



AGENDA
COUNCIL MEETING
4040 S. BERKELEY LAKE RD.
BERKELEY LAKE, GEORGIA 30096
AUGUST 18, 2022

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

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

CONSENT AGENDA

- a) Minutes of July 13, 2022, Council Meeting
- b) Financial Statements of June 2022 – Unaudited

OLD BUSINESS

NEW BUSINESS

- a) Public Works: Contract for ARPA Stormwater Drainage Improvements

EXECUTIVE SESSION *(if needed)*

CITIZEN COMMENTS

ADJOURNMENT



**SPECIAL CALLED COUNCIL MEETING
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
DRAFT MINUTES
JULY 13, 2022**

ATTENDANCE

Mayor: Lois Salter

Council Members: Rodney Hammond, Scott Lee, Chip McDaniel, Bob Smith, Rebecca Spitler

City Officials: Leigh Threadgill - City Administrator, Rob Hiller – City Marshal, John Pendleton – City Treasurer, and Karen Thomas – Assistant City Attorney

Members of the Public: 5

Members of the Press: 0

WORK SESSION

The mayor and council reviewed the meeting agenda and materials with staff.

CALL TO ORDER

Salter called the meeting to order at 8:00 PM. A quorum of council members was in attendance.

AGENDA

Salter 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

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

- a) Minutes of June 13, 2022, Council Meeting
- b) Financial Statements of May 2022 – Unaudited
- c) 2021 Financial Statement – Audited
- d) VC3 Contract for IT Services

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

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

a) R-22-02, Resolution to Adopt 2022 Millage Rate

Threadgill: You have before you a recommended millage rate of 1.455 mills for the year 2022. The recommended rate is equal to the rollback rate. As an example, for a home with a fair market value of \$661,113 in 2021, the city property tax was \$461.72. For a home of the same value in 2022, the tax will be \$384.77, which represents a 16.67% reduction in taxes year to year. The citizen Finance Committee unanimously supports the recommended rate.

Hammond made a motion to adopt R-22-02, a resolution to levy an ad valorem tax for the calendar year of 2022 at the rate of 1.455 mills on all property subject to taxation in the City of Berkeley Lake. McDaniel seconded the motion. All remaining council members were in favor and the motion passed.

b) Waste Collection Services Discussion

Salter noted that we have tonight as mentioned previously in the Mayor's Message the waste collection services discussion. This has been an important issue for our citizens and a difficulty for many cities. She acknowledged that the city's Waste Management and Latham Sanitation representatives were in attendance and noted that citizens were invited through the Mayor's Message to provide comments in preparation for this meeting regarding the waste management contract. She asked council to share any thoughts of their own or concerns they have heard from citizens.

Steve Edwards, 5153 Golden Oak Cove, Gainesville, GA with Waste Management recognized Rick Jarvis of Latham Home Sanitation, a local family company that collects recycling and yard waste for the city and has since the early 1980's, and stated that he has submitted a request for recovery related to mostly labor costs and inflation. This would change the rate to \$22 a month, \$66 a year more. It is within the range of other Gwinnett cities and other area cities. He noted that he has been our partner for a long time and is proud of what Waste Management and Latham Sanitation do.

Spitler noted that normally we would probably take this out to bid. It is an arduous process to put together a RFP but more importantly we are in an economic environment where everything is upside down and in flux. We have received great service from Waste Management and

Latham and would prefer to wait until the market settles down before considering putting waste collection services out to bid and delay that for at least another year.

Lee noted that costs have gone up across the board, and the cost recovery request seems justified. He further agrees with Spitler and opts for stability for the next year before making a change.

McDaniel noted that the new \$22 rate also means the suspension of a fuel surcharge for a year, which eliminates uncertainty and fluctuation with bills.

Salter also noted that Earth Day would continue and added that we have looked at numbers from other cities and Threadgill will continue to look at other cities, but at this point, there seems to be consensus to wait to begin a formal RFP process. Staff will do more exploration and see what else we can find.

PUBLIC COMMENTS

Cindy Murphy, 5597 Mountain Brook Court, Stone Mountain, stated that she appreciated Mayor and Council and all Berkeley Lake residents. She acknowledged the city's support of the Northside hospital staff over the past two years. She explained that there is an opportunity coming up in October to have the first in person 5k run in 2 years, Paint Gwinnett Pink. It will be at Coolray Field. She stated that she and Jennifer Griffin are trying to spread the word to garner community support and involvement and invited everyone out to support breast cancer efforts. There is a registration fee, this race is a qualifier for next year's Peachtree Road Race, but all the fees will stay in Gwinnett County and help cancer patients locally.

