



CITY OF DAHLONEGA

Council Work Session Agenda

November 16, 2020 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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

BOARDS & COMMITTEES:

1. Cemetery Committee – October 2020
Chris Worick, Chair, Dahlonega Cemetery Committee

TOURISM:

DEPARTMENT REPORTS:

2. City Marshal's Report - October 2020
Jeff Branyon, Chief Marshal
3. Community Development – October 2020
Kevin Herrit, Director
4. Financial Services – October 2020
Melody Marlowe, Finance Director
5. Public Works – October 2020
Mark Buchanan, PW Director/City Engineer
6. Water & Wastewater Treatment - October 2020
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

7. Ordinance 2020-34 Columbarium
Mark Buchanan, PW Director/City Engineer
8. Nonresidential Solid Waste Exemption Requests
Bill Schmid, City Manager

COMMENTS – PLEASE LIMIT TO THREE MINUTES

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

ADJOURNMENT



CEMETERY REPORT

CITY OF DAHLONEGA DEPARTMENT REPORT

10/31/2020

Report Title: Cemetery Committee – October 2020
Report Highlight: In person meeting in October
Name and Title: Chris Worick, Chair, Dahlongega Cemetery Committee

Recently Completed:

- Concrete pad for ossuarium has been completed in Memorial Park Cemetery.
- The loop road in Memorial Park has been repaved.

Underway:

- The Scanlin family plot is being expanded for additional burials. This has included new landscaping and construction of new stonework.
- UNG Appalachian Studies students are assisting in cleaning and repairing headstones in Mt. Hope as part of their fall semester assignment.

Near Term:

- Previously unknown or unmarked veterans graves who are buried in Mt. Hope will have the appropriate military grave markers placed by their headstone prior to Veteran's Day.



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-20

Report Title: City Marshal's Report

Report Highlight: The Marshal's Office has hired Deputy Marshal Diane Kimmel. She is working an evening schedule which extends the city's public safety coverage until 10:00pm.

Name, Title: Jeff Branyon, Chief Marshal

Recently Completed:

- The Marshal's Office issued 34 traffic citations, 56 warnings, 5 parking citations and responded to 79 calls for service, removed 23 signs, and made 295 citizen contacts.

Underway:

- The Marshal's Office has applied to participate in the Georgia Department of Public Safety Excess Property Law Enforcement Support Program. The City Marshal completed the training course and is now searching the surplus property inventory for a suitable law enforcement vehicle.

Near Term:

- The Marshal's Office is conducting a survey of the street signs, street lights and road hazards to assist the city road department in identifying missing or inoperable sign and lights.



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

10/1/2020

Report Title: Community Development – October 2020

Report Highlight: Community Development and Public Works have submitted a grant for the Land and Water Conservation Fund (LWCF) to help with placing bathrooms at the Wimpy Mill Picnic Area.

Name and Title: Kevin Herrit, Director

Recently Completed:

- Completed Update to HPC Guideline to allow for Staff Approval. HPC has asked for some changes to the proposed Staff Approval to review at their November Meeting.

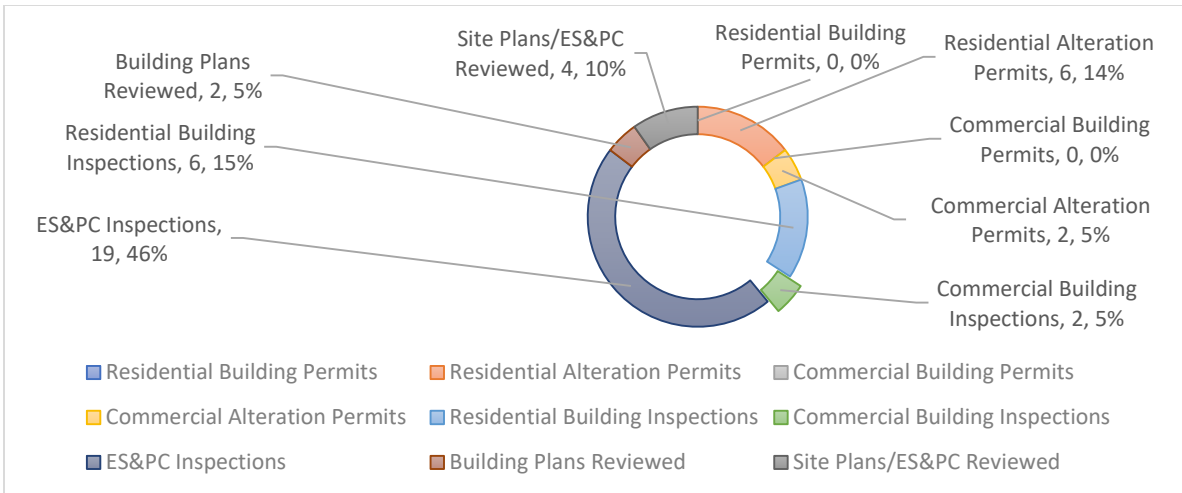
Underway:

