLD BUSINESS

III. NEW BUSINESS

- D. Proclamation Recognizing February as Black History Month

Mayor Gail Fry read and presented the Black History Month Proclamation to Shantelle Grant, Inger Neal and Marie Cochran.

Ms. Grant stated February 21st is read and share at the Middle School and High School recognizing Black History Month.

Ms. Cochran shared the first time they received this Proclamation it was given by Mrs. Jeanette Jamieson.

Ms. Cochran recognized the Gholston Family.

- E. Consideration of FY2024 Budget Amendments

Finance Director Becky Bohannon presented budget amendments for Tugalo Greenspace. \$32,504.00 was added to a new line item and \$1,735.00 was removed from Signage. Vice-Mayor Carter made a motion to ratify the amendments, Commissioner Matheson seconded the motion. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Carter, Vice Mayor
SECONDER:	Ron Matheson, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

- F. Consideration of FY2025 Budget Calendar

The FY 2025 Budget calendar was approved. A motion was made by Commissioner Hellenga, seconded by Commissioner Matheson. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evan Hellenga, Commissioner
SECONDER:	Ron Matheson, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

- G. Public Hearing: Consideration of Rezoning Request from Mr. Stephen Caudell for Property Located Between Big a Road and Colonial Drive

Attachment: Regular Minutes (3137 : Regular Minutes)

Attorney John Dickerson opened the public hearing for anyone that would like to speak in favor of or opposition to the zoning changes. Attorney Dickerson called for a report from the Planning Commission. Mr. Jeremy Ward presented the Planning Commission report to the Commissioners requesting rezoning request from Mr. Stephen Caudell for property located between Big A Road and Colonial Drive to build two rows of climate control storage buildings. Planning Commission approved unanimously.

Vice-Mayor Carter made a motion to approve rezoning from B-II Commercial to B-IV Wholesale Business District and waive the second hearing. Commissioner Hellenga seconded the motion. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Terry Carter, Vice Mayor
SECONDER:	Evan Hellenga, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

H. Consideration of Georgia Department of Transportation Utility Aid for Phase I Rabun County Project
City Manager Wheeler discussed the Georgia Department of Transportation Project utility aid widening of SR15 from North of Kelly Creek Road to N. Carolina State Line. The cost of the project is \$3,011,139.36 for Phase I, the City would be obligated to pay \$451,670.90 or 15%. If the cost is more than the projected cost, the City would only pay \$451,670.90, if the project is under the City will only pay 15%.
A motion was made by Commissioner Hellenga to approve the Phase I project at 15%, seconded by Vice-Mayor Carter.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evan Hellenga, Commissioner
SECONDER:	Terry Carter, Vice Mayor
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

I. Consideration of Georgia Department of Transportation Utility Aid Memorandum of Understanding for Rabun Project

A motion was made by Commissioner Hellenga to approve the Memorandum of Understanding, seconded by Vice-Mayor Carter.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evan Hellenga, Commissioner
SECONDER:	Terry Carter, Vice Mayor
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

J. Consideration of Intergovernmental Agreement with Stephens County for Paving Project
City Manager Wheeler recommended the paving of 16 City streets to be paved this year. Ms. Wheeler stated we have a signed Intergovernmental Agreement with Stephens County to do our paving for a total of \$1,410,411.05, the City of Toccoa has banked the last three years of

Attachment: Regular Minutes (3137 : Regular Minutes)

LMIG funds in the amount of \$ 488,985.00; the remaining \$921,426.00 is available from SPLOST.

A motion was made by Commissioner Hellenga, seconded by Commissioner Matheson to approve IGA with Stephens County. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evan Hellenga, Commissioner
SECONDER:	Ron Matheson, Commissioner
AYES:	Carter, Fry, Hellenga, Matheson, Jamieson

IV. PUBLIC COMMENTS

Recognition of Visitors Wishing to Speak on General Items. (Limit 3 Minutes)

No Public Comments

V. ADJOURN

A motion was made by Commissioner Jamieson, seconded by Commissioner Hellenga to adjourn the meeting at 5:21 p.m.

Mayor

City Clerk

Attachment: Regular Minutes (3137 : Regular Minutes)



City Commission

92 North Alexander St
Toccoa, GA 30577

SCHEDULED

Meeting: 02/12/24 05:00 PM

Department: City Manager

Category: Proclamation

Prepared By: Jan Crawford

Initiator: Fredda O. Wheeler

Sponsors:

AGENDA ITEM (ID # 3142)

DOC ID: 3142

Proclamation: Toccoa Arbor Day

3.C