



CITY OF DAHLONEGA

Council Work Session Agenda- Amended

May 18, 2020 4:00 PM - Zoom Meeting Platform

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.

TELECONFERENCE INFORMATION

Due to recommendations by the CDC during the Coronavirus crisis, this meeting will be conducted via teleconference. This is allowed by O.C.G.A. §50-14-1(g) as the public is provided simultaneous access to the teleconference meeting. The City of Dahlonega will utilize Zoom to conduct this teleconference meeting. **TO JOIN:** Go to - <https://dahlonega.gov/mayor-and-council/city-council-meetings/> Find the meeting invite you would like to attend, OR—Click on the hyperlink above.

We appreciate your patience and understanding during this time

OPEN MEETING

BOARDS & COMMITTEES:

- [1.](#) Cemetery Committee - April 2020, Chris Worick, Cemetery Committee Chairman
- [2.](#) Downtown Development Authority – April 2020, Shannon Ferguson, Executive Director

DEPARTMENT REPORTS:

- [3.](#) City Marshal - April 2020, Branyon Jeff, City Marshal
- [4.](#) Community Development – April 2020, Kevin Herrit, Director
- [5.](#) Financial Services – April 2020, Melody Marlowe, Finance Director
- [6.](#) Public Works – April 2020, Mark Buchanan, PW Director/City Engineer
- [7.](#) Water & Wastewater Treatment - April 2020, John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

- [8.](#) Municipal Judge Contract - Judge Law
- [9.](#) Stormwater Management, Ed DiTommaso, Goodwyn, Mills, Cawood
10. July 4th Celebration

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

Apr-20

Report Title

Cemetery Committee - April 2020

Report Highlight

- The Dahlonega Cemetery Committee did not hold an April meeting.

Name, Title:

Chris Worick, Cemetery Committee Chairman

Old Business:

- Columbarium. In selection committee.
- Mt. Hope still lacks a GPR survey which identifies unknown and unmarked burials. The current map which was done by the Georgia Mountains Regional Commission, only identifies known and marked burial locations.
- 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.
- UNG Appalachian Studies students. There are 10 students enrolled in the spring semester class. With unseasonably warm weather, the students were able to begin taking part in headstone cleaning and preservation under the direction and supervision of Chris Worick and Rosann Kent (UNG Appalachian Studies Center Director.)

New Business:

- GPR survey of Mt. Hope needed to locate unmarked burials and determine additional burial plots for future sales.
- The Spring Cemetery Cleanup Day was identified as Saturday, April 25th. We discussed ways to get the media involved so as to draw a large group of volunteers. (Note: Event is pending current coronavirus related guidance from local, state and federal officials.)
- There are 10 students currently enrolled with the UNG Appalachian Studies program who have been doing a great job cleaning and restoring headstones and graves in Mt. Hope.



DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF DAHLONEGA DEPARTMENT REPORT

4/1/2020

Report Title: Downtown Development Authority – April 2020
Report Highlight: Completed \$10k Main Street/Grills Foundation grant application
Name and Title: Shannon Ferguson, Executive Director

Recently Completed:

- Created private Facebook group for Dahlongega-licensed business owners for immediate COVID-19 information and long-term interactions between DDA and business owners
- Working with a local resident, Main Street Project Coordinator, UNG, and a proprietary software provider, developed and wrote a \$10k grant for Main Street America/Grills Family Foundation, proposing the expansion of the historic marker program (Dahlongega Stories” into a digital, self-guided walking tour
- Participated in the Chamber’s Zoom roundtable discussions with business owners from each market segment (Restaurants, Lodging, Retail, Tasting Rooms & Service Industry)
- Attended multiple webinars and conference calls, hosted by Main Street America, Georgia Main Street, Dahlongega-Lumpkin Chamber of Commerce, the Small Business Administration, the Georgia Chamber of Commerce, and Georgia DDAs
- Reviewed draft Head House report from consultants at 4PM (Public-Private Partnership Management); worked to address additional budget considerations in preparation for May DDA board meeting
- Completed DDA budget amendments for FY20

Underway:

- Final Head House report received from consultants at 4PM; DDA Board to review report during and take action during next monthly meeting, considering architectural/design services and procurement strategy for contractor
- Continued discussions with possible development partners for old school property (meetings tentatively scheduled for early- to mid-May due to COVID-19 restrictions)
- Revisiting all past prospects for vacant and future developments, including new prospect Brad’s United Karate
- Participated in kick-off calls for the “Recovery Task Force” group being facilitated by Chamber President Robb Nichols
- Examining several necessary planning measures, including the DDA’s annual strategic plan, a downtown Master Plan, and a preliminary UGA/GMA/GCF planning opportunity
- Collaborating with DDAs/Main Street programs to assess special events and related considerations

