



*Mayor Beverly Burks*

*Councilmembers:*

*Jamie Carroll*

*Laura Hopkins*

*Awet Eyasu*

*Yterenickia Bell*

*Debra Johnson*

*Susan Hood*

*Shawanna Qawiy, Interim City Manager*

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**Tuesday, January 25, 2022 7:00PM**  
**ZOOM**

## **CITY COUNCIL WORK SESSION MINUTES**

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

### **2. ROLL CALL**

All members of the City Council were present.

### **3. WORK SESSION – RESIDENT COMMENT POLICY**

Mayor Burks read the Resident Comment Policy.

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

There was no presentation or administrative business discussed.

### **5. OLD BUSINESS**

There was no new business to discuss.

### **6. NEW BUSINESS**

#### **A. Discussion to appoint a new City Clerk.**

Interim City Manager, Shawanna Qawiy stated the position of City Clerk is vital to the efficient administrative operations of the City of Clarkston and plays a significant role in ensuring continuity of service to the citizens of the City of Clarkston, Mayor and City Council. With mayor and council approval Tomika Lewis will be appointed as the full time permanent City Clerk to perform the codified and assigned dues associated with said position.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

#### **B. Discussion to appoint a new Planning and Zoning Board Member.**

Interim City Manager, Shawanna Qawiy stated a vacancy on the Planning and Zoning Board became open due to a former board member running for an elected office. The vacancy permits the Mayor and City Council to make a recommendation to fill the vacant position on the Planning and Zoning Board that will expire on December 31, 2022.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.



**C. Discussion to re-appoint Dean Moore to the Clarkston Historic Preservation Commission.**

Interim City Manager, Shawanna Qawiy stated the Historical Preservation shall consist of three (3) members, two (2) appointed by the City Council and one (1) appointed by the mayor. All members shall be residents of Clarkston. Members shall serve three (3) year terms. Members may not serve more than two (2) consecutive terms. Initial appointments are: one (1) member for one (1) year to be appointed by the mayor; one (1) member for two (2) years, appointed by the City Council; and one (1) member for three (3) years, appointed by City Council.

The mayor has appointed the one (1) year term that has been extended to the three (3) years term. City council shall review to discuss the reappointment of the member of the initial two (2) years term to the three (3) years term. The initial three (3) years term is slated to expire in July 2022.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

**D. Discussion of alcohol license for Olympic Café D/B/A Abyssinia Café and Restaurant at 926 Montreal Road, Ste. 3E, Clarkston, GA 30021.**

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a restaurant to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 926 Montreal Road Ste. 3E Clarkston, GA 30021.

The new owner of the Abyssinia Café and Restaurant located at 926 Montreal Road, Suite 3E has made application for an alcohol beverage, license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.



- E.** Discussion of alcohol license for Thulungbros LLC D/B/A Chevron Food Mart at 1109 Montreal Road, Clarkston, GA 30021.

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change alcohol license application for a convenience store to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 1109 Montreal Road, Clarkston, GA 30021.

The new owner of the Chevron Food Mart located at 1109 Montreal Road has made application for an alcohol beverage license for Beer/Wine/Malt Beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- F.** Discussion of alcohol license for Samaira Investment, Incorporated D/B/A Chevron Food Mart at 3635 Church Street, Clarkston, GA 30021.

Interim City Manager, Shawanna Qawiy stated the Alcohol Review Committee (ARC) has received and reviewed an ownership change application for a convenience store to sale Beer/Wine and Malt Beverages. The location to be considered for this alcohol beverage license is 3635 Church Street, Clarkston, GA 30021.

The new owner of the Chevron Food Mart located at 3635 Church Street has made application for an alcohol beverage license for Beer/Wine/Malt beverages sale. All required inspections have been performed and the required background check has passed. The city's code compliance officer has reviewed the application and has measured the location and found it does meet minimum distances as defined by the Code.

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

- G.** Discussion to allocate \$30,000 in ARPA funds to the Healthy Community Clarkston Outreach Initiative submitted by the Veteran's and Community Outreach Foundation, Incorporated.

Victor Johnson gave a brief presentation of the Healthy Community Clarkston Outreach Initiative and expressed the needs of the foundation and what the foundation provides to Veteran's.



Mayor Burks stated Mr. Johnson will follow-up with a MOU for this item.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- H.** Discussion to allocate ARPA funds to offer Clarkston homeowners assistance with home repairs and/or weatherization not to exceed \$5,000 for each household.

Councilmember Johnson gave a brief explanation for requesting homeowners' assistance for home repairs and/or weatherization using ARPA Funds in an amount not to exceed \$5,000.

City Attorney, Stephen Quinn recommended the City advertise a Bond for a weatherization contract.

The Council briefly discussed this item.

