

**AGENDA
CITY OF BERKELEY LAKE
COUNCIL MEETING
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
APRIL 16, 2020**

7:00 PM Work Session | 8:00 PM Formal Session

SPECIAL NOTICE

This meeting will be held by public conference call due to COVID-19 virus social distancing consideration. From your telephone, dial 1-978-990-5000 and enter code 113970# to participate in the call. The call for the work session may end before the formal session begins. During that time, there will be no hosted call until the time for the formal session to begin. When participating on the call and not speaking, please mute your telephone or device to prevent ambient noise distractions.

Please silence all mobile devices. Citizens are encouraged to offer comments on issues of concern as agenda items are reached and at the end of the meeting for all other issues. Please limit citizen comments to 2 minutes. Longer citizen comments are welcome in writing and will be added to the official record of this meeting.

WORK SESSION

CALL TO ORDER

AGENDA

PUBLIC HEARING

- a) O-20-233 – 2019 Budget Amendment

CONSENT AGENDA

- a) Minutes of March 28, 2020 Council Meeting

OLD BUSINESS

NEW BUSINESS

- a) Public Works: 2019 Sign Replacement Project – Change Order 1

CITIZEN COMMENTS

ADJOURNMENT

ORDINANCE

AN ORDINANCE TO AMEND THE BUDGET FOR THE YEAR 2019; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Be it ordained by the Mayor and the City Council of the City of Berkeley Lake that the 2019 Budget shall be appropriated as follows:

Revenues		
	General	1,155,278
	SPLOST	<u>344,670</u>
	Total Revenues	\$1,499,948
Expenditures		
	General Government	364,152
	Judicial	348
	Public Safety	131,005
	Public Works	82,475
	Culture & Recreation	12,136
	Housing & Development	152,481
	Additions to Reserves	412,681
	SPLOST – Admin Facilities	736
	SPLOST – Public Works	34,659
	SPLOST – Addition to Reserves	<u>309,275</u>
	Total Expenditures	\$1,499,948

All ordinances and parts of ordinances in conflict herewith are repealed to the extent of any such conflict. This ordinance shall be effective upon adoption by the Council of the City of Berkeley Lake. So ordained, this 21st day of May, 2020.

Lois D. Salter, Mayor

ATTEST:

Tom Rozier, City Clerk

First Read: March 19, 2020
Second Read/Hearing: April 16, 2020
Adoption: May 21, 2020

**CITY OF BERKELEY LAKE
SPECIAL CALLED COUNCIL MEETING
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096**

DRAFT MINUTES

MARCH 28, 2020

ATTENDANCE

Mayor Pro tempore: Rebecca Spitler

Council Members: Rodney Hammond, Scott Lee, Chip McDaniel

City Officials: Tom Rozier - City Administrator

Members of the Public: 0

Members of the Press: 0

CALL TO ORDER

Spitler called the meeting to order at 11:00 AM at 4040 South Berkeley Lake Road. A quorum of council members was in attendance.

Spitler: I call this March 28th Special Called Council Meeting to order and would like to note that we are once again meeting under special provisions due to the continued spread of the novel COVID-19 virus and continued public health recommendations for social distancing. We are conducting this meeting with the most basic contingent of staff and city officials possible. We have asked the mayor to stay home and I, Rebecca Spitler, am acting as mayor for this meeting. We have a quorum of council members, Scott Lee, Chip McDaniel and Rodney Hammond, for voting purposes. We also have our City Administrator, Tom Rozier.

Earlier this week officials from Gwinnett County and all the cities in the county collaborated on restrictions based on the special circumstances created by the COVID-19 virus. The goal was to create a uniform set of restrictions that would be applied by all the cities and the county in order to create county wide consistency for our citizens. We are here today to ratify the declaration of emergency that our Mayor issued along those lines on March 25th. Secondly, we will be taking care of all current items of business so our staff can continue to move forward on these items.

AGENDA

Spitler solicited motions regarding the agenda.

McDaniel made a motion to accept the agenda as submitted. Lee seconded the motion. All council members were in favor and the motion passed.

CONSENT AGENDA

Spitler noted the following as items on the consent agenda and solicited a motion:

- a) Minutes of March 19, 2020 Council Meeting
- b) Financial Reports – February 2020
- c) Public Works: Task Order #5 – Change Order
- d) DCA Verification of Service Delivery Strategy

Lee made a motion to approve all items on the consent agenda. McDaniel seconded the motion. All were in favor and the motion passed.