ADJOURNMENT

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

Salter adjourned the meeting at 8:14 PM.

Submitted by:

Leigh Threadgill, City Clerk

City of Berkeley Lake

Budget vs. Actuals: 2022 Capital and Operating Budget - FY22 P&L

January - June, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 100 General	324,866.72	1,435,684.00	-1,110,817.28	22.63 %
230.33.2100 ARP Act 230.33.2100		319,464.00	-319,464.00	
320 320 SPLOST Income	221,115.26	982,208.00	-761,092.74	22.51 %
Total Income	\$545,981.98	\$2,737,356.00	\$ -2,191,374.02	19.95 %
GROSS PROFIT	\$545,981.98	\$2,737,356.00	\$ -2,191,374.02	19.95 %
Expenses				
1 Gen Govt	229,673.07	546,565.00	-316,891.93	42.02 %
2 Judicial	1,372.48	9,190.00	-7,817.52	14.93 %
230 ARP Act Expenses 230	36,974.72	720,348.00	-683,373.28	5.13 %
3 Public Safety	62,550.98	141,819.00	-79,268.02	44.11 %
4 Public Works	46,341.67	149,869.00	-103,527.33	30.92 %
6 Culture and Recreation	7,969.33	20,580.00	-12,610.67	38.72 %
7 Housing and Development	15,431.79	119,100.00	-103,668.21	12.96 %
SPLOST Expenses	875.00	1,029,885.00	-1,029,010.00	0.08 %
Total Expenses	\$401,189.04	\$2,737,356.00	\$ -2,336,166.96	14.66 %
NET OPERATING INCOME	\$144,792.94	\$0.00	\$144,792.94	0.00%
NET INCOME	\$144,792.94	\$0.00	\$144,792.94	0.00%

City of Berkeley Lake

Income & Expense

June 2022

	TOTAL
Income	
100 100 General	53,993.43
320 320 SPLOST Income	39,098.27
Total Income	\$93,091.70
GROSS PROFIT	\$93,091.70
Expenses	
1 Gen Govt	32,394.00
230 ARP Act Expenses 230	13,759.19
3 Public Safety	10,507.00
4 Public Works	3,874.06
6 Culture and Recreation	731.65
7 Housing and Development	4,686.81
Total Expenses	\$65,952.71
NET OPERATING INCOME	\$27,138.99
NET INCOME	\$27,138.99

City of Berkeley Lake

Balance Sheet As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Debt Service Fund	0.00
General Fund	3,316,590.89
SPLOST Fund	764,632.01
Suspense 1.11.1000	0.00
Total Bank Accounts	\$4,081,222.90
Accounts Receivable	
Accounts Rec 1.11.1900.1	24,058.80
Total Accounts Receivable	\$24,058.80
Other Current Assets	
1.11.27 Grant Receivable	0.00
Accounts Rec - SPLOST 1.11.2000	77,510.73
AccountsRec-OtherTax1.11.1900.2	0.00
Franchise Tax Rec 1.11.1550	67,500.00
Interest Receivable 1.11.1400	0.00
Prepaid Expense 1.11.3600	1,491.76
Prepaid items 1.11.3800	3,749.67
Taxes Receivable 1.11.1600	8,354.59
Undeposited Funds 1.11.1114	760.73
Total Other Current Assets	\$159,367.48
Total Current Assets	\$4,264,649.18
Fixed Assets	
Building & Improvements 1.11.7400	1,770,036.08
Computer Equipment 1.11.6700	48,172.61
Furniture & Fixtures 8.11.7700	71,493.47
Land 8.11.7100	9,392,320.74
Machinery & Equipment 1.11.6500	121,737.28
Total Fixed Assets	\$11,403,760.18
Other Assets	
Accum amort - bond cost	0.00
Amt avail 4 debt svc 9.11.9100	0.00
Bond issuance cost	0.00
Loan Receivable - Facilities	0.00
Loan Receivable - Paving	0.00
To be prov 4 debt 1.11.7500	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$15,668,409.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	

