



3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021  
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*Mayor Beverly Burks*

*Councilmembers:*

*Awet Eyasu                      Laura Hopkins*  
*Jamie Carroll                 Yterenickia Bell*  
*Debra Johnson               Susan Hood*

*Shawanna Qawiy, Interim City Manager*

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## **CITY COUNCIL WORK SESSION MINUTES**

**Tuesday, January 4, 2022 7:00PM**  
**Meeting by Zoom**

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### **1. CALL TO ORDER**

The meeting was called to order at 7:03 p.m.

### **2. ROLL CALL**

All members of the City Council were present.

For clarification, Mayor Burks informed the public that the newly and re-elected officers took their Oath of Officer earlier during the day, to conduct the previous Special Called City Council Meeting.

Mayor Burks then asked the City Council if there were any changes that needed to be made to the agenda. The Mayor mentioned that Item H was discussed at the Special Called City Council Meeting that was held prior to this meeting.

Councilmember Johnson made a motion to amend the agenda to remove Item H. Councilmember Vice-Mayor Eyasu duly seconded the motion. Mayor Burks called for the vote and declared the motion approved (6-0).

### **3. PUBLIC COMMENTS**

Any member of the public may address the Council, during the time allotted for public comment. Each attendee will be allowed 3 minutes for comments at the discretion of the Presiding Officer. The public comment period will be limited to 40 minutes, and it is not a time for dialogue. If your public comment contains a series of questions, please submit those to the City Clerk in writing. This will facilitate follow-up by the council or staff.

### **4. PRESENTATION/ ADMINISTRATIVE BUSINESS**

A. Administering the Oath of Office to the Mayor and two newly elected Councilmembers.

Judge David Will administered the Oath of Office to the re-elected Councilmember Jamie Carroll, newly elected Councilmembers Ytrenickia “YT” Bell and Susan Hood and re-elected Mayor Beverly H. Burks.

### **5. OLD BUSINESS**

Mayor Burks stated there was no Old Business to discuss.

## 6. NEW BUSINESS

### A. Discussion to select a Vice-Mayor.

Mayor Burks gave a brief overview of the duties and responsibilities of the Vice-Mayor position. Councilmember Carroll nominated the current Vice-Mayor Eyasu for the 2022 Vice-Mayor position.

### B. Discussion of continuing services with the City Attorney with a 7% increase from rates established for 2020.

City Manager, Shawanna Qawiy presented a brief overview for continuing services with City Attorney, Stephen Quinn of Wilson, Morton & Downs, LLC stating the attorney will continue to provide legal representation of the City with a 7% increase from rates established for 2020.

Mayor and Council expressed their thanks to Mr. Quinn.

Mr. Quinn thanked the Mayor and Council and stated he looked forward to working with the City for another year. He also congratulated the newly and re-elected elected officers.

### C. Discussion of a resolution authorizing the reappointment of the Municipal Court Judge.

City Manager, Shawanna Qawiy presented a brief overview stating the item was to review and discuss the reappointment of the Municipal Court Judge, David Will as an independent contractor to preside over criminal cases, traffic cases, parking cases, court cases, arraignments, trials, and hearings. Staff recommended reappointing Judge David Will as the Municipal Court Judge.

Councilmember Bell and Vice-Mayor Eyasu expressed their thanks to Judge Will and the great work he continues to do at the City of Clarkston.

### D. Discussion of a resolution authorizing the reappointment of the Solicitor.

City Manager, Shawanna Qawiy presented a brief overview stating as an independent contractor, the Solicitor prosecutes cases within the jurisdiction of the City of Clarkston Municipal Court. Prosecution of misdemeanor, criminal trials and other duties as outlined by the City Manger in coordination with the Municipal Court Judge, Public Defender, and the Court Clerk.

### E. Discussion of a resolution authorizing the reappointment of the Auditor.

City Manager, Shawanna Qawiy presented a brief overview for the reappointment of the Auditor, Mauldin & Jenkins, LLC.

The auditor will conduct an annual audit of all financial books and records of the City in compliance with the requirements of State general law. The City Council shall engage, pursuant to an annual contract (which is the Engagement Letter to be received in February) a Certified Public Accountant or Accounting Firm. Staff recommends reappointing the Auditor, Mauldin & Jenkins, LLC.

Vice-Mayor Eyasu inquired about the process to select an auditor and if the City usually announces through a bid for this service.

Ms. Qawiy stated the auditor has been in existence and working with staff prior to her employment. The firm has worked cohesively with the Finance Director to provide all requirements that are needed for a comprehensive audit that the City does pass each year. She also stated she was not familiar with the bidding process for the auditor, but staff waits for an engagement letter.

City Attorney, Stephen Quinn gave a brief overview stating when Mauldin & Jenkins, LLC were initially selected, he believes it was by RFP at least ten years ago.

F. Discussion of a resolution authorizing the renewal of the City Services Agreement with the Clarkston Community Center.

City Manager, Shawanna Qawiy presented a brief overview stating the agreement dedicates the use of space for the City, residents, and businesses at no cost to the City. However, the City is charged on a quarterly basis, which will add up to an annual amount of \$10,000.

The Council briefly discussed the contract with concerns of using the funds for the center during COVID while the City is currently closed and the City meeting virtually.

Ms. Qawiy will discuss the contract with the center to inquire about the usage of the center.

G. Discussion to allocate \$10,000 of the ARPA funds to purchase COVID rapid tests and distribute them to Clarkston residents.

Councilmember Carroll mentioned how hard it is to find rapid COVID tests to take at home and how it can prevent spreading of the virus if citizens know their status. He presented further explanation, and recommended allocating at least \$10,000 of the ARPA funds to purchase COVID rapid tests and distribute them to Clarkston residents.

The Council briefly discussed and Councilmember Johnson stated she conducted research with the Dekalb Board of Health and could receive about 8,970 tests, two per household in Clarkston and it would be more than \$10,000. She also recommended the City employees receiving tests as well. Councilmember Johnson recommended \$20,000 just to make sure there are enough funds.

The Council continued their brief discussion.

City Manager, Shawanna Qawiy presented a brief overview of an organization Cetrix that provides COVID rapid tests to municipalities. The tests are currently sold out, but the city can back order for two weeks but if staff orders tomorrow, they will be shipped by the end of January. She also stated she would work with Councilmember Johnson to work towards ordering the tests from the Board of Health.

H. Discussion of a resolution to declare that emergency conditions related to COVID-19 necessitate holding City Council meetings by teleconference.

This item was discussed at the Special Called City Council Meeting on January 4, 2022 at 6:50 p.m.

7. EXECUTIVE SESSION

A. Discussion of a legal matter

*The City Council entered Executive Session at 8:18 p.m.*

*The City Council exited Executive Session at 9:20 p.m.*

8. ADJOURNMENT

The Work Session adjourned at 9:22 p.m.