- Reviewing parcels within the city limits to determine if they are currently on the Tax Assessors data base for the city.
- Adding tree removal permit and Rezoning application to the online permitting site.
- Creating an application for special events permit from the draft version passed by council for online permitting.
- Working on an application process for Tap Fees within the OpenGov online permitting system.
- Creating an online parking permit application for the City.

Development Projects:

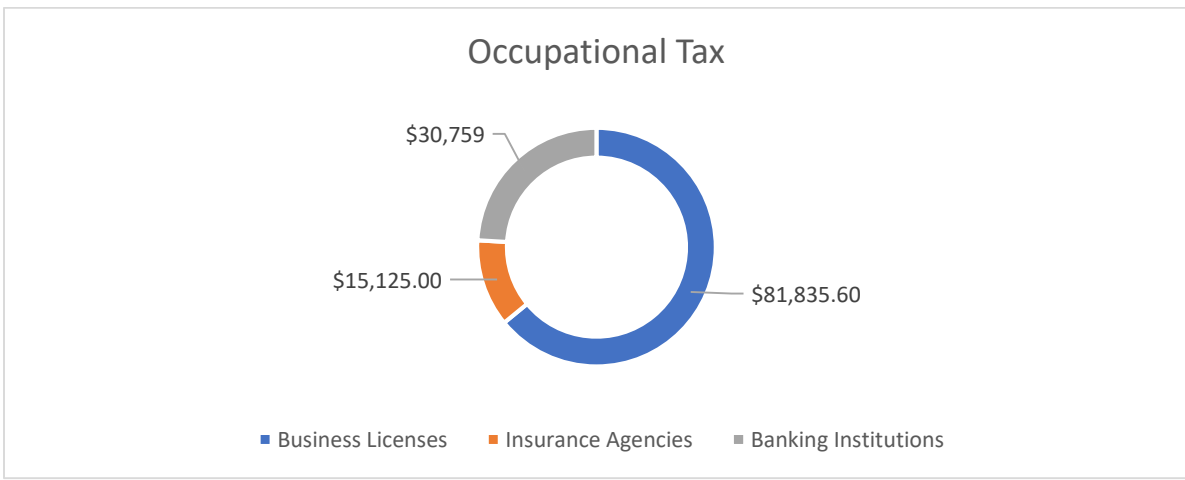
- 40 East Main Street – Finishing work is underway on all three levels.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site with the addition of 4 walls to be constructed per the submitted plans.
- The Laurel development has been issued TCO for the first three buildings. The rear two buildings are finishing up interior work.

Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 392 of the 421 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 309 Insurance business licenses have responded for 2020. Six of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners. 1st round of late notices have been sent out in March.



New Businesses:

- Kidz Korner – 75 Martin Street – kidzplace@windstream.net
- Dahlonega Magic Theatre – 81 Crown Mountain Place – Jeff@jeffreynknight.com
- Hill Country Media – 135 Moores DR. – hillcomedia@gmail.com
- Copper Kettle Confections LLC. – 40 S. Public SQ – dahlonega@kilwins.com
- #1 DUI School of North Georgia – 431 N. Grove Street Suite E – 1duischoolnorthgeorgia@bmail.com

Closed Businesses:

- Permanent General Assurance Corp – Insurance
- Permanent General Assurance Corp of Ohio - Insurance