Near Term:

- Working with the GMRC and the Holly Theater on ARC federal grant due May 1

**CITY MARSHAL'S OFFICE****CITY OF DAHLONEGA DEPARTMENT REPORT**

5/7/2020

Report Title: City Marshal - April 2020

Report Highlight: Due to the COVID-19 response guidelines, the Marshal's Office has suspended routine traffic enforcement and are only responding to calls for service and stopping vehicles which pose an immediate public safety hazard. The Marshal's Office responded to 4 shoplifting complaints from Walmart which resulted in 5 arrests.

Name and Title: Branyon Jeff, City Marshal

Recently Completed:

- The Marshal's Office responded to 42 calls for service resulting in 3 citations, 13 signs removed, 5 shoplifting arrests, 12 parking warnings, 2 accident reports, and 6 server permits issued.

Underway:

- The Marshal's Office is currently working with the other city department heads to obtain sufficient PPE supplies and generate a procedure to support the re-opening of City Hall.

Near Term:

- The Marshal's Office is making plans to resume normal public safety operations by May 14, 2020.



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

4/1/2020

Report Title: Community Development – April 2020

Report Highlight: Permitting software is moving forward and expanding from just building permits to include plat submittals, land development permits and open and close requests for burial sites. We are looking forward and will be working on parking permits for the public works department and special event applications for the City Clerk.

Name and Title: Kevin Herrit, Director

Recently Completed:

- Laurel preliminary plat approved with the Conditions at the PC and Council level. Waiting for the applicant to turn in plat for signatures.
- Character Area layer completed in GIS.
- Zoning layer has been updated to include all split zoned parcels.
- Setting up Municode Meetings for Planning Commission and Historical Preservation Commission.

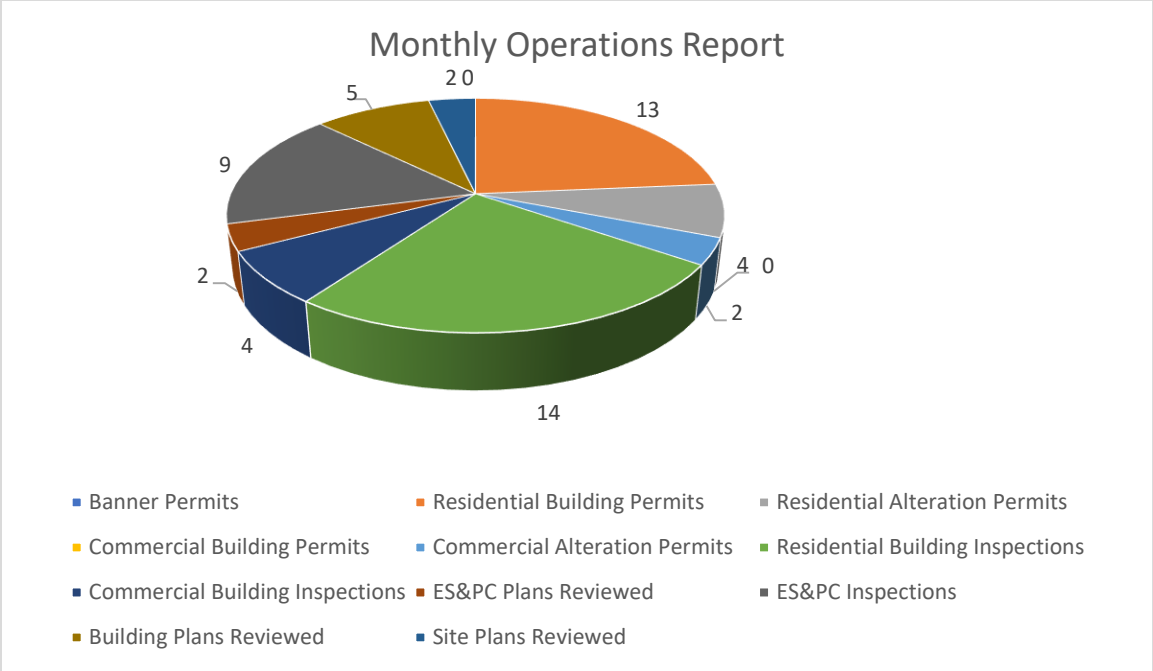
Underway:

- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- 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, plat applications, variance application, land development application and open/close burial site applications to the online permitting site.
- Creating an application for special events permit from the draft version passed by council for online permitting.

