



CITY OF DAHLONEGA

Council Work Session Agenda

November 21, 2019 4:00 PM

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.

OPEN MEETING

DEPARTMENT REPORTS:

1. City Marshal's Department Report - October 2019
Jeff Branyon, City Marshal
2. Community Development Department Report – October 2019
Kevin Herrit, Community Development Director
3. Downtown Development Authority Department Report - October 2019
Shannon Ferguson, Downtown Development Authority
4. Financial Services Department Report – October 2019
Melody Marlowe, Finance Director
5. Public Works Department Report - October 2019
Mark Buchanan, PW Director/City Engineer
6. Water & Wastewater Treatment Department Report - October 2019
John Jarrard, Water Plant Superintendent

BOARDS AND COMMITTEE'S:

7. Cemetery Committee October 2019
Chris Worick, Committee Chairman
8. Tourism Board Report - October 2019
Sam McDuffie, Tourism Director

ITEMS FOR DISCUSSION:

9. Flexible Spending Account (FSA) Bank Account
Kimberly Stafford, Assistant Finance Director
10. Ordinance to allow licensed farm wineries to conduct sidewalk wine tastings
J. Douglas Parks, City Attorney
11. Resolution Approving 2019 Municipal General Election and Special Election Results
Doug Parks, City Attorney
12. Proposed Tourism Board Changes to the Bylaws
Bill Schmid, City Manager
13. Water System Projects Update
Bill Schmid, City Manager

COMMENTS

- Clerk Comments
- City Manager Comments
- City Attorney Comments
- City Council Comments
- Mayor Comments

ADJOURNMENT



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title City Marshal's Department Report

Report Highlight Deputy Marshal C. Jones responded to a call for service which resulted in the arrest of a juvenile offender for theft of a motor vehicle and the recovery of the stolen vehicle.

The video cameras installed in September in the downtown area were utilized to identify a trucking company vehicle which caused damage to the sidewalk on South Chestatee Street. The company has been contacted and an invoice has been issued for the damage to city property

Name, Title: Jeff Branyon, City Marshal

Recently Completed:

- For October 2019 the Marshal's Office issued 25 moving violations, 68 parking citations, performed 3 vehicle un-locks, 23 signs removed, 3 sign violations issued, 2 animal complaints, 23 server permits issued, 2 DUI arrests, 1 stolen vehicle arrest, 1 stolen vehicle recovered, 1 mental health patient transport
- Deputy Marshal Chris Jones began employment October 15, 2019.

Underway:

- A 2013 Ford Transit Van has been purchased to replace the Ford Escape used by parking enforcement. Emergency lights and lettering are being scheduled.
- Fourth Quarter alcohol inspections have begun and will be completed by mid-December.

Near Term:

- Planning is underway for security operations for the Old-Fashioned Christmas and First Night events.



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title Community Development – October 2019 Department Report

Report Highlight The Parks and Trails Master Plan is currently in the Draft phase of the document. The survey is still active and will be on the web site for public input until after Thanksgiving.

Name, Title: Kevin Herrit, Director

Recently Completed:

- Meet with four potential developments and reviewed concept plans for the developments.

Underway:

- Developing a web-based zoning map for the city web page
- Rebuilding the Character Area layer in GIS
- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- Accessory Dwelling Unit (ADU) addition to zoning districts and additional requirements
- Working on Plan First application for 2020

