



**CITY OF RICHMOND HILL
WORKSHOP OF THE MAYOR AND COUNCIL**

**Tuesday, February 21, 2023
6:00 P.M.**

**City Hall Council Chambers
40 Richard Davis Drive
Richmond Hill, Georgia 31324**

Present from City Council: Russ Carpenter, *Mayor*; *Councilmembers:* Kristi Cox, Robbie Ward, Les Fussell, and Steve Scholar

Staff Present: Chris Lovell, *City Manager*; Nathan Clark, *Assistant City Manager*; Dawnne Greene, *City Clerk*; Derrick Cowart, *Finance Director* and Donna Wood, *Human Resource Director*

Mayor Carpenter called the meeting to order at 6:00 P.M. Councilmember Cox gave the invocation. The Pledge of Allegiance was led by Councilmember Ward.

Historic Preservation Presentation from Ethos Preservation and Discussion
Ethos Preservation provided a general overview of the historic preservation process and the City's historic district. Discussion touched base on adaptive restoration versus historic preservation, funding options and the Community House feasibility study.

Upcoming Agenda Items

- a. Budget amendment (FY 2022) – no questions / concerns
- b. Fire Fund budget amendment (FY 2023) – no questions / concerns
- c. Second Reading of an Ordinance of the Mayor and Council of Richmond Hill, Georgia amending the Code of Ordinances of The City of Richmond Hill, Georgia, **Chapter 22 – Businesses, Article III – Roadside Sales**; for the purpose of revising Mobile Vending Regulations; to repeal conflicting ordinances; to provide for an effective date; and for other purposes – no questions / concerns

HUMAN RESOURCES

- a. Proposed holiday change to Employee Handbook – council was provided with options; City Manager requested feedback be provided from council

ADMINISTRATION

- a. Special event permitting – council was provided an overview of the current

situation; City Clerk will prepare a special event permit policy to include alcohol to be reviewed at an upcoming workshop

ASSISTANT CITY MANAGER

- b. Community House architect contract – council was provided the recommendation from Staff to contract Lynch Associates Architects for the Community House project because of their award-winning adaptive reuse and preservation expertise; no discussion / concerns

- c. Infill development zoning district overlay update – council was provided an updated version of the infill development zoning district overlay based on previous discussion and recommendations from council; no discussion / concerns

CITY MANAGER

- a. Retirement plan benefit study – council was provided a brief overview of a potential benefit that could be added to the retirement plan; City Manager asked council to review and provide feedback (if any)

- b. Purchase of pump for Mainstreet Lift station – council was provided the recommendation for a new pump; no question / concerns regarding the pump but council did request information regarding the odor control mechanism installed there

- c. Revised plan for Timber Trail/Live Oak Drive curb inlet – council was provided with a revised plan and gave consensus to proceed


NEW BUSINESS FOR DISCUSSION

- a. Residential pet sitter ordinance – discussion focused on an overview of the residential pet sitter occupation, the number of pet sitters currently in Richmond Hill and if any measures should be taken to provide more regulation or oversight; council was asked to review and provide feedback/direction for staff


- b. Donation from Tree Fund to Coastal Bryan Tree Foundation – there was no discussion at this time

There being no further business, the meeting adjourned at 7:10 P.M. in a motion by Councilmember Scholar. Motion was seconded by Councilmember Cox. Motion carried in the affirmative by all.

Attest:



Russ Carpenter
Mayor



Dawnne Greene
City Clerk



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February 21, 2023 | 6:00 P.M.

CITY COUNCIL SPECIAL CALLED MEETING MINUTES

Present from City Council: Mayor Russ Carpenter and *Councilmembers:* Kristi Cox, Les Fussell, and Steve Scholar

Approval of Caitlin Hawkins for an alcohol license to sell beer, wine, and liquor for on-premises consumption only at **Richmond Hill City Center** located at 500 Cedar Street

Councilmember Cox a motion to approve Caitlin Hawkins for an alcohol license to sell beer, wine, and liquor for on-premises consumption only at Richmond Hill City Center located at 500 Cedar Street. The motion was seconded by Councilmember Scholar. Motion carried in the affirmative by all.

No further business was addressed during this special called meeting.

Attest:

A blue ink signature of Russ Carpenter, written over a horizontal line.

Russ Carpenter
Mayor

A blue ink signature of Dawnne Greene, written over a horizontal line.

Dawnne Greene
City Clerk