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

10/31/2020

Report Title: Financial Services – October 2020
Report Highlight: Utilized function of new utility financial software to generate a combined bill for customers who have a primary meter and irrigation meter. Doing so, eliminated a total of 93 paper bills. This benefits the customer and saves the City in processing and mailing costs.
Name and Title: Melody Marlowe, Finance Director

Recently Completed:

- Conduct Employee Benefit Open Enrollment event; successfully enroll eligible city employees in benefits for 2021 calendar year
- Provide on-site flu shots for city employees
- Implement new rates for non-residential sanitation customers, effective October 2020
- Implement pay changes as recommended by the recent Compensation and Benefits Study and approved by Council with the FY2021 Budget
- Complete escheat property submittal to State of Georgia (uncashed checks: cannot locate payee)
- Hold customer service training for new stormwater utility

Underway:

- Combine utility accounts for common billing addresses
- Assist as needed with implementation of stormwater utility fee
 - Setup utility billing software to accommodate new charge
 - Establish customer service processes and procedures
- Establish and setup Employee Portal on new software; implement and train employees on benefits and use
- Review finance record retention practices and organize file system
- Review of IT Services contract

Near Term:

- Update financial policies
- Review and update City Personnel Policies
- Update purchasing policy to include a vendor preference provision
- Update employee evaluation forms and document procedures for employee 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-20

Report Title Public Works – October 2020

Report Highlight COVID-related measures laid out in last month's report continue. However, these tasks are now being performed by outside contractors, freeing up staff to focus on Public Works duties once again.

Name, Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Emergency response to Hurricane Zeta. Work included street clearing, debris removal, emergency lift station operation and emergency water production by the WWTP and WTP teams, respectively.



- Negotiation of a contract for Preliminary Engineering for the Morrison Moore Pedestrian Bridge. Design to begin soon.
- Construction of early phases/aspects of the Wimpy Mill Picnic Area expansion, kayak launch and pedestrian bridge. The parking lot has been expanded and bridge abutment construction is taking place now. Negotiations are ongoing with Georgia Power to move

power lines that will allow bridge installation. The actual kayak dock will placement will come near the end of the project.

- Reconstruction of sidewalks along Meaders Street and one block of Hawkins.

Underway:

- Citywide asphalt patching.
- Christmas light and decoration installation.
- Design of a watermain extension along Morrison Moore Parkway between Chestatee Street and Calhoun Road.
- Modeling of the city's water delivery system in the downtown area.
- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- Columbarium site preparation activities at Memorial Park Cemetery.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- The City is exploring a partnership with UNG on a project that would provide a sidewalk/pedestrian trail along Morrison Moore Drive from Alumni Drive to South Chestatee.
- Stormwater Utility implementation preparation.
- Implementation of recently adopted solid waste ordinance.
- Creation of a heavily revised set of Development Regulations.

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.



WATER / WASTE WATER DEVELOPMENT
CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-20

Report Title: Water & Wastewater Treatment Department Report October 2020

Report Highlight: It has been anything but normal this month due to the unforeseen emergencies that occurred. With the Boil Water Advisory in Achasta and the sewage spill near Trammell Tire, the plant operators have been very busy. We also had an issue at the lift station for Achasta. On Tuesday, October 20th, Georgia Power had a large black snake (or that's the color he was when extracted) enter the transformer that required them to kill the power to the entire community in Achasta. Needless to say, the snake did not survive the electrical charge. Power was restored and the station is operating normally, but they may have to replace the damaged transformer. City employees will install our portable pump if or when Georgia Power performs the switch out.