Development Projects:

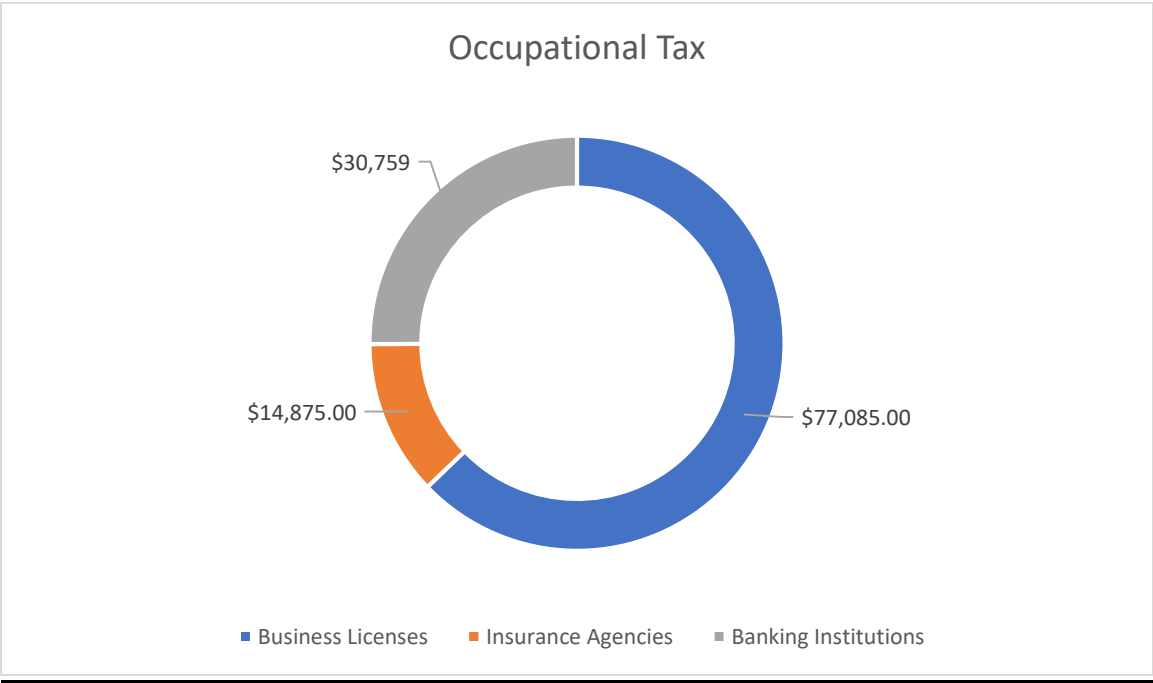
- 40 East Main Street – Brick encasement is going up around the new structure and work is starting to move to the inside with a final rough inspection pending.
- The Smith House has been issued their final CO.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. 7th round of Site plans are under review. A clearing and grubbing permit have been issued for this site with the addition of 3 walls to be constructed per the submitted plans.
- The Laurel development has approved ES&PC plans and site plans are currently under second review. Item that need to be reviewed or waiting for submittal are GDOT approval letter and Fire Marshall approval on fire hydrant placement.

Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 363 of the 420 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 304 Insurance business licenses have responded for 2020. Two 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:

- Hunt Enterprises – 37 College Lane Email – None
- Many Shades O Gray – 450 Grove Street North. Email – nickshadesogray@yahoo.com

Closed Businesses:

- CG Petro, LLC DBA CRW Rentals, LLC – 995 Morrison Moore Pkwy West
- The Green Frog – 1270 Grove Street North
- Dahlonga Mercantile – 25 Main Street West
- Shades O Gray, New Owner



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

4/30/2020

Report Title: Financial Services – April 2020

Report Highlight: Installation of a new City Firewall to allow security and reliability for the City's network and internet service. It allows remote users to securely access the City network from remote locations, including personal residences when working from home. This is done by a FortiClient VPN (Virtual Private Network) that connects remote computers to City Hall.

Name and Title: Melody Marlowe, Finance Director

Recently Completed:

- Training on BS&A Software
- Install new Firewall
- Setup remote access to City Network and establish user accounts

Underway:

- Implement new financial software
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee

Near Term:

- Update financial policies
- 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

Apr-20

Report Title

Public Works Department Report – April 2020

Report Highlight

COVID-related measures laid out in last month's report continue. Staff is in place for daily disinfection of facilities that are currently open to the public.

