



CITY OF DAHLONEGA

Council Meeting Minutes

November 04, 2019 6:00 p.m.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

PRESENT Mayor Sam Norton Council Member Bruce Hoffman Council Member Helen Hardman Council Member JoAnne Taylor Council Member Mitchel Ridley Council Member Roman Gaddis Council Member Ron Larson	PRESENT City Manager Bill Schmid City Clerk Mary Csukas Director Melody Marlowe Director Mark Buchanan Director Kevin Herrit Superintendent John Jarrard	Present City Attorney Doug Parks Director Shannon Ferguson Tourism Director Sam McDuffie Cemetery Chair Chris Worick
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CALL TO ORDER AND WELCOME:

Mayor Sam Norton Called the Regular Council Meeting to order at 6:00 p.m.

Mayor Sam Norton welcomed a group of Political Science Students attending the City Council Meeting as a class exercise for the University of North Georgia.

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG:

Mayor Norton asked City Manager Bill Schmid to lead the Council in prayer and Council Member Ron Larson to lead the Council in the pledge of allegiance

APPROVAL OF AGENDA:

Mayor Norton called for a motion to amend the agenda to include City Clerk Comments.

Motion made by Council Member Taylor, Seconded by Council Member Hardman

Voting Yea: Council Member Hoffman, Council Member Larson, Council Member Ridley, Council Member Gaddis, Council Member Taylor, Council Member Hardman

PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES:

No Public Comments-

APPROVAL OF MINUTES:

Mayor Sam Norton called for a motion of approval of all five Meeting Minutes presented with no changes.

Motion made by Council Member Larson, Seconded by Council Member Taylor.

Voting Yea: Council Member Hoffman, Council Member Hardman, Council Member Ridley, Council Member Gaddis, Council Member Larson, Council Member Taylor

- a Council Meeting Minutes 09.03.19
- b Special Called Meeting Minutes 09.05.19
- c Council Work Session Meeting Minutes 09.19.19
- d Special Called Meeting Minutes 09.19.19
- e Called Meeting Minutes 09.30.19

RECOGNITION:

a. Cemetery Committee Application - Patricia Turner

Mayor Sam Norton addressed and recognized the importance of a volunteer for sitting on a Committee and sees this effort as the highest form of commitment. Mayor Norton asked Ms. Patricia Turner to please come forward and be sworn into office by City Clerk Ms. Mary Csukas.

City Clerk Ms. Csukas administered the oath of office to Ms. Patricia Turner as a non-voting member of the Cemetery Committee. Ms. Turner was presented with a plaque for her willingness to server as a member of the Cemetery Committee.

Mayor Sam Norton thanked Ms. Turner for her willingness to serve on this committee and asked that she come forward and have a picture taken with the Council.

b. Recognition Tony Owens - Downtown Development Authority Board

Mayor Sam Norton recognized Tony Owens, owner of the Fudge Factory, for his ten years of service to the Downtown Development Authority Board as both a Member and Chairman. His dedication is shown by a sacrifice from family and friends to meet with members of the DDA Board to make the City of Dahlonega a great place to work and live.

We will record and recognize Tony Owens for his faithful service to the Dahlonega Downtown Development Authority Board in abstention and award him a plague for his ten years of service as a DDA member and Chairman.

OLD BUSINESS:

1 Landlord Program

Melody Marlowe, Finance Director

The Landlord Program, presented at a few previous Work Sessions, is in the final draft for Council to review. This Landlord Program will allow the City of Dahlonega to keep the water at a rental property on during the transition of tenants and be aware of the payer of this bill.

Once the new tenant is in place, the water service will be put into their name, and all fees associated with will be their responsibility, not the owner of the property. This is a change in the prior agreement and is being presented by Staff for Council approval.

Melody Marlowe, Finance Director

Motion made by Council Member Ridley, Seconded by Council Member Gaddis.

Council Member asked Finance Director if the owner of the rental property would ever be charged a fee for water service being turned on or turned off at the property. Finance Director Marlowe stated that the owner would be responsible at the conception of the rental property having the water turned on the first time; the new owner of the rental property is responsible for these fees.

Voting Yea: Council Member Hoffman, Council Member Hardman, Council Member Taylor, Council Member Ridley, Council Member Gaddis, Council Member Larson.