Name, Title: John Jarrard, Water/Wastewater Treatment Director

Recently Completed:

- Pinned filter fibers on Rack #3 at the WTP
- Collected bacteria samples at three locations in Achasta
- Sampled upstream and downstream of the sewage spill for 3 days
- Installed new pump in West Cleaners Lift Station
- Super Cleaned both wastewater filters
- Collected Watershed samples at three sites
- Replaced trickle charger on portable generator

Underway:

- Repairs to Blower #2 VFD
- Updates to Risk Assessment/Emergency Response Plan
- Replacement of both Digester Aerators (Capital Project)
- Replacement of guide rails and other structures in Kenimer Lift Station
- Repairs to Crown Mountain Pump Station Electrical Control Box
- Altering shifts at water plant during hydrant flushing to insure adequate storage of water in the tanks

Near Term

- Work with other City Departments to develop a Cross-Connection Control Program and Backflow Prevention Program.
- Replacement of submersible pump in Kenimore Lift Station
- Flygt Preventive Maintenance/Inspections of Lift Station

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, AT CHAPTER 10: CEMETERIES, TO ADD SECTION 10-88: REGULATIONS REGARDING COLUMBARIUM:

Short title: "An ordinance to provide regulations for Columbariums"

WHEREAS, the City Council of Dahlonega, Georgia desires to add a columbarium to Memorial Park Cemetery in the City of Dahlonega and provide regulations for the columbarium.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 10 be amended to include a new Section 10-88 to read as follows:

Sec. 10-88. – Regulations regarding columbarium.

The City may construct, shall maintain, and does establish the following rules and guidelines regarding any columbarium located in Memorial Park or the City of Dahlonega:

- (1) *Transfer of ownership.* Transfer of ownership will only be allowed with written confirmation of the City of Dahlonega.
- (2) *Upkeep of columbarium.* The City of Dahlonega shall be solely responsible for the upkeep of the columbarium. The City of Dahlonega is not responsible or liable for theft or damage to the contents of the columbarium.
- (3) *Key possession and use of niche.* Possession of the key to unlock each burial niche within the columbarium will be held by the City of Dahlonega. The provisions regarding the use of a niche shall be incorporated within the document transferring title to the niche.
- (4) *Transfer documents.* The document relating to transfer of a burial niche shall be as prescribed by the City of Dahlonega.
- (5) *Opening of burial niches.* A burial niche may only be unlocked or opened for interring cremains or upon the permanent removal of cremains before sealing. A niche may be opened up to two times. Any necessary reopening of a niche will require payment of a fee established by mayor and council. Opening of a niche during weekend, holiday, or evening hours will cost an additional fee of one hundred dollars (\$100).
- (6) *Interments.*
 - (a) No niche shall be used for the interment of cremains until all fees have been fully paid, including interment fees. The cemetery sexton (Public Works Director) or his or her agent will authorize placement of containers within a niche only after verification of payment of fees has been made.
 - (b) If the person(s) to be interred is not the owner, the owner must authorize the interment in writing and such authorization must be notarized.
 - (c) All interment requests shall be reviewed and approved by the cemetery sexton (Public Works Director) or his or her agent prior to the actual interment.

(7) *Disinterment.* Any cremains in the ossuary space cannot be removed under any circumstances. The removal of cremains from a columbarium niche shall comply strictly with the following provisions:

- (a) The person(s) wishing to remove cremains must have a legal right to manage the cremains and must be next of kin.
- (b) The person(s) wishing to remove cremains must provide acceptable proof of identity, as determined by the cemetery sexton (Public Works Director) or his or her agent.
- (c) The request for removal of cremains must be approved by the surviving spouse of the decedent. If there is no surviving spouse, the removal of cremains must be approved by all of the living children of the decedent. If there are no living children, the removal of cremains must be approved by all living parents of the decedent. If there are no living parents, the removal of cremains must be approved by all living siblings of the decedent. In any case a notary public must confirm each individual signature.
- (d) The request for cremains removal must be approved by the cemetery sexton (Public Works Director) or his or her agent before removal may occur.
- (e) If satisfactory documentation is not provided to remove cremains, the cemetery sexton (Public Works Director) or his or her agent may deny the request for cremains removal. His or her decision will be final.
- (f) The request for removal of cremains must be accompanied by the payment of all costs incurred by the City associated with cremains removal.
- (g) The cemetery sexton (Public Works Director) or his or her agent shall amend the records to reflect the removal of the cremains.
- (h) The applicant must indemnify and hold harmless the City of Dahlonega from any and all actions which may result from the disinterment.