Name, Title:

Mark Buchanan, PW Director/City Engineer

Recently Completed:

- South Chestatee Sanitary Sewer Encasement. Thanks to the efforts of our Public Works crews, roughly \$100,000 was saved on this project.



- Bid phase of Memorial Park Cemetery curb repair/storm drain installation and resurfacing. Floyd Wimpy was the low bidder of the former and Garrett Paving the winner of the latter.
- Review of Preliminary Engineering vendor packets for Morrison Moore Pedestrian Bridge. Responses have gone to the committee and we expect to begin negotiations with the selected firm soon.

Underway:

- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- City Hall Parking Project.
- Columbarium bid evaluation.
- City Park bathrooms renovation bid package preparation.

- Preparation of City Park for resurfacing of trail. This includes fence removal and tree trimming.
NOTE: CITY PARK WILL EXPERIENCE A 6-8 WEEK CLOSURE FOR TRAIL RESURFACING, RE-SEEDING AND BATHROOM RENOVATIONS.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Design of Martin Street improvements.
- Wimpy Mill High Trestle Bridge vendor selection.
- Vendor selection of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area.
- Residential Recycling alternatives study.
- Construction of handrail on Mechanic Street sidewalk.
- Construction is currently taking place on Barlow Road. Contractors have installed the main cross-drain across the road while working in conjunction with the City's own water distribution/sewer collection crew to relocate sewer force main. Work will continue for several more weeks.



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

Apr-20

Report Title: Water & Wastewater Treatment - April 2020

Report Highlight: The contractor is on schedule to start the rehab work on the Achasta Lift Station by May 20, 2020 (Completion Date of 12/16/2020). Some of the material is stored at the water plant under security surveillance where it will stay until the project begins. The annual water quality report was posted in the Dahlonega Nugget this past month. This is a requirement from the Georgia EPD to inform our customers of any violations that may have occurred during the past calendar year. The City Water System was 100% compliant during that time frame. As stated below, the State Certified Engineer that performed an inspection of the reservoir dam found some minor deficiencies with erosion and water ponding but the overall rating of the dam was found to be in good shape.

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

Recently Completed:

- Annual Water Quality Report (CCR) advertised
- Annual Dam Inspection Report mailed to State Safe Dam Program
- Replaced motor and pump in CIP circulation system at WTP
- Inspection/Cleaning of Wal-Mart Tank by American Tank Maintenance
- Emergency dialer installed at Mountain Music Park Lift Station
- Repaired Kenimer Lift Station Pump #2
- Repaired Wal-Mart Tank Altitude Valve
- Unclogged West Cleaner Lift Station

Underway:

- High School Lift Station Pump Replacement
- Replacement of PanelView on PLC
- Correcting minor deficiencies noted in Engineering Report for Reservoir Dam
- Updating the Risk Assessment / Emergency Response Plan
- Accepting bids on Security Fencing for Owens Farm Lift Station
- 129 Priority Pollutant Testing for WWTP
- Replacement of both Digester Aerators (Capital Project)

Near Term:

- Rehabilitation work on Achasta Lift Station
- Annual Report for Industrial Pretreatment Program
- Annual Report on Watershed Protection Program
- FY2021 Budget

MUNICIPAL COURT JUDGE SERVICE AGREEMENT

This Agreement by and between the City of Dahlonega, a municipal corporation, hereinafter referred to as the "City" and Judge G. Hammond Law III, hereinafter referred to as the "Municipal Court Judge" or "Judge", is as follows:

WHEREAS, the City Council has appointed Judge G. Hammond Law III to serve as Judge of the City's Municipal Court; and

WHEREAS, Judge G. Hammond Law III has accepted the appointment and confirmation; and

WHEREAS, Judge G. Hammond Law III understands this is a part time position and involves overseeing court staff; and,

WHEREAS, in order to provide for the services of Judge of the Municipal Court and to establish compensation for such services, it is appropriate for the City to enter into an Employment Agreement with the Municipal Court Judge for such services replacing all prior contracts.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and terms contained herein, the City and Judge G. Hammond Law III agree as follows:

1. TERM OF EMPLOYMENT:

Judge G. Hammond Law III accepts the position of Judge of the Municipal Court of the City of Dahlonega for a one (1) year term commencing on May ____, 2020 and terminating on May ____, 2021 unless earlier terminated as described below.

The Judge shall be, and remain, an attorney admitted to practice law in the State of Georgia. The Judge must also be a citizen of the United States of America and the State of Georgia. The Judge must comply with all other requirements for service as a municipal court judge, including but not limited to complying with all training requirements. The Judge shall immediately report to the City Manager and City Attorney any change affecting his membership in good standing in the Georgia Bar Association and any training deficiencies.