NEW BUSINESS:

2 2020 Meeting Dates Public Notice

Mayor Norton stated that the 2020 Meeting Dates Public Notice, once approved, will be published so that we meet the requirement of Georgia Open Meeting requirements by having these dates available for public viewing.

Motion made by Council Member Gaddis, Seconded by Council Member Hardman.

Voting Yea: Council Member Hoffman, Council Member Hardman, Council Member Taylor, Council Member Ridley, Council Member Gaddis, Council Member Larson

3 Georgia Power Roadway Lighting Contract -Mark Buchanan

Director Mark Buchanan informed Council that Georgia Power is establishing LED Lighting through the State of Georgia at no cost to the city. Director Buchanan stated that Staff is asking for Council approval of the attached contract for the LED Roadway Lighting that will reduce our current billing by \$300 a month.

Mayor Norton asked for a motion to execute the Georgia Power Led Roadway Lighting Contract.

Motion made by Council Member Hoffman, Seconded by Council Member Taylor.

Council Member Taylor inquired if the LED Lighting will be facing down. Director Buchanan stated that LED is more friendly with light pollution and will show towards the roadway and not towards the sky.

Mayor Norton informed Council that City Manager Schmid and Director Buchanan worked with Georgia Power to reduce the temperature of the light by a reduction in the blue Lighting. Blue lightning or white light is not conducive to a Historic District.

Director Buchanan informed Council that Georgia Power had placed three different styles around town for Council to see the concept in motion. Director Buchanan asked that Council speak with him after the meeting so he may point out the areas with the new style of light.

Mayor Norton stated that one of the lights is set up at the Corner of Zaxby's Restaurant next to an old-style, and Director Buchanan noted that another of the lights are set up outside of City Hall and the Jones Brick House next to Subway.

Mayor Norton stated the LED Roadway Lighting Contract had been a yearlong project to ensure that the City has the best Lighting for our town.

Voting Yea: Council Member Hoffman, Council Member Hardman, Council Member Taylor, Council Member Ridley, Council Member Gaddis, Council Member Larson.

DEPARTMENT REPORTS:

4 Community Development Department Report – Kevin Herrit, AICP, EDFP

Director Kevin Herrit department report stands as submitted. In addition to this report now includes an update on the Main Street Hotel. During our Monday meeting with contractors at the Main street hotel, we were informed of the progress of the hotel; brick and concrete work will be completed in the next three weeks.

Council Member Larson inquired if the hotel had topped out at this time, and Director Herrit informed Council that the elevation would also include another floor.

5 Downtown Development Authority Department Report September 2019 - Director Shannon Ferguson

Main Street Department Report:

- The DCA report for the previous month showed 22 events in our town with over 50,000 attendees and 245 volunteer hours.
- Holiday Decorating kicked off in the Square today.
- We have a pre-event meeting scheduled for tomorrow with the Old Fashion Christmas Event.
- The Veterans Day Music Festival begins this Saturday and includes a parade and a 5-K.
- The Thanksgiving Farmers Day Market will take place on Tuesday, November 26, 2019
- The Lighting of the Square will be on November 29 and will include food trucks, which will continue Friday and Saturday throughout the Holiday Season at Hancock Park.
- Shop Small Saturday will begin on Saturday, November 30, which will include the food trucks in Hancock Park.
- We have post events meetings scheduled for this coming week with Gold Rush, the 5-K, and a Sigma Kappa that took place in Hancock Park.
- Ongoing, Cari and I will complete a SWAT analysis of all events in the City of Dahlonega, and we expect this analysis to take nine to twelve months to complete. Our plan is, to begin with, the three significant City-sponsored events and transition into the two large City co-sponsored events and finally the 260 third party events. The goal is finding more strategic ways to assist event organizers in a more efficient and give new opportunities in marketing.

DDA Report Department Report-

- Completed two of the five meetings with my economic development counterparts, the Chamber and Tourism Director.
- I am reviewing the previous parking study and inventory to work on a comprehensive approach to parking in collaboration with Staff and Business Owners.