City of Berkeley Lake

Balance Sheet As of June 30, 2022

	TOTAL
Accounts Payable	
Accounts Payable 1.12.1100	29,294.12
Operating AP	0.00
SPL2005 Admin Facil- City H-AP*	0.00
SPLOST account - Suntrust-AP*	0.00
Total Accounts Payable	\$29,294.12
Other Current Liabilities	
*Sales Tax Payable	0.00
1.12.28 Bonds payable - current	0.00
Accounts Payable Accruals-L*	0.00
Accounts payable-L 1.12.1100.2	0.00
Accrued Expenses 1.12.1150	0.00
Accrued Interest Payable	0.00
Accrued Salaries 1.12.1200	0.00
Accrued SPLOST Expenses 2.12.1250	0.00
Deferred revenue 1.12.2500	8,355.15
Direct Deposit Payable	-0.01
MyGov	0.00
Payroll Liabilities	66.10
PR Tax Payable - Fed 1.12.1300	0.00
PR Tax Payable - State 1.12.1310	0.00
PTO Accrual	9,611.23
Regulatory Fees Payable	10,224.62
Retainage Payable	0.00
Total Other Current Liabilities	\$28,257.09
Total Current Liabilities	\$57,551.21
Long-Term Liabilities	
Gen Oblig Bond Payable1.12.3000	0.00
GOB Payable - 2009 1.12.3000.2	0.00
GOB Payable - 2011 1.12.3000.3	0.00
GOB Payable - 2012 1 12.3000.4	0.00
SPLOST Loan Payable - Paving	0.00
SPLOST Loan Payable Facilities	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$57,551.21
Equity	
Fund Bal Unrsvd 1.13.4220	3,017,897.66
Investmt in fixedassets 1.13.4K	11,275,940.89
Reserve for prepaids 1.13.4125	5,241.43
Reserved for Debt Service	0.00
Restricted for Debt Svc 1.13.4105	0.00
Restricted4CapitalProj 1.13.4155	1,063,325.24
Retained Earnings 1.13.3000	103,659.99

City of Berkeley Lake

Balance Sheet
As of June 30, 2022

	TOTAL
Net Income	144,792.94
Total Equity	\$15,610,858.15
TOTAL LIABILITIES AND EQUITY	\$15,668,409.36

August 12, 2022

Honorable Mayor and Council
City of Berkeley Lake
4040 S Berkeley Lake Road
Berkeley Lake, Georgia 30096

Re: ARPA Stormwater Improvements
Our Reference No. 221290.00

Dear Mayor and Council Members:

We have reviewed the bids received at City Hall, at 2:00 PM, local time on August 9, 2022 for construction of the referenced project. Five (5) bids were received. The following is a summary of the three (3) low bids.

	<u>Bidder</u>	<u>Bid Amount</u>
1.	Construction 57, Inc. 809 Park North Boulevard Clarkston, GA 30021	\$ 161,896.00
2.	The Dickerson Group, Inc. 871 Old Peachtree Road, NW Lawrenceville, GA 30043	\$ 204,236.50
3.	Summit Construction & Development, LLC 2108 Bentley Drive Stone Mountain, GA 30087	\$ 292,000.00

A certified tabulation of all bids received is attached. A copy of the tabulation has been mailed to each bidder for their information.

Each bidder submitted a bid bond from a surety company listed on U. S. Treasury Circular 570 (07/01/22). Construction 57, Inc. submitted a bid bond in the amount of 5%. The low bid of \$161,896.00 is within the funds allocated for the project.

Keck & Wood, Inc. has worked with Construction 57 on numerous occasions and finds them capable of performing the work.

Keck & Wood, Inc., therefore, recommends contract award to Construction 57, Inc. in the amount of \$ 161,896.00 for completion of the ARPA Stormwater Improvements.

FCCI Insurance Company is the surety company for the recommended bidder's bid bond and will likely be the surety company used for the payment and performance bonds on the project. In addition to being listed on the U.S. Treasury Department Circular 570, the surety is shown as being licensed in Georgia, having an Active/Compliance status, and with an underwriting limitation that is greater than the bond amount. Please note that in accordance with Georgia Law (OCGA 36-91-40 (a)(2)), the City must have an "officer of the government entity" to "approve as to form and as to the solvency of the surety" for the proposed surety company named above. We recommend that your legal counsel be contacted to handle or suggest the procedures necessary to comply with this Georgia law. We can provide additional information on this issue if needed.

