



CITY OF DAHLONEGA

Council Work Session Agenda

March 15, 2021 4:00 PM

Lumpkin County Park and Recreation Building
365 Riley Road Dahlonega, GA 30533

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—February 2021
Chris Worick, Committee Chairmen
2. Main Street Program - February 2021

TOURISM: Sam McDuffie, Tourism Director

DEPARTMENT REPORTS:

3. Marshal's - February 2021
Jeff Branyon, City Marshal
4. Community Development – February 2021
Kevin Herrit, Director
5. Finance Department – February 2021
Melody Marlowe, Finance Director
6. Public Works - February 2021
Mark Buchanan, PE, City Engineer & Public Works Director
7. Water & Wastewater Treatment Department Report - February 2021
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

8. Humming Bird Trail
Valerie West Fambrough
9. Martin Street Widening
Vince Hunsinger, Capital Projects Manager
10. Oliver Drive Storm Drain Project
Vince Hunsinger, Capital Projects Manager
11. Hurricane Zeta Reimbursement Update
Mark Buchanan, PE, City Engineer & Public Works Director
12. Park Street Utilities Funding
Mark Buchanan, PE, Public Works Director and City Engineer

COMMENTS – PLEASE LIMIT TO THREE MINUTES

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

ADJOURNMENT



Department Report

Report Title: Cemetery Committee—February 2021

Report Highlight:

Name and Title: Chris Worick, Committee Chairmen

Recently Completed:

- The ossuarium arrived and was set in place in Memorial Park.

Underway:

- Looking at possible locations in Mount Hope for a future military columbarium.

Near Term:

- The Spring Semester 2021 class of UNG Appalachian Studies will conduct virtual classes until March and then (weather permitting) will be working in Mt. Hope on Monday afternoons doing headstone repairs and restoration as part of their preservation project.



Department Report

Report Title: Main Street – March 2021 Joint Meeting/Work Session

Report Highlight: Schedules have been finalized for this year's spring/summer events, with Appalachian Jam beginning April 17, and the 2021 Farmer's Market beginning May 1. An informational Open House for Farmer's Market vendors will be held on April 8 in the Gary McCullough Council Chambers.

Name(s) and Title(s): Ariel Alexander, Main Street/DDA Administrative Assistant & Skyler and Alexander, Main Street/DDA Administrative Assistant

Recently Completed:

- Skyler and Ariel have completed Main Street 101 training and passed their Georgia Main Street certification tests.
- Celebrated the annual Dahlongega Arbor Day observance on February 24. 30 Kousa Dogwood trees are in the process of being planted as well.
- Schedules have been finalized for this year's spring/summer events, with Appalachian Jam beginning April 17, and the 2021 Farmer's Market beginning May 1. An informational Open House for Farmer's Market vendors will be held on April 8 in the Gary McCullough Council Chambers.

Underway:

- (EVENT) Lumpkin County Parks and Recreation has scheduled the opening Day Baseball Parade for March 20
- (EVENT) We will be hosting a grand opening for the Wimpy Mill Picnic Area, Pedestrian Bridge, and Kayak Launch on March 23.
- (EVENT) ConnectAbility will be hosting a movie night in Hancock Park on March 26th.
- (EVENTS) On April 17, there will be an Art in the Park event in Hancock, the UNG Corps of Cadets will be hosting an Alumni Weekend Run, and it will also be our first Appalachian Jam of the year.
- Main Street/DDA Board are in the process of training for Main Street 101 Certification as well as DDA 101 Certification.
- Skyler and Ariel are in the process of planning a work lunch with the Tourism Board of the Dahlongega-Lumpkin Chamber.

Near Term:

- (EVENT) The North Georgia Chamber Symphony Concert will be held on Saturday, May 8.
- (EVENT) The Dahlongega Arts and Wine Festival will be held on May 15 and 16.



