

**ORDINANCE CREATING THE CITY OF SUGAR HILL HISTORIC PRESERVATION SOCIETY AND TO FURTHER PROVIDE FOR MEMBERSHIP, TASKS AND RESPONSIBILITIES, OTHER ADMINISTRATIVE FUNCTIONS, AND OTHER GENERAL PROVISIONS; AND OTHER PURPOSES (ORIGINALLY ADOPTED ON JANUARY 12, 2015 AND AMENDED ON NOVEMBER 13, 2017)**

**WHEREAS**, the Mayor and City Council are dedicated to ensuring Sugar Hill is a livable and vibrant community for its residents, business owners, and visitors alike; and

**WHEREAS**, the Mayor and City Council are advocates of preserving the City's history in an effort to foster and enrich a sense of community in Sugar Hill; and

**WHEREAS**, the conclusion of Sugar Hill's 75<sup>th</sup> anniversary has served as a nostalgic reminder of our rich history. This valuable community asset that should be encouraged and recommendations to the Mayor and City Council on January 12, 2015 are to proceed with the creation of a City Council-appointed Historic Preservation Society to further conservation of our proud past in Sugar Hill; and

**WHEREAS**, the Sugar Hill Historic Preservation Society shall encompass the conservation, safe guarding, promotion of, and celebration of Sugar Hill's past;

**NOT THEREFORE**, ~~be it ordained and resolved and~~ it is hereby ordained and resolved by Mayor and City Council this the 12<sup>th</sup> day of January, 2015 ~~as follows~~ the following:

**Section 1. Creation.** The Sugar Hill Historic Preservation Society, hereinafter known as "the Preservation Society", is hereby created and established.

**Section 2. Purpose and Authority.** The Preservation Society is charged with the following tasks and responsibilities:

- Make recommendations to the City Council on ways of celebrating our past;
- Serve in an advisory capacity to other organizations and businesses pursuing projects that provoke nostalgia and community spirit;
- Prepare an annual report to the City Council on the Preservation Society's activities no later than the April work session of the following year;
- Preserve cemeteries of historical significance to Sugar Hill; and
- Assist with other projects, as appropriate.

**Section 3. Membership.** The Preservation Society shall be made up of ~~eleven (11)~~ thirteen (13) members Board Members, appointed in accordance with the Sugar Hill City Charter. The City Council may, at its discretion, conduct interviews of proposed Preservation Society ~~members~~ Board Members prior to appointment. Preservation Society members shall be appointed for ~~two-year terms~~ four-year terms. Board Members shall serve length of term or until their successor is named and qualified. ~~Members shall be citizens of Sugar Hill, affiliated with a business located in Sugar Hill, or serve as one (1) of two (2) at large positions which do not require Sugar Hill residency.~~ City Council may appoint non-residents as Board Members that provide a unique skill-set beneficial to the Preservation Society. In addition, a City

Council ~~member~~ Board Member will also be encouraged to serve as a ~~member~~ Board Member of the Preservation Society.

Preservation Society ~~members~~ Board Members are volunteers and shall serve without compensation or reimbursement for personal expenses, unless specifically approved by the City Council. The Preservation Society ~~members~~ Board Members serve at the pleasure of the City Council, and the Preservation Society as a body may be terminated at any time by the City Council.

**Section 4. Officers.** There shall be a Chair, Vice-Chair, Secretary, and Treasurer of the Preservation Society. The Secretary and Treasurer need not be a ~~member~~ Board Members of the Preservation Society. The Preservation Society shall elect all officers of its ~~members~~ Board Members for a term of ~~one (1) year~~ two (2) years. Elections shall be held in January, unless an election is needed to fill a vacancy. The Preservation Society shall determine responsibilities of the officers.

The Chair may designate an Executive Committee to be comprised of the Chair, Vice-Chair, and participating City Council Member.

The Chair may designate Committees to handle certain responsibilities of the Preservation Society. Each Committee shall be chaired only by a Preservation Society Board Member.

**Section 5. Meetings.** The Preservation Society shall hold regularly scheduled monthly meetings; ~~the Preservation Society shall determine the time and location of meetings.~~ The Preservation Society may determine the time and location of meetings. Special called meetings may be held upon call of the Chair, at the request of any four (4) Preservation Society ~~members~~ Board Members, or by a majority vote of the Preservation Society Board Members. The Preservation Society shall provide notice of all meetings to the Sugar Hill City Clerk a minimum of forty-eight (48) hours prior to the meeting.

All meetings shall be open to the public and shall be conducted in accordance with the Georgia Open Meetings Act and any amendments thereto. Meetings shall be held at a location within the corporate limits of Sugar Hill that is open to the public and accessible to persons with disabilities. All minutes and records of the Preservation Society shall be public records and kept in the custody of the City Clerk.

Preservation Society ~~members~~ Board Members are expected to attend all regularly scheduled meetings and to make an effort to minimize and avoid absences. Any three consecutive absences or any four absences within a span of twelve meetings shall serve as prima facie evidence of abandonment of duties and shall be cause for removal by the City Council, absent a showing of good cause or extenuating circumstances (e.g. illness).

**Section 6. Conflicts of Interest.** All Preservation Society ~~members~~ Board Members shall comply with ethical standards required of a City representative; this includes the need for disclosure and recusal from any votes related to a matter in which a personal conflict exists.

**Section 7. Rules of Procedure.** The Preservation Society shall make its own rules of procedure, which shall be submitted to the City Council for formal approval.

**Section 8. Legal Counsel.** Upon written request by the Chair, and approval by the City, the Preservation Society may seek appropriate legal advice from the City Attorney.

**Section 9. City Staff and Resources.** The Preservation Society bears no oversight authority over any City department, personnel, consultant, budget, or other committee. The Preservation Society's recommendations shall be advisory to the City Council and staff.

The City Manager may assign staff to provide support and assistance for the Preservation Society. The staff liaison may provide guidance and input to the Preservation Society and may be consulted on an as-needed basis for additional information. Any requests for staff support shall be coordinated with the City Manager, Economic Development Director, or his/her designee.

The Preservation Society shall have access to the following City resources ~~for its use~~:

- Use of meeting rooms in City facilities
- Reasonable use of City equipment (copier, fax, telephone, etc.)
- Copies of publicly available reports maintained by the City that are relevant to the ~~Commission's~~ Preservation Society's business

BE IF FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption by the Mayor and Council of the City, and from and after such adoption the History Preservation Society of the City shall be deemed to be created and activated. Adopted and approved this 12<sup>th</sup> day of January, 2015.