If there are any questions, please contact our office.

Very truly yours,

KECK & WOOD, INC.



Adam Shelton, P.E.

Enclosure

BID TABULATION
ARPA STORMWATER IMPROVEMENTS
CITY OF BERKELEY LAKE, GEORGIA

RECEIVED BY: CITY OF BERKELEY LAKE, GEORGIA
 AT OFFICE OF CITY ADMINISTRATOR
 2:00 PM, LOCAL TIME, AUGUST 9, 2022

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				Construction 57, Inc. 809 Park North Boulevard Clarkston, GA 30021		The Dickerson Group, Inc. 871 Old Peachtree Rd, NW Lawrenceville, GA 30043		Summit Construction & Development, LLC 2108 Bentley Drive Stone Mountain, GA 30087	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT		UNIT		UNIT	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
1	TRAFFIC CONTROL	1	LS	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00	\$17,200.00	\$17,200.00
2	GRADING COMPLETE	1	LS	\$70,000.00	\$70,000.00	\$85,000.00	\$85,000.00	\$193,516.50	\$193,516.50
3	TEMPORARY SILT FENCE, TYPE S	240	LF	\$3.75	\$900.00	\$4.00	\$960.00	\$4.50	\$1,080.00
4	TEMPORARY SILT FENCE, TYPE NS	50	LF	\$2.50	\$125.00	\$4.00	\$200.00	\$3.75	\$187.50
5	DISTURBED AREA STABILIZATION (DS-1) - MULCH	7	TN	\$350.00	\$2,450.00	\$250.00	\$1,750.00	\$100.00	\$700.00
6	DISTURBED AREA STABILIZATION (DS-3) - MULCH	1,940	SY	\$1.00	\$1,940.00	\$2.00	\$3,880.00	\$0.35	\$679.00
7	DISTURBED AREA STABILIZATION (DS-4) - SOD	30	SY	\$12.00	\$360.00	\$17.55	\$526.50	\$45.00	\$1,350.00
8	STN DUMPED RIP RAP, TP3, 18 IN	32	SY	\$60.00	\$1,920.00	\$89.00	\$2,848.00	\$200.00	\$6,400.00
9	GEOTEXTILE FILTER FABRIC	32	SY	\$5.00	\$160.00	\$2.25	\$72.00	\$5.50	\$176.00
10	EROSION CONTROL BLANKET	440	SY	\$3.50	\$1,540.00	\$6.50	\$2,860.00	\$5.50	\$2,420.00
11	MILL AND INLAY, 1 IN, 4.75 MM SUPERPAVE	21	TN	\$950.00	\$19,950.00	\$355.00	\$7,455.00	\$480.00	\$10,080.00
12	VARIABLE DEPTH MILL AND INLAY, 4.75 MM SUPERPAVE	4	TN	\$950.00	\$3,800.00	\$800.00	\$3,200.00	\$2,000.00	\$8,000.00
13	GDOT 1401 PAVEMENT PATCH	72	SY	\$150.00	\$10,800.00	\$85.00	\$6,120.00	\$100.00	\$7,200.00
14	6 IN CONCRETE DRIVEWAY	70	SY	\$60.00	\$4,200.00	\$110.00	\$7,700.00	\$75.00	\$5,250.00
15	JUNCTION BOX	1	EA	\$3,000.00	\$3,000.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
16	18 IN HPDE PIPE	75	LF	\$65.00	\$4,875.00	\$210.00	\$15,750.00	\$85.00	\$6,375.00
17	15 IN RCP	66	LF	\$70.00	\$4,620.00	\$185.00	\$12,210.00	\$95.00	\$6,270.00
18	6 IN X 24 IN CURB & GUTTER	42	LF	\$18.00	\$756.00	\$85.00	\$3,570.00	\$50.00	\$2,100.00
19	CONCRETE SPILLWAY, GDOT STD. 9013 TYPE 3 W/ BOTTOM APRON	1	LS	\$3,500.00	\$3,500.00	\$7,235.00	\$7,235.00	\$9,516.00	\$9,516.00
20	18 IN HDPE STANDPIPE	1	LS	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
21	RECONSTRUCT STORM STRUCTURE INLET	1	EA	\$2,000.00	\$2,000.00	\$2,900.00	\$2,900.00	\$3,500.00	\$3,500.00
TOTAL BID AMOUNT				\$161,896.00		\$204,236.50		\$292,000.00	
BID BOND				5%		5%		5%	
NOTE REFERENCE				(1)		(1)		(1)	
LICENSE NUMBER				UC302253		UC301114		2 SU355	