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-21

Report Title Marshal's - February 2021

Report Highlight The City's camera system continues to be a valuable resource. The cameras were used to help identify a vehicle involved in a hit and run involving a pedestrian in the crosswalk on West main Street. UNG police are investigating the case and were able to utilize photos from the city's cameras system to positively identify the vehicle involved in the accident.

Name, Title: Jeff Branyon, City Marshal

Recently Completed:

- The Marshal's Office issued 56 traffic citations, 37 warnings, 74 traffic stops, 7 parking citations, responded to 75 calls for service and made 249 citizen contacts.

Underway:

- The City Marshal's Office continues to address the dilapidated structures within the city. There are currently 11 structures that are being addressed of in the process of being issued citations for violations.

Near Term:

- The Marshal's Office is currently accepting quotes for an expansion of the camera system in the historic district to include coverage in Hancock Park.



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

2/1/2021

Report Title: Community Development – February 2021

Report Highlight: The Comprehensive Plan will be updated by February 28, 2022. This will be an update to the short-term work program as well as sections of the plan that may need further refinement. A Steering Committee will be formed consisting of representatives from local authorities, the business community, non-profit agencies, and citizens appointed by council. We will have three public meetings throughout the year to provide information on the comprehensive plan and obtain information from the residents and businesses of Dahlonega. We will create a survey and place it on the web site to allow for comment from residents that can't attend a public meeting or would prefer to comment in another form.

Name and Title: Kevin Herrit, Director

Recently Completed:

- Completed Update to HPC Guideline to allow for Staff Approval. HPC will review requested changes at their work session in March.
- Sent out notices for outside dining permit renewal campaign for 2021.

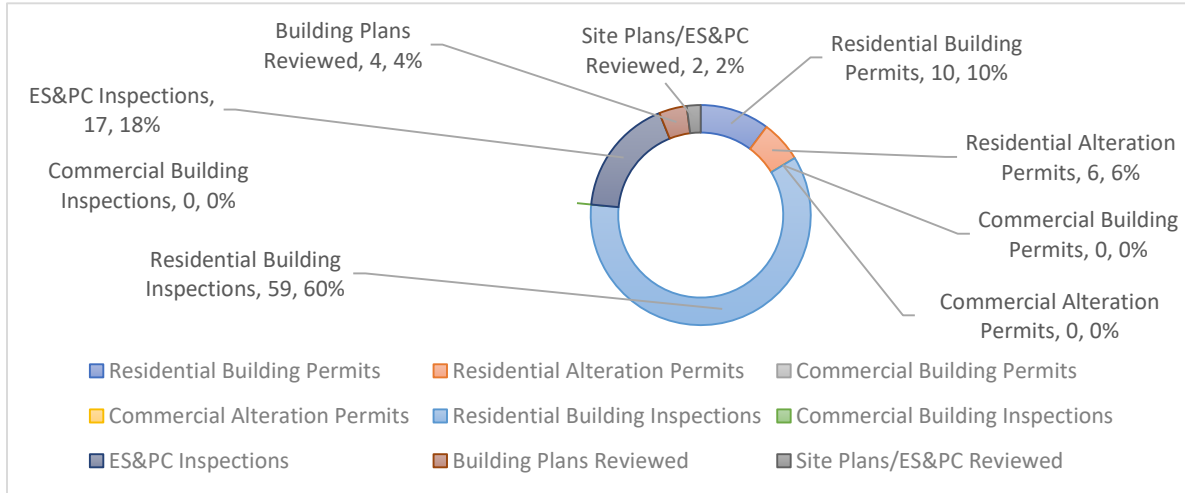
Underway:

- 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. Waiting on confirmation from other departments on information they would like to see on the form to complete a draft version. Residential will be placed within the building permit fees as requested by the City Manager and City Engineer.