(8) *Marking of niches and ossuary spaces.* All burial niches must be marked when cremains are interred. All markings shall be done through the City of Dahlonega in such manner as the City of Dahlonega shall prescribe. Limited inscription services shall be included in the cost of a niche. Included Inscription shall contain name, birthdate and death date only for a maximum of two (2) cremains per niche. Ossuary memorialization will be inscribed on the Memorial Band.

(9) *Cost.* The cost of a burial niche shall be based on the height of the niche sold and will be set by the City Council.

(10) *Use of niches.* A columbarium consists of niches for cremation interments only. No columbaria or ossuaries shall be used for any purpose other than the interment of human cremains (ashes). No personal items shall be allowed.

(11) *Columbaria Planting and Other Decorations.*

- (a) *Flower arrangements or memorials.* Following an inurnment in the columbaria, one flower arrangement or memorial may be left at the site of the niche in which the inurnment occurred

for a duration not to exceed 72 hours, at which time the flower arrangement or memorial must be removed. Any flower arrangement or memorial left after 72 hours will be removed by City staff. At no time will any items be allowed to remain in the columbaria on a permanent or semi-permanent basis.

(b) The City is not responsible for flower arrangement or memorial placed in the columbaria.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

(Reserved Section 10-89 --- 10-117)

Adopted and Ordained this ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: November 6, 2020
TITLE: Nonresidential Solid Waste Exemption Requests
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

This item relates to recently received requests for exemption from mandatory solid waste collection by some business owners in the downtown area.

HISTORY/PAST ACTION:

Council approved new solid waste rates August 3rd to take effect October 1st and approved an appeal process. Letters of rate increase were sent to 247 business accounts in the downtown area. Written appeals received to date are detailed in the accompany memo. Two appeals have been received and there may be others in the future. Please see previously furnished material for additional background.

FINANCIAL IMPACT:

Appropriate changes based on the purposes of the prior actions taken by Council and facts of each appeal.

RECOMMENDATION:

Approval of all recommendations is sought.

SUGGESTED MOTIONS:

In the City Managers attached memo

ATTACHMENTS:

Memo

To: Mayor & Council
From: Bill Schmid, AICP
Date: Nov. 11, 2020
Re: Nonresidential Solid Waste Recommendations

EXECUTIVE SUMMARY

This memorandum details written appeals received since the prior Council action on memos of October 1 and October 9, 2020. Similar recommendations follow.

Lumpkin County Elections Center: Appeal by email of November 4. The request is for an exemption from the \$40 fee for the Elections Center. This area has three (3) county buildings: The Planning & Zoning Office, the Historical Jail, and the Elections Center. There are currently three (3) cans in place, each receiving a single rate. The county wishes to remove the one serving the elections center, because the weekly volume generated does not fill even two cans.

The recommendation is to allow exemption from service for the Lumpkin County Elections Center at 56 Short Street. Volume will be monitored and, if warranted, a third can will be added and billed.

Mobile Mind: Appeal by email of November 6, 2020 by owner Shannon Sims. Mobile Mind is located in the Sargent building on the north side of the square and is eligible to be served by the Hancock Park waste facility. He uses the space infrequently and says he does not generate trash that is disposed of in the downtown area or Hancock Park dumpsters. The email exchange on this question is attached for reference. Mr. Sims may be attending Monday's worksession.

The recommendation based on the ordinances is to deny exemption for Mobile Mind. This business is not served by an otherwise exempt dumpster and benefits from its location within the historic district.

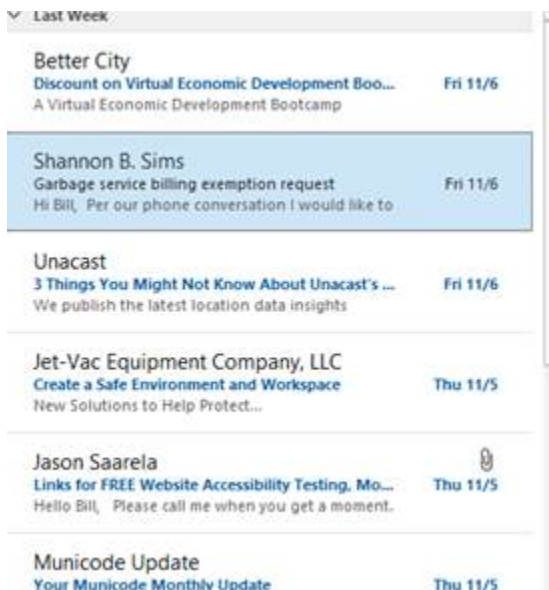
Mary Csukas

From: Bill Schmid
Sent: Wednesday, November 11, 2020 11:38 AM
To: shannon@mobilemind.llc
Cc: Mark Buchanan; Mary Csukas
Subject: FW: Garbage service billing exemption request
Attachments: 20201110125726898.pdf