- Met with the DDA Board except for one Board Member and have a three, six- and twelve-month work plan, which will be used to complete a 30-60-90 work plan for the Board and Council review.
 - Reviewing the business database that needs updating - met with 113 of the 130 members currently in our system.
 - Lumpkin County Tax Digest needed to create a database to inform property owners in the DDA District.
 - Training Opportunity for historic real-estate finance to secure third-party funds for the Head House improvement and to maximize identified tax dollars.
 - Custom banners will be taken out and placed around town appropriately.
- 6 Financial Services Department Report September 2019 - Director Melody Marlowe
No additional information for this report.
- 7 Financial Reports for the Twelve Months Ended September 30, 2019 - Director Melody Marlowe
Twelve month's report, presents preliminary numbers for the last year. Audit report in a few months.
- 8 City Marshal's Department Report September 2019 - Marshal Jeff Branyon
The only addition submitted report is to report the new deputy, Chris Jones, is in place.
- 9 Public Works Department Report September 2019-Mark Buchanan
The Columbarium is out for rebid; the recent bid process did not produce a viable company that fit the bid requirements. The bid process generally takes two months, and we expect to award the bid in February.
- 10 Tourism Board Report September 2019 - Director Sam McDuffie
- October has been an exciting month for Tourism as it has had a very successful tourism planning session. Currently, we are working with our marketing, budgeting, and tourism product committee to work towards a tourism budget by next month in December.
 - The tourism class at UNG is working on two projects in collaboration with the Tourism Board- 2020 Stay Small Stay Local media campaign and Tourism Marketing Research with our tourists. Two episodes of the TV show - Excursion with David Zaleski have been arranged.
 - Destination Tours with a digital map with a QR code to find local and County business.
 - The newsletter is up to 30,000 readers.
- Council Member Larson asked if Old Fashion Christmas has a plan for traffic control this year. Director Ferguson stated she would address this issue at the pre-event meeting with the Old Fashion Christmas Committee.
- 11 Water & Wastewater Treatment Department Report September 2019 - Water Plant Superintendent John Jarrard
We recently found a sewage spill of 11,000 gallons. Repairs were taken care of, and all the appropriate agencies were alerted.
Council Member Taylor asked if there was an issue with algae in the Reservoir at this time. John Jarrard informed Council that the State issued a level one drought, which triggers a waterflood that abetted any algae issues in the Reservoir.
Council Member Taylor called GDOT to discuss the tree issues that overshadow the Chestatee River Bridge.

COMMITTEE REPORTS:

- 12 Cemetery Committee Department Report September 2019
Chris Worick, Cemetery Committee Chair
Two updates to the Cemetery Committee Report:
Fall Cemetery Cleanup with 15 Volunteers was a great success.
1812 Veterans Military Marker Ceremony will take place on Sunday, November 24, with Daughters of the War of 1812 at 2 p.m.

COMMENTS:City Clerk - Four upcoming Events

November 19 - GMRC Fall Event in Cornelia

December 06 - GMA Annual Christmas Event in Dillard

December 12 - Staff Christmas Party at the Smith House

January 23-27th - Cities Unlimited in Atlanta GA

City Attorney-

Director Herrit and the City Attorney Parks are working on projects that will be on the next Work Session agenda.

City Manager-

The new Agenda software program is moving forward with the assistance of City Clerk Ms. Csukas, Director Marlowe, Angi McDonald, and other staff members, and we expect the final application by January.

Roof repairs at City Hall are underway.

Mark Buchanan and Chris York attended the GDOT meeting regarding the traffic circle for North Grove, which includes future sidewalks and Lighting.

Tourism and Chamber bylaws are in discussion at this time with County Manager Stan Kelley.

I am drafting a response letter to GFA and EPD regarding improvements planned by the Water and Sewer Authority.

Council has been invited to tour the new Lumpkin County Library in either late November or early December.

City Council Comments

Council Member Hardman expressed thanks to Director Ferguson for separating the DDA and Main Street Reports. The Destination Report is an excellent asset to the Tourism Department.

Council Member Hoffman thanked Staff for changing the clock for daylight saving time.

Council Member Ridley thanked Council Member Hoffman for working with the Council these last few years.

Council Member Larson noted that the blue tarp around downtown was still in place. City Manager Schmid stated that he would investigate the progress as the Contractor was not meeting the expectation.

Council Member Larson reminded everyone that Election day was tomorrow.

Mayor Norton encourages everyone to participate in local government. Please look at the Christmas decorations around town put up by volunteers who want the town to look beautiful.

ADJOURNMENT:

Motion made by Council Member Hoffman to adjourn the Regular Council Meeting.