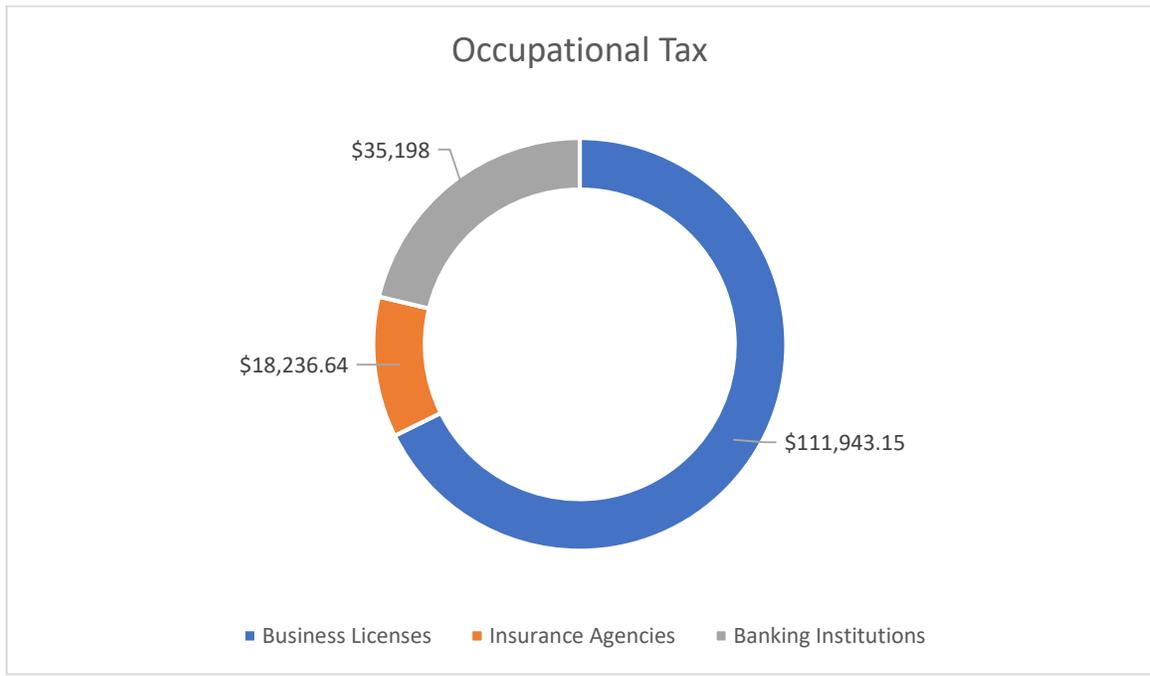
Development Projects:

- 40 East Main Street –Parking decks are being constructed and stair and elevator shafts have been poured. Road closures on the adjacent sections of Choice Street and Meaders Street will continue throughout the project as they move vertically with the buildout of the structure. Brick facing should be moving forward in the month of October.
- The Smith House expansion is dried in and is completing the inside work. Landscaping should start late in the month of November.
- Waffle House construction should start at the beginning of 2020.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site.

Occupational Tax Certificates:

- To date, Community Development Department has received 418 of the 420 Occupational Tax (Business Licenses) Renewals for 2019 (not including Insurance). 383 Insurance business licenses have responded for 2019. All of the six banks have submitted their Occupational tax renewals.

Occupational Tax Certificates:

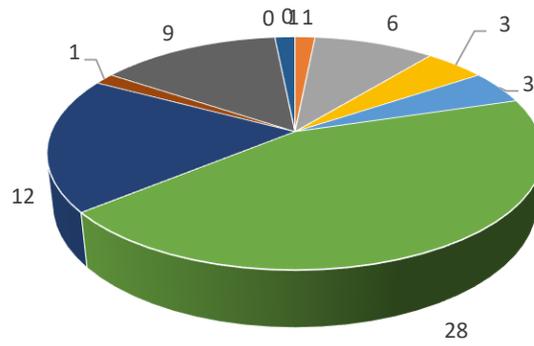


New Businesses:

- 2 Wolves Inc. – 450, Dahlonega GA, 30533
- Bear Book Market. – 21 North Grove St. Ste - B, Dahlonega GA, 30533
- Copper Possum Creations – 19 E. Main St. Ste – G, Dahlonega, GA
- Box + Wood Gift Company – 28 N. Grove St. Ste – 300 Dahlonega, GA

Monthly Operations Report:

Monthly Operations Report



- Banner Permits
 - Commercial Building Permits
 - Commercial Building Inspections
 - Building Plans Reviewed
- Residential Building Permits
 - Commercial Alteration Permits
 - ES&PC Plans Reviewed
 - Site Plans Reviewed
- Residential Alteration Permits
 - Residential Building Inspections
 - ES&PC Inspections



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title Financial Services Department Report – October 2019

Report Highlight An employee wellness event was held on October 29th offering flu shots, carotid screenings, diabetic education, and other screenings and tests. Twenty-two employees attended the event.