Importance: High

Shannon,

Thanks for the follow-up! I apologize for not replying sooner.
Your email somehow routed to my Junk folder:



The circumstances you describe are, admittedly, different than most businesses on the Square. Your written appeal has caused me to again review the two ordinances of August 3rd, which took effect October 1. I have scanned and attached them for your reference.

Please note the requirement for the minimum Nonresidential Monthly Fee is found in Ordinance 2020-15 as:

Minimum Nonresidential Monthly Fee. Unless otherwise exempted pursuant to Ordinance 2020-13 and any subsequent codified version of said ordinance, a minimum monthly fee shall be assessed against all nonresidential entities in the amount of \$40.00 regardless of whether a city rollcart or other container has been assigned to said entity.

The exemption provision is contained in Ordinance 2020-13 Article IV, Section 26-56 (b) which reads as follows:

(b) Exemptions. Businesses and other entities requiring dumpster, roll-off or industrial, medical, or hazardous waste removal services may be exempted from city solid waste service and assessed fees provided other arrangements are made for disposal through a licensed provider or through contract with the city. This exemption must be requested by petition to the city manager within the areas identified by a separate rate ordinance not part of this codification. Council affirmation of the decision of the manager at a meeting of the council is required.

Exemptions can be considered for business entities which require dumpsters, but not for the reasons you offer. To this point the Council has made it clear the \$40 base fee is mandatory, whether someone chooses to use a rollcart or not. My recommendation will be for them to deny your request.

I understand this is not the answer you want. Council has not granted me the authority to approve or deny requests like this, but have reserved those actions to themselves. As a result, they will hear your request along with one or two others at their worksession meeting of 11/16 at 4 pm. If they approve your request your charges for October will be waived. Otherwise, you will be subject to the 10% late penalty. A way to avoid the \$4 penalty would be to pay the bill while at the same time the Council considers your request.

We have corrected the spelling of the business name as you requested.

Please call me, if you have further questions.

Sincerely,
Bill



William E. Schmid, AICP

City Manager

Phone: 706-482-2705 Fax: 706-864-4837

465 Riley Road, Dahlonega, GA 30533

bschmid@dahlonega.gov

www.dahlonega.gov

The information contained in this electronic transmission (including any accompanying attachments) is intended solely for its authorized recipient(s), and may be confidential or legally privileged. If you are not an intended recipient, please do not read, copy, use or disclose this message or its attachments. This communication represents the originator's personal views and opinions, which do not necessarily reflect those of The City of Dahlonega. If you have received this e-mail in error, please immediately notify me at the number listed above. In addition, be advised that Georgia has a very broad open records law and that your email communications with the City may be subject to public disclosure.

From: Shannon B. Sims <shannon@mobilemind.llc>

Sent: Friday, November 06, 2020 3:48 PM

To: Bill Schmid <bschmid@dahlonega.gov>

Subject: Garbage service billing exemption request

Hi Bill,

Per our phone conversation I would like to request an exemption for my business from the City's new garbage service billing. I rent a one room office in the Sargent Building on the Square for occasional client meetings but have never utilized the City's garbage service. What little waste I do accumulate over a given year is collected and recycled by me. Any broken computer equipment or office furnishings are removed by me and either disposed of at home or recycled.

The account is listed under "Mobil Mind" and # 209354.00

Thank you very much for your understanding and assistance with this matter.

Best regards,
Shannon

--

Mr. Shannon B. Sims

Mobile Mind, LLC

office: +1 (706) 867-6169

mobile: +1 (706) 265-5103

shannon@mobilemind.llc
mobilemind.llc