



# CITY OF DAHLONEGA

## Work Session Minutes

### February 18, 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            Director John Jarrard</p>	<p>Present            City Attorney Doug Parks            Director Shannon Ferguson            DDA Program Assistant Cari McDuffie</p>
---	---	--

#### OPEN MEETING

Mayor Norton opened the Meeting at 4:00 p.m.

#### BOARDS AND COMMITTEE'S:

1. Cemetery Committee, Chris Worick, Cemetery Committee Chairman
  - Ms. Patricia Turner swearing-in will be this evening during the cemetery committee meeting. The cemetery committee needs an At-Large member
2. Downtown Development Authority – January 2020, Shannon Ferguson, Executive Director,
  - Special Called Meeting, Thursday, February 20th to promote the Head House and Kindergarten property through a consultant.
  - We identified Three key events with challenges and opportunities: App Jam and Christmas lighting and the Farmers Market.
  - The Farmer Market –Eliminate the Tuesday market, relocate the farmers market to Enota Road, implement a two-strike policy, monthly fee schedule with no early departure, possible fee waivers, and a plan is to outsource the Farmers Market to a third-party vendor as opposed to the Main Street staff.
    - Mayor Norton had concerns with the lack of shade on Enota concerning the farmer's tents.
    - Council Member Larson advised partnering with the educational community as an opportunity for the Farmers Market.
    - Council Member Taylor advised the use of signage to advertise the Farmers better.
    - Council Member Ridley asked to keep the Farmers Market informed of these ideas. Director Ferguson stated that at the Annual Meeting this year the possible changes will be outlined
  - AP Jam – While this event is vital to the downtown, we have identified a few cost-saving changes that will allow this event will stay strong.
    - Risk Management issues
    - Possible input into the design as the City funds it at \$1000 a year.

3. Main Street-January 2020, Carolyn McDuffie, Main Street Project Coordinator
  - Arbor Day rain or shine is set for Monday, February 24th, at 3:00 p.m. to plant the first dogwood tree. In case of rain, a tent will be available for attendees.
  - Pre-event Meeting with Arts & Wine, Bear on the Square, Literary & Science Festival events to ensure we have all the information as needed. Mayor Norton asked that we enhance AP Jam as it is vital.
4. Tourism Board - January 2020, Sam McDuffie,
  - Tourism Director Sam McDuffie was unable to attend today due to pressing tourism duties, but he is always available for input.

**DEPARTMENT REPORTS:**

5. City Marshal's Report - January 2020, Jeff Branyon, Marshal
  - The owners of the dilapidated structure on Silver Ridge received a consent order to clean the property. The family took control and cleaned the property without city intervention. The Mayor stated that the work done was a marked and noticeable improvement to the area.
  - Johnny Ariemma asked if the tools were in place to assist the Marshal's office. Marshal Branyon stated that through budget funding and ordinances, the department is in order.
  - Marshal Branyon informed Council that priority is structures that are most likely a danger to the Citizens; Ordinance 2019-14, dilapidated structures will provide the Marshals with this right.
  - Marshal Branyon informed Council that Lex-Pro is assisting with the creation of the polices manual that will ready for Council review soon.
  - Council will discuss the Marshal's department at the upcoming Council retreat.
6. Community Development – January 2020, Kevin Herrit, Director
  - The database for Open Gov online permitting will be completed soon, and the expected go-live date is the end of March.
  - Council discussed the need for the City Manager and Director Herrit to streamline the HPC and Zoning process to allow for a smaller timeline for completion.
  - A Downtown Authority is considering the creation of a Downtown Master Plan.
  - The Downtown Hotel is following the consent order as directed, and we have no problems at this time. No information on the franchise for this hotel has given to the City. The side street repair will begin once the Hotels Certificate of Occupancy as been issued.
7. Financial Services Department Report – January 2020, Melody Marlowe, Finance Director
  - BSA software conversion is on track with all associated third-party vendors
8. Public Works Department Report – January 2020, Mark Buchanan, PW Director/City Engineer
  - Staff will complete the sanitary sewer line work project in the Dairy Queen area. Dairy Queen will shut down for 6 hours on Tuesday, starting around 9:00 a.m. This sewer line is part of the Main system. The work will include encasing the pipe in the water and a slight change in the flow process in the river near Dairy Queen. The time and place for the tree removal of this project can be found through our social media.
  - Council was informed that an ordinance is in place to remove trees from the sidewalk, and the city staff handles overhanging limbs that are in the right-of-way.
9. Water & Wastewater Treatment Department Report January 2020, John Jarrard, Director
  - The recent rain topped 14 inches, which reiterates the need for a rider on manholes in the future. Our water flow problem, with the use of the correct manholes, can be resolved.