**BID TABULATION
ARPA STORMWATER IMPROVEMENTS
CITY OF BERKELEY LAKE, GEORGIA**

RECEIVED BY: CITY OF BERKELEY LAKE, GEORGIA
AT OFFICE OF CITY ADMINISTRATOR
2:00 PM, LOCAL TIME, AUGUST 9, 2022

				BIDDER NO. 4		BIDDER NO. 5	
				Construction Engineering & Management Co.		Site Engineering, Inc.	
				1861 Berkshire Eve Drive Duluth, GA 30097		7025 Best Friend Road Atlanta, GA 30340	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT		UNIT	
				PRICE	AMOUNT	PRICE	AMOUNT
1	TRAFFIC CONTROL	1	LS	\$75,000.00	\$75,000.00	\$100,000.00	\$100,000.00
2	GRADING COMPLETE	1	LS	\$150,000.00	\$150,000.00	\$250,000.00	\$250,000.00
3	TEMPORARY SILT FENCE, TYPE S	240	LF	\$6.00	\$1,440.00	\$8.00	\$1,920.00
4	TEMPORARY SILT FENCE, TYPE NS	50	LF	\$6.00	\$300.00	\$8.00	\$400.00
5	DISTURBED AREA STABILIZATION (DS-1) - MULCH	7	TN	\$1,000.00	\$7,000.00	\$300.00	\$2,100.00
6	DISTURBED AREA STABILIZATION (DS-3) - MULCH	1,940	SY	\$4.00	\$7,760.00	\$4.00	\$7,760.00
7	DISTURBED AREA STABILIZATION (DS-4) - SOD	30	SY	\$50.00	\$1,500.00	\$50.00	\$1,500.00
8	STN DUMPED RIP RAP, TP3, 18 IN	32	SY	\$100.00	\$3,200.00	\$200.00	\$6,400.00
9	GEOTEXTILE FILTER FABRIC	32	SY	\$10.00	\$320.00	\$100.00	\$3,200.00
10	EROSION CONTROL BLANKET	440	SY	\$5.00	\$2,200.00	\$20.00	\$8,800.00
11	MILL AND INLAY, 1 IN, 4.75 MM SUPERPAVE	21	TN	\$900.00	\$18,900.00	\$1,000.00	\$21,000.00
12	VARIABLE DEPTH MILL AND INLAY, 4.75 MM SUPERPAVE	4	TN	\$900.00	\$3,600.00	\$2,000.00	\$8,000.00
13	GDOT 1401 PAVEMENT PATCH	72	SY	\$250.00	\$18,000.00	\$400.00	\$28,800.00
14	6 IN CONCRETE DRIVEWAY	70	SY	\$100.00	\$7,000.00	\$300.00	\$21,000.00
15	JUNCTION BOX	1	EA	\$5,500.00	\$5,500.00	\$10,000.00	\$10,000.00
16	18 IN HPDE PIPE	75	LF	\$100.00	\$7,500.00	\$250.00	\$18,750.00
17	15 IN RCP	66	LF	\$130.00	\$8,580.00	\$300.00	\$19,800.00
18	6 IN X 24 IN CURB & GUTTER	42	LF	\$50.00	\$2,100.00	\$500.00	\$21,000.00
19	CONCRETE SPILLWAY, GDOT STD. 9013 TYPE 3 W/ BOTTOM APRON	1	LS	\$10,500.00	\$10,500.00	\$15,000.00	\$15,000.00
20	18 IN HDPE STANDPIPE	1	LS	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00
21	RECONSTRUCT STORM STRUCTURE INLET	1	EA	\$5,500.00	\$5,500.00	\$10,000.00	\$10,000.00
TOTAL BID AMOUNT					\$343,400.00		\$565,430.00
BID BOND					5%		5%
NOTE REFERENCE					(1)		(1)
LICENSE NUMBER					12947		2SI640

NOTES:

- * DENOTES CORRECTED VALUE
- (1) SURETY COMPANY LISTED ON U. S. TREASURY CIRCULAR 570 (7/1/22).

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ ALOUD IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.



KECK & WOOD, INC.

8/12/22

DATE