Development Projects:

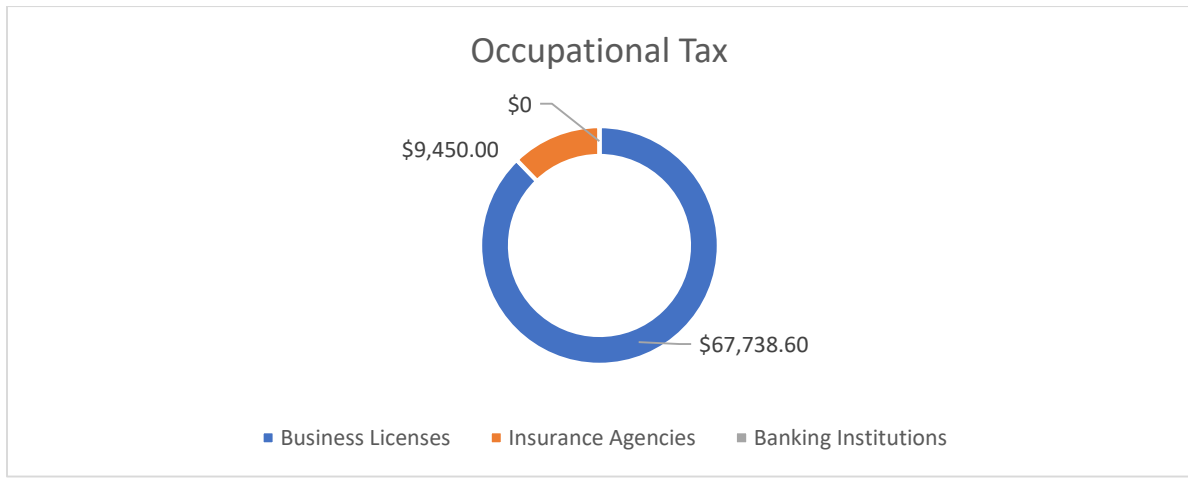
- 40 East Main Street – CO has been issued and the Hotel is open.
- Apartments located off of Vickery have obtained a full LDP. Site soil movement and Building permits should be applied for in March.
- The Laurel development has been issued TCO for the first three buildings. The rear two buildings are finishing up interior work. Final Plat has been approved and CO's will follow for the entire development after all Silt fence has been removed and complete soil coverage has been verified.

Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 281 of the 422 Occupational Tax (Business Licenses) Renewals for 2021 (not including Insurance). 187 Insurance business licenses have responded for 2021. Zero of the six banks have submitted their Occupational tax renewals. All renewal notices have been sent out to business owners. 1st round of late notices will be sent out in March.



New Businesses:

- None

Closed Businesses:

- None



Department Report

Report Title: Finance Department – February 2021

Report Highlight: Hired Julie Fullwood to fill the Finance Administrative Assistant position – the front-line person for customer service for the City. She has many years of customer service experience, primarily in banking, and is already a comfortable fit for the team.

Name and Title: Melody Marlowe, Finance Director

Recently Completed:

- FY2020 Year-end Budget Amendment and Reappropriations resolutions

Underway:

- Complete the FY2020 financial audit; file required year-end financial reports
- Combine utility accounts for common billing addresses
- 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

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



Department Report

Report Title: Public Works - February 2021

Report Highlight: COVID-related measures continue. Having exhausted available federal funding for these tasks, City Staff are performing these duties in house.

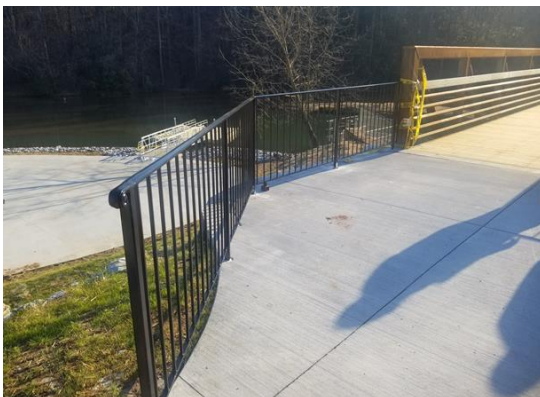
Name and Title: Mark Buchanan, PE, City Engineer & Public Works Director

Recently Completed:

- While not “complete” at the time of this report, the Wimpy Mill kayak dock has been installed. Currently, it is still closed to the public while it awaits some safety elements and the ADA seating/entrance features.