Recently Completed:

- City Council approved ordinance changes to remove administrative fees associated with establishing landlord accounts to encourage participation in the program. This will allow improved monitoring of account responsibility with the turnover of tenants.
- Held Employee Wellness Event
- Angi McDonald successfully completed all the requirements of the Certified Local Government Finance Officer Program (Level II) through the UGA Carl Vinson Institute of Government

Underway:

- 2020 Open Enrollment for employee benefits offered by City – includes establishment and offering of new Flexible Spending Account for healthcare costs
- Coordinate an employee compensation study
- Coordinate a hotel/motel tax audit to assure compliance with ordinance and correct collection and payment of tax; revision of hotel/motel tax ordinance
- Implement new financial software
- Update Financial Policies
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee
- Assist with an unaccounted water loss review and assist public works in establishing a meter management program

Near Term:

- Review and update employee handbook
- Update purchasing policy to include a vendor preference provision
- Update employee evaluation forms and review process
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.



PUBLIC WORKS

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title

Public Works October 2019

Report Highlight

This month's highlight is the construction of the Mechanic Street sidewalk. The existing sidewalk in this location is probably one of the most deteriorated in the City. Currently, our contractor, Wimpy Enterprises, is demolishing what exists and replacing it with a new one that will increase safety and aesthetics and fall within the guidelines of the Americans with Disabilities Act. As previously discussed, it will terminate at the current terminus at Arcadia Street. However, we'd like to see a continuation in 2020 to a more reasonable end point, most likely at the existing sidewalk at the corner of Memorial Drive and Morrison Moore Parkway, pending GDOT approval.



Name, Title:

Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Head House topographic survey. Design of potential entrance modifications to come.
- Re-construction and repair of a sizeable riprap channel on Golden Avenue.
- Installation of Christmas lights.
- Sidewalk repairs by third-party contractor throughout the City.
- Citywide hydrant flushing.
- Construction of asphalt berm along Derrick Street by City crews.
- Storm drain repairs in Sky Country.
- Re-seeding of various areas of Hancock Park.

Underway:

- Preparation of Tanyard Branch Sanitary Sewer bid package.
- Barlow Road re-design following value-engineering efforts. Revised drawings due back soon.
- Preparation of City Hall additional parking area bid package.
- Preparation of 2020 LMIG paving bid package.
- Preparation of 2020 SPLOST funded paving bid package.
- Columbarium RFP process. Proposals due 11/22.
- Continued upgrades along entire length of North Grove sidewalk by City crews.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Design of Martin Street improvements.
- Wimpy Mill High Trestle Bridge preliminary engineering. Bid documents for pedestrian bridge on Wimpy Mill Road and Phase 2 of the picnic area have been created. Value-engineering ongoing.
- Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.
- Installation of mulch at Hancock Park and Madeline Anthony.
- Re-staining of diving bell.



WATER / WASTE WATER DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title Water & Wastewater Treatment Department Report October 2019

Report Highlight Official "start work date" for the Owens Farm Lift Station Project was on Nov. 4th. They will start mobilizing later this month. Once at the site, Willow Construction will be responsible for supplying two by-pass pumps and we will in turn connect our extra pump up to the Achasta Lift Station for redundancy. This month is usually busy with student tours at both facilities. We try to make the tour as informative and interesting as we can. The city will always need water and wastewater services and we try to influence them into the many fields that it takes to serve our community in its utility's needs.

Recently Completed:

- ☐ Seven operators attended the GRWA Conference at Unicoi State Park
- ☐ Brine pump replaced on Sodium Hypochlorite Generator
- ☐ Inspection of Koyo Pre-Treatment Industrial Waste Plant
- ☐ Adjusted Basin #1 decanter at WWTP
- ☐ Super Cleaned filters at WWTP
- ☐ Adjusted impeller on Pump #2 at Achasta Lift Station

Underway:

- ☐ Willow Construction Rehab of Owens Farm Lift Station
- ☐ Power Pole and weather head repair at Barlow Lift Station
- ☐ Pre-Bid meeting with potential Contractors at Achasta Lift Station (Nov. 7th)
- ☐ Bidding of Achasta Lift Station Rehabilitation (Nov. 21 Bid opening)
- ☐ Labels for water bottles
- ☐ Outside Electrical boxes being replaced at WWTP
- ☐ Repairs to piping at Barlow Lift Station
- ☐ Singer Valve #4 rebuild kit being installed
- ☐ Xylem Annual Maintenance Program on Flygt Lift Stations

Near Term:

- ☐ First delivery of water bottles
- ☐ Sky Country Water Tank inside cleaning and inspection
- ☐ LCHS Tour of Water and Wastewater Plants
- ☐ UNG Science Class Tour at Wastewater Plant
- ☐ Hach technician to perform contracted maintenance on lab and in-line testing equipment



CEMETERY COMMITTEE

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title Cemetery Committee October 2019

Report Highlight

Name, Title: Chris Worick, Committee Chairman

Recently Completed:

- Swearing in of Patricia Turner, Member-at-Large

Underway:

- Cemetery Committee is partnering with the UNG Appalachian Studies Program to create a walking tour of Mt. Hope Cemetery as part of their Fall Semester, Appalachian Teaching Project.
- Columbarium bid process.
- GPR survey of Mt. Hope to locate unmarked burials and determine plots for future sales.