The City Council recommended voting on this item at the February 1, 2022 City Council Meeting.

- I.** Discussion of SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to discuss the RFPs submitted for the SPLOST 09 Professional Engineering Services for Mell Avenue Crossing Multi-Leg Intersection Safety and Operational Improvements project.

The City of Clarkston requested proposals from qualified engineering design firms to provide engineering design, environmental and utility permitting, right of way plans, surveying, construction plans/specifications, bid documents /manual, and related traffic safety and operational improvements at the Mell Avenue CSX Crossing and adjoining Church and East Ponce de Leon multi-leg intersection.

POND & Company and Volkert, Incorporated are the two (2) prime companies that submitted RFPs for the city's review.

The Council briefly discussed this item.

Larry Kaiser and Ms. Qawiy recommended selecting POND for the Professional Engineering Services contract.



**J.** Discussion of change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to discuss the change order for SPLOST 04 B & C Pedestrian Enhancement Trailhead and Rowland Street mailbox replacement project. The City is responsible for replacing all of the streetscape mailboxes in perpetuity per the agreement the city has with all residents and business owners on Norman Road and East Ponce de Leon Avenue. The cost to remove, install and/or replace the mailboxes on Norman Road and East Ponce de Leon Avenue is \$9815.00

The Council briefly discussed this item.

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

**K.** Discussion to appoint council members to the Standing Advisory Committees: Public Safety and Legal Committee; Transportation and Environment Committee Housing and Infrastructure Committee; Community Development Committee; Equality, Inclusion, and Opportunity Committee Marketing and Civic Innovation Committee.

The Council briefly discussed this item.

Mayor Burks stated the item was to discuss appointing council members to the Standing Advisory Committees.

**Public Safety and Legal Committee**

Chair: Yterenickia Bell

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Jamie Carroll, and Mayor Beverly Burks

**Transportation and Environment Committee**

Chair: Awet Eyasu

Vice-Chair: Laura Hopkins

Members: Susan Hood and Jamie Carroll

**Housing and Infrastructure Committee:**

Chair: Jamie Carroll

Vice-Chair: Laura Hopkins

Members: Yterenickia Bell, Debra Johnson, and Mayor Beverly Burks



**Community Development and Civic Innovation Committee:**

Chair: Debra Johnson

Vice-Chair: Yterenickia Bell

Members: Awet Eyasu and Mayor Beverly Burks

**Business and Economic Development Committee**

Chair: Susan Hood

Vice-Chair: Yterenickia Bell

Members: Mayor Beverly Burks and Debra Johnson

**Equality, Inclusion, and Opportunity Committee:**

Chair: Laura Hopkins

Vice-Chair: Awet Eyasu

Members: Debra Johnson, Yterenickia Bell, and Mayor Beverly Burks

The City Council recommended placing this item under Consent Agenda on the February 1, 2022 City Council Meeting agenda.

- L. Discussion to appoint members to the Early Learning Task Force; Youth Advisory Council; Senior Resident Advisory Committee; Police Community Task Force; Preventive Health Task Force; Public Art Advisory Committee; and Charter Review Committee.

Interim City Manager, Shawanna Qawiy stated the purpose of this item was to appoint members to community council and tasks forces in the City of Clarkston.

**Early Learning Task Force: 1-year Term (January 2022 – January 2023)**

Liaison: Awet Eyasu and Jamie Carroll

Members:

**Youth Advisory Council**

Liaison: Awet Eyasu and Yterenickia Bell

Members:

**Senior Resident Advisory Committee**

Liaison: Mayor Beverly Burks, Debra Johnson and Susan Hood

Members:

**Police Community Task Force**

Liaison:

Members:

**Preventive Health Task Force**

Liaison: Laura Hopkins, Yterenickia Bell, Debra Johnson, and Mayor Beverly Burks

Members:



**Public Art Advisory Committee**

Liaison: Susan Hood and Laura Hopkins

Members:

**Charter Review Committee**

Councilmember Hood recommended postponing the Charter Review Committee for one year.

**M. Discussion of City Council and Staff Retreat.**

Interim City Manager, Shawanna Qawiy stated there are new visions and goals for the City and formulate a strategic plan to move forward and accomplish the goals for the upcoming year. She also stated annually city management, city department heads and the mayor and city council convene at a location to discuss the mission and goals of the city. This meeting/workshop allow leadership to review accomplishments from the previous year and to establish program goals and strategies for the upcoming year.

The City Council recommended hosting the City Council and Staff Retreat on March 11, 2022. The logistics of the retreat will be handled by staff.

The Council will email the agenda items to Interim City Manager, Shawanna Qawiy.

**7. ADJOURNMENT**

The meeting adjourned at 10:00 p.m.