## ITEMS FOR DISCUSSION:

10. Property Manager Request for Additional Water Charge Write-Off, Gordon Copeland, Chestatee Real Estate
  - Mr. Copeland asked the City for assistance with a water bill from one of his rental properties. The City policy allows for an adjustment of one half of the total of the water bill, the water bill at this property was \$3344.00, so we gave him an adjustment of \$1641.00 & \$360.00. A water bill is the responsibility of the person on the account only, whether it is a tenant or owner of the property. The City's responsibility per state law is with the account owner only.
  - Mr. Copeland, the rental agent, was not informed by the tenet of the original leak on November 28th and December 13th. At the beginning of January, the City reported the water leak issue to Mr. Copeland, and he did not locate a leak until three weeks later.
  - Council discussed the issue and presented the following:
    - What will the property owner pay?
    - Why wasn't the water issue not noticed from the original leak in Nov until the end of January?
    - Other citizens have had this same issue in town with only a 50% refund.
    - An amount that the landowner is willing to pay.
    - Full payment must be made on the bill.
  - The City will allow a twelve-month payment plan for the remaining bill, which is \$2000.00.
  - The Tenant must agree to pay the bill as follows; \$500.00 by each party within 30 days- Owner, Management company, Tenant, and a City adjustment. We will move this item to the March 19<sup>th</sup> Work Session unless a resolution found before the March Work Session.
11. Ordinance 2020-07: An Ordinance to include regulations and procedures for mobile food service, Doug Parks, City Attorney
  - Mobile food vendors are only allowed with special events and festivals. The application for an event will now have a section about mobile food trucks to allow for a permit.
  - Main Street agrees that this is a sound ordinance that shows best practice.
  - The Public Works Department, with the use of the size of our streets, determined the allowable mobile food truck size for events. If a size issue arises the day of an event, the Main Street Manager will make a decision.
  - This item will be moved to the next Council Meeting for a vote.
12. Ordinance 2020-11: Parades, Assemblies, Demonstrations and Rallies in Public Places
  - Bill stated that the Ordinance would be part of the discussion at the Council Retreat.
13. Resolution opposing HB 302, HB 937 and SB 172, JoAnne Taylor
  - Resolution opposing HB 302 and SB 172 will be on the Council Meeting in March 2020 for a possible vote.
14. Zoning Map Quarterly Review, Director Herrit and City Manager Schmid
  - The updated zoning map will be presented to the Planning Commission for approval and then to the Council. This zoning map will go to the April meeting, not March meeting, to allow for the completion of needed text amendments.
  - The Mayor inquired into existing applications for zoning issues and any delays due to the updating of the zoning map. Director Herrit stated that this should not be a hindrance.
  - An update on the Squirrel Tail and Crown Mountain applications showed the information did not meet the state requirements. The consultants did not follow state law and City ordinance. Both can reapply.
15. Public Notice Meeting Dates – Work Session, Mary Csukas, City Clerk
  - Council is proposing the move of the Thursday Work Session to the third Monday of each month; there is no hindrance to other meetings at this time.
16. Contract Award Recommendation – Project #2020-005 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer. Council discussed the need to ensure that this low bid of \$60,000 from Colditz Trucking Inc was not from a substandard vendor. Director Buchannan assured Council that this vendor has been used many times on other projects and is a premier contractor.

17. LMIG Project #2020-001 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer. The contractor, Colditz Trucking Inc, winning bid was \$110,000 to resurface sidewalks in downtown. This a grant-funded project from GDOT.
18. Contract Award Recommendation - Project #2020-010 Barlow Road Improvements, Mark Buchanan, Engineer. The winning bid was with Townley Construction at \$228,764 for road improvement on Barlow Road.

**COMMENTS – PLEASE LIMIT TO THREE MINUTES**

City Manager Comments – City Hall access will be temporarily relocated to Building B for the next three days to allow for tile work in the Lobby.

Mayor Comments – Mayor Norton thanked the Staff for the time and effort it took to present thier monthly reporting and reminded everyone that we would be at a planning session in Milledgeville starting this Thursday through Saturday.

**ADJOURNMENT**

The Meeting was adjourned at 6:04 p.m.