Near Term:

- Plant 4 new Crape Myrtles parallel to the lower entrance road (Mt. Hope Circle) once the weather allows. Jane will coordinate with Mark Buchanan to place order.
- Fall cleanup and grave marking in both cemeteries scheduled for Saturday, Nov. 9th in observance of Veteran's Day.
- Swearing in of Patricia Turner as Member at Large during the November City Council General Meeting.
- War of 1812 Veterans Grave markers have been approved and ordered by the General John Bayliss Scott Chapter of the National Society Daughters of 1812 in Athens. We are trying to coordinate a date for a presentation ceremony in late November.



CITY COUNCIL AGENDA REPORT

DATE: November 21, 2019
TITLE: Flexible Spending Account (FSA) Bank Account
PRESENTED BY: Kimberly Stafford, Assistant Finance Director

AGENDA ITEM DESCRIPTION:

Staff requests Council approval to open a new bank account through United Community Bank in order to isolate and facilitate the handling of the related payroll withholding and the funding of qualified FSA expenditures.

HISTORY/PAST ACTION:

City has initiated a Flexible Spending Account offering with the 2020 Employee Benefit Program effective January 1st.

FINANCIAL IMPACT:

FSA activity can be captured in one bank account to enable effective and efficient oversight and control.

RECOMMENDATION:

Staff recommends approval for this new bank account entitled, City of Dahlongega Flexible Spending Account.

SUGGESTED MOTIONS:

To approve the new bank account entitled City of Dahlongega Flexible Spending Account at United Community Bank.

ATTACHMENTS:

None



CITY COUNCIL AGENDA REPORT

DATE: November 21, 2019
TITLE: Ordinance to allow licensed farm wineries to conduct sidewalk wine tastings
PRESENTED BY: J. Douglas Parks, City Attorney

AGENDA ITEM DESCRIPTION:

This Ordinance would deem it lawful for farm winery licensees to perform outdoor wine tastings that would occur on public sidewalks so long as the licensee is permitted for outdoor dining under the standards of Ordinance 91-9.

HISTORY/PAST ACTION:

In the past all outdoor alcohol sales have been permitted by Consumption on the Premises Licensees so long as the Licensee meets the standards of and is permitted under the provisions of Ordinance 91-9.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommendation is approval of Ordinance 2019-28

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2019-28

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 4: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION; SECTION: 4-24 REGULATIONS PERTAINING TO CERTAIN CLASSES OF LICENSES ONLY; SUBSECTION (C) OPEN AREA AND PATIO SALES; SUBSECTION (7); BY DEEMING IT LAWFUL FOR OUTDOOR WINE TASTINGS TO BE CONDUCTED BY FARM WINERY LICENSEES ON PUBLIC SIDEWALKS BY LICENSEES WHO RECEIVE PERMITS FOR OUTDOOR DINING UNDER THE STANDARDS OF THE CITY OF DAHLONEGA ORDINANCE 91-9

Short title: "ordinance to allow licensed farm wineries to conduct sidewalk wine tasting."

WHEREAS, the City Council of Dahlonega, Georgia desires to deem it lawful for farm winery licensees to perform outdoor wine tastings to occur on public sidewalks so long as the licensee is permitted for outdoor dining under the standards of Ordinance 91-9;

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 4, Article II, Section 4-24, Subsection (c)(7), shall be amended in its entirety to read as follows:

(7) Notwithstanding any other provision of this Code to the contrary, outdoor alcohol sales on public sidewalks shall be allowed by the Consumption on the Premises Licensees so long as the Licensee meets the standards of and is permitted under the provisions of Ordinance 91-9, Article XVI, Section 1604 as amended, the same appearing in Appendix B of this Code at Article XVI- B-3 Historical Business District, Section 1604- Outdoor sales, storage and display prohibited. This provision shall be deemed to be fully applicable to farm winery licensees as well for the offering of wine tastings provided the provisions of Ordinance 91-9 noted above are satisfied.