- Iron handrail was installed at the Wimpy Mill Pedestrian Bridge in required locations. This rail allows us to begin use of the bridge immediately. Bids are being taken for the sidewalk on the north side of the bridge linking the picnic area to downtown.



- Troy Armstrong and his crew planted an additional 15 dogwoods along Park Street continuing the city's commitment to replace those that have been lost over the past few decades. His team planted 30 trees last year, these 15 so far this year and will do another 15 later this season. Recent plantings were featured as part of the Arbor Day Celebration.



Underway:

- Mulch replacement throughout the city.





- A combined effort by Public Works and Finance staff regarding grant preparation for Hurricane Zeta reimbursements.
- Continued environmental assessments, surveying and design of the Morrison Moore Pedestrian Bridge.
- 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.
- 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.
- Creation of a heavily revised set of Development Regulations.

Near Term:

- Beginning phases of the upcoming capital improvement projects:
 - Martin Street Widening,
 - Choice St. Parking Lot Resurfacing
 - Choice St. Sidewalk Replacement
 - North Grove Sidewalk Repair/Replacement
 - Enotah Street Stormwater Repairs and Sidewalk Replacement
 - Arcadia Street Water, Sewer and Storm Line Replacement/Upgrade
 - And pending funding, one or both of the Mechanicsville Storm Drain Installation and Oliver Drive Storm Drain Installation.



WATER / WASTE WATER DEVELOPMENT CITY OF DAHLONEGA DEPARTMENT REPORT

2/28/2021

Report Title: Water & Wastewater Treatment Department Report - February 2021

Report Highlight: The 2020 Water Audit was completed, qualified, and sent electronically, as required, to the Georgia Environmental Protection Department. Our validity score decreased slightly, mainly for meter calibrations. We did improve in our leakage index which indicates that the system is more efficient in delivering the potable water to our customers. As for the wastewater side, we have recently had some big price tag items occurring due to generator repairs and lift station pumps being rebuilt. Hopefully all the weak links have broken and springtime brings better results.

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

Recently Completed:

- 2020 Water Audit
- Repairs to Influent Actuator #2 at the WWTP
- Walk-thru Inspections of Pre-Treatment Systems (Tysons & Koyo)
- Replaced bearings on the belt press
- Hach Technician certified/calibrated lab and in-line testing equipment at WTP & WWTP

Underway:

- Repairs to Torrington Lift Station Pump #1
- Installation of pallet racks for bottled water storage
- Lime System Pilot Study at the WWTP
- Repairs to Portable Generator (John Deere Repair Shop)
- Repairs to main breaker on lift station at the WTP
- Update to Risk Assessment/Emergency Response Plan
- Bidding out rehab work on Crown Mountain Pump Station
- Working with other City Departments to develop a Cross-Connection Control Program and Backflow Prevention Program
- Gathering data for the 2020 Consumer Confidence Report

Near Term:

- "Module Life Estimation" through Pall Corporation
- Installation of safety railing on E.Q. Basin
- Installation of drainage piping on the eastern side of dam
- UV Disinfecting bulb replacement on all racks at WWTP
- Preventive Maintenance on Blowers at WWTP
- Service generators at all facilities (WTP, Intake, WWTP, and Lift Stations)



City Council Agenda Memo

DATE: 03/01/2021
TITLE: Martin Street Widening
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

This item is for discussion only and requires no council action at this time. It is simply a review of the Martin Street widening project that was budgeted in 2020.

