

**CITY OF SUGAR HILL  
MAYOR & COUNCIL WORK SESSION MINUTES  
MONDAY, FEBRUARY 3, 2025  
CITY HALL COUNCIL CHAMBERS, 7:00 P.M.  
5039 WEST BROAD STREET  
SUGAR HILL, GA 30518**

**AGENDA ITEMS FOR THE COUNCIL MEETING** – called to order by Mayor Hembree. Present were Mayor Brandon Hembree, Mayor Pro Tem Joshua Page, Council Members Taylor Anderson, Meg Avery, Alvin Hicks, and Gary Pirkle, City Manager Paul Radford, City Clerk Jane Whittington, and City Attorney Frank Hartley. Assistant City Manager Troy Besseche was not present.

**AWARDS AND PRESENTATIONS/PROCLAMATIONS**

**Proclamations, Lanier Cluster Teachers of the Year** – Mayor Hembree and Council Member Hicks read the proclamations and they were presented to the Teachers. The Mayor and Council took photos and congratulated the teachers, their principals and family present.

**OLD BUSINESS**

**NEW BUSINESS**

**Veto by Mayor Hembree, Downtown Development Authority, Appointments to Posts 2 and 3** – the City Clerk explained that Mayor Hembree vetoed the appointment of Gary Pirkle to the Downtown Development Authority Post 2 and Post 3. He also vetoed the appointment of Andrew Schultz to the Riverlands Authority Post 2 and Marla King Post 4. As required by the Charter, the appointments will be on the regular agenda for the February 10, 2025, Council Meeting. The council should take action on the veto at either the February 10, 2025, Council Meeting or the March 10, 2025, Council Meeting. Under the language of the Charter stated above, the Council's consideration and action is whether to approve the appointments. In order to approve the action of the appointments, an affirmative vote of four members is required. If the appointments are not approved by an affirmative vote of four members, the mayor's veto stands. If the mayor's veto stands, no appointments will have been made to the posts and new nominations for appointments can be made.

**Veto by Mayor Hembree, Riverlands Authority, Appointments for Post 2 and 4** – City Clerk

**Resolution for Extension of Moratorium on Development of or Issuance of Permits for Apartment Houses and Dwelling, Multiple within the Central Business District and the Town Center Overlay District** – Council Member Pirkle requested to extend the moratorium to allow time for the Planning Commission and the Council to consider the Zoning Ordinance amendment. The Planning Commission was canceled due to inclement weather.

**Planning Commission Reappointments Post 1 and Post 2** – Rosemary Walsh and Jason Jones have requested to continue serving on the commission. Council Member Avery will recommend their appointment at the Council meeting.

**WORK SESSION DISCUSSION ITEMS**

**Letter to County Commissioner Holtkamp regarding Sugar Hill Library** – Mayor Hembree has been working on the final draft of this letter. This will be placed on the March agenda for formal approval.

**Policy for Travel, Training & Education** – Council Member Avery explained that training and education is vital to the city. Staff development is important, but a review of training for all departments would be beneficial. It should include where, what was learned and what the purpose of the training was. Department heads should turn this into the City Manager for a presentation at the Council meeting. The Mayor and Council, and the City Clerk should make presentations as well.

**Update & Revise 2014 Procurement Policy** – Council Member Avery would like to see the Procurement policy from 2014 updated. The Council discussed some of the parameters to be included. Some requests included having the City Attorney review all contracts. The Mayor stated that the budget sets the amounts for the expenditures. Some of the things that Council considered were transparency, staff to update 2003 Financial Policy, efficiency, avoid bogging down paying vendors. Staff to write an updated policy to bring back to Council.

**Delinquent Property Taxes** – Council Member Pirkle explained that a few months ago he saw a list of delinquent property taxes for the city. He does not believe they have been sent a notice. The city needs a policy that sets the methods for tax collection. The city can be more proactive. This can be included in the Financial Policy.

#### **CITY MANAGER DISCUSSIONS/UPDATES**

**Zoning Amendment Residential Driveway Policies** – the Planning Director explained that they will see if the policy is ready to bring to the Planning Commission for next month. Staff will look at neighboring communities to review the gravel driveways to bring back next month.

**Public Safety**

**Operations**

**Construction**

**Development/Events**

**EXECUTIVE SESSION, LEGAL, REAL ESTATE, PERSONNEL** – No Executive Session was held.

#### **PUBLIC ACTION TAKEN OUT OF EXECUTIVE SESSION**

**ADJOURNMENT** – Council Member Hicks motioned to adjourn. Council Member Pirkle seconded the motion. Approved 5-0.

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Brandon Hembree, Mayor

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Jane Whittington, City Clerk