Adopted and Ordained this ____ day of _____, 2019.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk

RESOLUTION 2019-14

**Resolution Approving 2019 Municipal General Election
and Special Election Results**

WHEREAS, on the 5th day of November 2019, the City of Dahlonega regular election and special election occurred; and

WHEREAS, the results of those elections have been received by the City Clerk, the City Council desires to approve and record on its minutes the results from the two elections called; and

WHEREAS, those elections results are as set forth on the Election Summary Report attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Dahlonega and it is so ordained by the authority thereof that the election results set forth on Exhibit "A" are adopted and recorded as the results of the regular and special elections conducted on November 5, 2019.

RESOLVED THIS _____ DAY OF _____, 2019.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk

Election Summary Report
 Lumpkin County
 State of Georgia General Municipal Special Election
 November 5, 2019
 Summary For Jurisdiction Wide, All Counters, All Races
 Official and Complete

Date: 11/08/19
 Time: 15:38:01
 Page: 1 of 1

Registered Voters 2616 - Cards Cast 791 30.24%

Num. Report Precinct 1 - Num. Reporting 1 100.00%

Dahlonega CC-P4						
	Polling	ABM	AIP	PRO	Total	
Number of Precincts	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	100.0 %
Times Counted (Reg. Voters 2616)	310	33	447	1	791	30.2 %
Total Votes	300	33	428	1	762	
J. ARIEMMA	147	25	215	0	387	50.79%
J. OWENS, III	151	8	212	1	372	48.82%
Write-in Votes	2	0	1	0	3	0.39%

Dahlonega CC P5						
	Polling	ABM	AIP	PRO	Total	
Number of Precincts	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	100.0 %
Times Counted (Reg. Voters 2616)	310	33	447	1	791	30.2 %
Total Votes	254	22	376	0	652	
J. TAYLOR (I)	241	17	370	0	628	96.32%
Write-in Votes	13	5	6	0	24	3.68%

Dahlonega CC-P6						
	Polling	ABM	AIP	PRO	Total	
Number of Precincts	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	100.0 %
Times Counted (Reg. Voters 2616)	310	33	447	1	791	30.2 %
Total Votes	300	28	431	1	760	
R. LARSON (I)	161	14	282	0	457	60.13%
D. MOYE	137	14	149	1	301	39.61%
Write-in Votes	2	0	0	0	2	0.26%

Dahlonega Sunday Sales Hours						
	Polling	ABM	AIP	PRO	Total	
Number of Precincts	1	1	1	1	1	
Precincts Reporting	1	1	1	1	1	100.0 %
Times Counted (Reg. Voters 2616)	310	33	447	1	791	30.2 %
Total Votes	308	30	446	1	785	
YES	219	22	343	1	585	74.52%
NO	89	8	103	0	200	25.48%



CITY OF DAHLONEGA
465 Riley Road
Dahlonega, Georgia 30533
Phone: 706-482-2706 • Fax: 706-864-4837

MEMORANDUM

Date: November 14, 2019
To: Mayor and City Council
From: Bill Schmid, City Manager
Re: Water System Projects Update

This memo is for informational purposes and documents the intent of the City Manager to continue a variety of previously authorized water related initiatives of the City and to also provide an updated estimate of anticipated cost.

Begun in 2019, water system master plan hydraulic modeling is underway, Phase one of this project considers pressures and flows in the city system to our meter for the Lumpkin County Water and Sewer Authority and also to the County Line. Phase two of this effort considers modeling of the balance of the city's system.

Begun in 2017, the first update to the Reservoir Management Plan seeks EPD approval for a variety of new uses of the reservoir and related City-owned property.

Begun in 2014, water withdrawal permit amendment seeks to determine suitable alternate water supply sources to match the build out of the water treatment plan. Work includes engineering master plan studies, population studies, demand analysis, safe yield analysis, in consideration of alternatives.

These initiatives relate to and are necessary for an accurate update to the City's Water System Master Plan, which is anticipated for fiscal year 2021. The last Water System Master Plan update was performed in 2006. The estimated cost for the balance of the work already underway ranges from \$80,000 to \$100,000, most of which has already been budgeted and authorized.

Concurrence of the Council is sought to allow the Manager to continue to proceed and to use reserves of the water fund as necessary to see the work through to timely completion.