HISTORY/PAST ACTION:

The budget for this item was approved in 2020 and re-approved in 2021 after project delays. Engineering design has been completed. Staff expects to move forward in 3rd quarter, FY2021 with bids for the project.

FINANCIAL IMPACT:

Remaining budget for this item is roughly \$182,000. Staff will return following bids, hoping to recommend a responsive bidder.

RECOMMENDATION:

Currently none.

SUGGESTED MOTIONS:

None.

ATTACHMENTS:

Due to the size of the design drawings, none are attached. However, they are available in Vince Hunsinger's office and will be available for all to view at the 3/15/2021 work session.



City Council Agenda Memo

DATE: 03/01/2021
TITLE: Oliver Drive storm water funding
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

Move money from storm water fund to Oliver Dr. storm water project.

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

Reallocation of Storm Water Funds in the amount of \$137,500.00 to the Oliver Drive Storm Drain project.

RECOMMENDATION:

SUGGESTED MOTIONS:

"... move to transfer \$137,500.00 from the storm water fund to Oliver Drive storm drain project."

ATTACHMENTS:





City Council Agenda Memo

DATE: 03/01/2021
TITLE: Hurricane Zeta Reimbursement Update
PRESENTED BY: Mark Buchanan, PE, City Engineer & Public Works Director

AGENDA ITEM DESCRIPTION:

This is a brief reminder of the potential funding the city may be entitled to as a result of Hurricane Zeta damage on and following October 29, 2021. State designation has made us eligible for some reimbursements and staff is currently compiling data to submit to GEMA. We're still early on in the process, so reimbursable amounts and upcoming timelines are still unknown.

HISTORY/PAST ACTION:

Response by City staff during and after October 29 event.

FINANCIAL IMPACT:

Potential reimbursement of costs.

RECOMMENDATION:

Update only. No recommendation.

SUGGESTED MOTIONS:

None.

ATTACHMENTS:

None.



City Council Agenda Memo

DATE: 03-01-2021
TITLE: Park Street Utilities Funding
PRESENTED BY: Mark Buchanan, PE, Public Works Director and City Engineer

AGENDA ITEM DESCRIPTION:

The FY2021 Five-Year Capital Improvement Program includes a project in years 2023 and 2024 for water main replacement along Park Street totaling \$850,000. In addition, there is a project for sewer main replacement totaling \$1.15m and storm drain replacement/installation of \$1.2m in 2023. Following review of the city's water modeling effort performed by Wiedeman & Singleton (available upon request), staff sees the need for and is working to find mechanisms to accelerate this timeline, in an effort to improve water service in the downtown area. Given the nature of construction, it would prove unwise to undertake any one of these three separate, but intertwined, projects. At this time, staff requests authority to begin engineering design simultaneous with funding research to determine the best possible method to complete all 3 projects as quickly as possible. Staff's goal is to see engineering and bid documents that would allow the city to make a choice among water upgrades only, water & sewer only or all 3 utilities.

HISTORY/PAST ACTION:

This topic was previously discussed in 2018 with possible funding sources identified at that time. These will be revisited.

FINANCIAL IMPACT:

Impact could vary based on level of construction and available grants. At this time, staff is only seeking funding for initial engineering, permitting and consultant fees, expected to be less than \$60,000. Funding for these types of services is already available in the Water and Sewer Line Replacement and Stormwater Fund budgets.

RECOMMENDATION:

Establish a \$60,000 budget for Park Street Utility Replacement Projects Design: the \$40,000 cost to the Water and Sewer Fund can be provided by an allocation from amount budgeted for W/S Line Replacements – Other; the \$20,000 cost to the Stormwater Fund can be provided by an allocation from amount budgeted for unspecified stormwater projects.

SUGGESTED MOTIONS:

"...motion to approve the transfer of funds as described above for the purpose of engineering, permitting and consultant fees."

ATTACHMENTS:

None
