



CITY OF DAHLONEGA

Work Session Minutes

January 16, 2020 4:00 PM

<p>PRESENT Mayor Sam Norton Council Member Roman Gaddis Council Member Mitchell Ridley Council Member Ron Larson Council Member JoAnne Taylor Council Member Helen Hardman Council Member Johnny Ariemma</p>	<p>PRESENT City Manager Bill Schmid City Clerk Mary Csukas Director Melody Marlowe Director Kevin Herrit Director Mark Buchanan</p>	<p>Present City Attorney Doug Parks Director Shannon Ferguson DDA Program Assistant Cari McDuffie Tourism Director Sam McDuffie</p>
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OPEN MEETING

Open Meeting at 4:02 pm.

Mayor Norton amended the agenda to move Parking Meters to number 8 in the agenda lineup (This item will be number 9 due to the addition of the Tourism Boards Monthly Report) as Council Member Larson must leave the Work Session early for Class at UNG.

BOARDS AND COMMITTEE'S:

1. Tourism Board, Sam McDuffie, Director (New reoccurring monthly report)
 - Tourism dash board and social media calendar are done in-house,
 - We had increase in newsletter of 8452 which is a 400% increase
 - Publicity recap 125 editorial with a placement of 445 mil.
 - Council Member Hardman was informed the pineapple still doing PR
 - State Capitol 9:30 am kick off to tourism with the Mayor
 - Chamber Banquet is Friday at R-Ranch
2. Downtown Development Authority, Shannon Ferguson, Executive Director
 - The GEMS and DCA accreditation application have been submitted
 - Council Member Taylor stated that the new format of the report was favorable.
 - Council Member Ariemma was informed no master plan was in place at this time.
3. Main Street Program, Carolyn McDuffie, Main Street Project Coordinator
 - Volunteers were used for 30 staff hours during Christmas celebrations
 - Mayor Norton informed Council that the Christmas Lights have been taken down by Public Works

DEPARTMENT REPORTS:

4. Marshal's Department Report - December 2019, Jeff Branyon, Marshal
 - Year-end 2019 showed 421 calls from 911
 - Shop with a Cop was an invite by the Lumpkin County Sheriff's Office, Christmas shop for needy families. Shopping was a great event with the families

- ADD in our vehicles and narc-am available in downtown- Johnny
 - Newsletter by DDA alert to the citizens
 - News blast about Narcan
5. Community Development Department Report – December 2019, Kevin Herrit, Director
 - Software agreement for permitting to allow for better access to permitting.
 - Business license was mainstreamed this year with only 1 outstanding company
 6. Financial Services Department Report – December 2019, Melody Marlowe, Finance Director
 - Software conversion begins next week to learn our system for conversion to their system.
 - License plate reading is an annual software fee
 7. Public Works Department Report - December 2019, Mark Buchanan, PW Director/City Engineer
 - Accounts Payable Clerk, Angi McDonald is thanked for tireless work in the procurement process and Public Works commends her for a job well done.
 - Road resurfacing of the city's roughly 35 miles is based on the staff-created Road Improvement Plan. Worst rated roads are rated by staff and reported to GDOT for LMIG funding.
 8. Water & Wastewater Treatment Department Report - December 2019, John Jarrard, Water Wastewater Treatment Director

No information outside of the monthly report.

ITEMS FOR DISCUSSION:

9. 2020-06: Parking Meters, Doug Parks, City Attorney
 - An ordinance to allow the installation and regulation of parking meters in the City of Dahlonega. Ordinance 2020-06: Parking Meters
 - Council Member Taylor was informed that pricing of the parking tickets was subject to change per the Ordinance.
 - City Manager Schmid stated that parking meters are just one tool in the parking plan.
 - Council Member Ridley stated that parking meters are an opportunity to gather data for our parking plan.
 - Council Member Larson stated that the Downtown Development Authority have been part of the Cities parking meter plan and all parties understand that parking meters will not impact our Square at this time. Parking meters are a toll to assist with our parking issues.
 - It is time to try something for parking, we cannot afford a parking deck. We need to find a grant or other money avenues to help with making the garage.
 - Council Member Ariemma reminded Council and Mayor that we have a large parking garage at University of North Georgia as another tool in our parking plan.

Mayor Norton suspended the meeting at 4:46 p.m.

Mayor Norton re-convened the meeting at 4:50 p.m.

10. FY2019 Budget Amendment, Melody Marlowe, Finance Director
 - The FY2019 Original budget was approved on August 16,2018. It is recommended that Council approved the year-end budget amendment as presented.
11. Report on Hotel-Motel Tax Review, Melody Marlowe, Finance Director
 - The Ordinance may be adjusted to reflect changes in interest charged.
 - A review of Hotel-Motel Tax was recently completed to ensure accuracy and to identify errors or omissions that resulted in deficient payment to the City's Finance Department.

12. Amendment of Personnel Management System Policies, Melody Marlowe, Finance Director

- An amendment of the City of Dahlonega Personnel Management System Policies is necessary to reflect changes to City and employee contributions toward the cost of health insurance. The City offers health care coverage to employees, and the cost is shared between the City and employee. The cost share for 2019 was 90%/10% (City/employee) for employee coverage and 85%/15% (City/employee) for dependent coverage. The allocation changed for 2020 for dependent coverage to 80%/20% (City/employee). The City continues to pay 90% of employee coverage.
- The policy change shifted an additional share of the cost for dependent coverage to the employee. It is recommended that Council approve the amendment to Personnel Policies to include a general statement that the Employee shares in the cost of health insurance. Specific percentages are removed to allow for flexibility in future years
- Director Marlowe informed Council that early retirement was offered two years ago, and 2 employees accepted.

13. Amendment of Flexible Benefits Plan, Melody Marlowe, Finance Director

- Flexible benefit plan document for pretax-ed dollars for the IRS.

14. Ford F-550 Service Truck with Telescopic Crane, Mark Buchanan, Public Works Director

- This item includes Staff's recommendation to award the bid to the vendor Nichols Fleet Equipment Co., In the amount of \$127,769.00. The budgeted amount is \$135,000.00. Eight bids were received ranging from a low of \$115,000.00 to a high of \$132,468.00. Nichols Fleets Equipment Co., Inc. was selected at the amount above. The Ford F-550 will replace a truck in service for over 30 years.
- Staff recommends the following: Award of project #2020-008 Ford F-550 Service truck with Telescopic Crane to Nichols Fleet equipment Co., Inc

15. 2020-08: Short-Term Rentals, Kevin Herrit, Director, AICP, EDFP

- Ordinance 2020-08 is to regulate short term rentals and was addressed in 2018 for specific issue. The City Attorney Parks has drafted some changes to the original draft of the Ordinance
- Currently Legislature has a bill for Airbnb in this session.
- Council Members discussed the need to address issues that arise from Short Term Rentals:
 1. Protection of Neighborhoods / covenants
 2. Parking issues
 3. Hotel and Motel taxes
 4. Identity Crisis from Historic to Vacation Rentals
 5. Noise Control
 6. Garage apartment are a separate issue
 7. Out force the enforcement of short-terms rental if needed

Mayor Norton informed Director Herrit and City Manager Schmid to move this ordinance forward.

ADJOURNMENT

Mayor Norton adjourned the Work Session at 5:25 p.m.