OLD BUSINESS

- a) O-20-231 – Update list of additional building codes to be enforced

McDaniel made a motion to place O-20-231, an ordinance specifying the building codes to be enforced in addition to the state minimum codes, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on second read and to adopt the measure. Hammond seconded the motion. All were in favor and the motion passed.

- b) O-20-232 – Post Development Stormwater Management Ordinance Amendment

Lee made a motion to place O-20-232, an ordinance adopting the Georgia Stormwater Manual and regulating Post Development Stormwater Management for New Development and Redevelopment, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on second read and to adopt the measure. McDaniel seconded the motion. All were in favor and the motion passed.

NEW BUSINESS

- c) O-20-234 – COVID-19 Emergency Declaration and Order

Hammond made a motion to approve the COVID-19 Emergency Declaration and Order as presented. McDaniel seconded the motion. All were in favor and the motion passed.

- d) Annual Contract for Road and Drainage Improvements

Lee made a motion to accept the recommendation of the city engineer to award the bid for road and drainage improvement construction activities to the following bidders:

- 1. Construction 57, Inc. of Clarkston, Georgia,**
- 2. Construction Engineering & Management Company of Doraville, Georgia, and**
- 3. The Corbett Group, LLC of Douglasville, Georgia,**

and to authorize the mayor to enter into 1-year contracts with these companies on behalf of the city, subject to approval as to form by the city attorney.

Lee further moved that each bidder will only be paid for the actual work performed under the annual contract and that the actual work to be performed will be issued at a later date or dates via detailed task orders. Hammond seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no comments.

ADJOURNMENT

There being no further business to discuss, Hammond moved to adjourn. Lee seconded the motion. All were in favor and the motion passed.

Spitler adjourned the meeting at 11:05 AM.

Submitted by:

Tom Rozier
City Clerk

Change Order

No. 1

Date of Issuance: 4/9/2020

Effective Date: 4/3/2020

Project: Berkeley Lake Sign Replacement Project	Owner: City of Blue Ridge, GA City of Berkeley Lake, GA	Owner's Contract No.:
Contract: Berkeley Lake Sign Replacement Project		Date of Contract: 9/19/2019
Contractor: Highway Services, Inc.		Engineer's Project No.: 191290

The Contract Documents are modified as follows upon execution of this Change Order:

Task Description:

- Addition of pay item to reflect signs that were manufactured per plans, but did not fit existing custom sign posts.
- Final adjustment of quantities to reflect actual quantities installed.
- Final adjustment of contract times to reflect actual time for completion.

The following item is added to the contract quantities:

<u>Item Description</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
HWY SIGNS TP 1 MATL, REFL SH TP 9, MADE WRONG PER PLANS	SF	49.576	\$14.00	\$694.06
TOTAL				\$694.06

The following items are updated accordingly for final adjustment:

<u>Item Description</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
HWY SIGNS TP 1 MATL, REFL SH TP 9	SF	22.206	\$18.67	\$414.59
HWY SIGNS TP 1 MATL, REFL SH TP 11	SF	-5.26	\$19.40	-\$102.04
GALVANIZED STEEL POSTS, TP 7	LF	-711	\$8.13	-\$5,780.43
FINAL ADJUSTMENT TOTAL				-\$5,467.88

Attachments (list documents supporting change):

None

#1671
27622

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$40,756.92

Contract Price prior to this Change Order:

\$40,756.92

Decrease of this Change Order:

\$4,773.82

Contract Price incorporating this Change Order:

\$35,983.10

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 60

Ready for final payment (days or date): 60

Contract Times prior to this Change Order:

Substantial completion (days or date): 60

Ready for final payment (days or date): 60

Increase of this Change Order:

Substantial completion (days or date): 118

Ready for final payment (days or date): 118

Contract Times with all approved Change Orders:

Substantial completion (days or date): 178

Ready for final payment (days or date): 178

RECOMMENDED:

By: *Shawn Walker*
Engineer (Authorized Signature)

Date: 4/10/20

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: *Michael A. Graham*
Contractor (Authorized Signature)

Date: 4/10/20

Date: _____