2. SCOPE OF SERVICES:

The Judge shall perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Georgia Constitution, the Official Code of Georgia, the Code of Judicial Conduct, the Uniform Rules, Municipal Courts of the State of Georgia and such other rules as may be prescribed by the Supreme Court of the State of Georgia. In addition, the Judge shall act in accordance with any published opinions of the Judicial Qualifying Committee. The Judge shall preside over all pre-trial conferences, cases, trials, and hearings or arrange for a Judge Pro Tempore to do so. The Judge also shall perform the duties described in section 3.

The Judge shall at all times faithfully and to the best of his ability administer activities of the court, assign and hear all cases and fulfill obligations of the Court as established by State or local law, rule, statute, regulation and City ordinance.

The Judge shall appoint Judges Pro Tempore for vacation, affidavits of prejudice, recusal from a pending case, illness and required judicial continuing education and training. Before appointing a Judge Pro Tempore, the Judge shall confirm that he or she is an attorney admitted to practice law in the State of Georgia, a member in good standing with the Georgia Bar Association, and current in all training requirements.

The Judge shall instruct all Judges Pro Tempore concerning procedures and customary sentences in order to promote uniformity to the greatest extent possible

The Judge shall make a reasonable effort to maintain a pool of at least three Judges Pro Tempore and shall endeavor to rotate them evenly so that all will be reasonably familiar with Municipal Court procedures should their service be necessary.

3. JUDICIAL INDEPENDENCE AND ADMINISTRATION:

The Judge is independent from the City when performing judicial responsibilities and nothing contained herein shall be construed to interfere with the Judge when performing judicial duties. The Judge, or any Judge Pro Tempore serving in the absence of the Judge, is solely responsible for judicial decisions. Judicial decisions include, but are not limited to, establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, determination of conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.

Furthermore, the Judge is responsible for doing the following:

- In coordination with the City Attorney approving court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary;
- In coordination with the City Attorney providing proper training of court staff and officials subject to the Judge's direction and control about court procedures and the use of approved court forms, and updating such training as necessary;
- Ensuring that court staff and officials subject to the Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances and statutes;
- Notifying the City Attorney of additional resources necessary to ensure compliance with applicable laws and rules;
- Notifying the City Attorney of service provider performance deficiencies; and

- Reviewing quarterly reports and other communications of the Georgia Department of Community Supervision Misdemeanor Probation Oversight program and taking any actions the Judge deems necessary or appropriate.

The Court Clerk shall be appointed by The City Manager and shall serve as an employee of the City. The Court Clerk and all represented court staff are City employees subject to City rules and regulations. However, they are subject to the Judge's direction and control. Their salaries, benefits, hours of work and working conditions shall be established by the City.

The Judge understands that court staff adhere to the same applicable personnel policies as other City employees. The Parties agree that the Judge will participate in the review and amendment of any such policies to ensure that they recognize the unique nature of court employment and the Judge's rights and responsibilities with respect to court employees.

4. COMPENSATION:

The Judge's salary and benefits shall be set and appropriated through the City's budget process. The Judge's compensation within the adopted budget may be increased, but not decreased, during the Judge's term of office. The Judge's current salary is set at \$600 per month.

This salary shall constitute compensation for all responsibilities and duties in the administration of the Municipal Court.

Each party will pay payroll and other taxes as required by applicable laws and regulations.

The Judge may request from the City Manager reimbursement for required judicial training and qualification to hold the office of a municipal court judge.

5. BENEFITS:

The Judge only will be eligible for City benefits while he meets the eligibility requirements in the applicable benefit documents.

6. TERM OF AGREEMENT:

The Judge's term of office shall be for a period of one (1) year beginning May ____, 2020 and ending on May ____, 2021.

7. CONTRACT ADMINISTRATION:

This Agreement shall be administered by the City Manager and/or designee on behalf of the City and by Judge G. Hammond Law III on behalf of the Municipal Court Judge. Any written notices to be served on either party shall be served or mailed to the following addresses:

IF TO THE CITY:

City Manager
465 Riley Road
Dahlonega, GA 30533

IF TO THE JUDGE:

Judge G. Hammond Law III
P.O. Box 1704
Gainesville, GA 30503

8. TERMINATION OF AGREEMENT:

This Agreement may be terminated during the Judge's term of office as follows:

By the Judge if he provides a minimum of thirty (30) days written notice prior to his effective date of termination, unless otherwise mutually agreed by the parties.

By the City only as provided in O.C.G.A. Section 36-32-2.1.

9. MERGER AND AMENDMENT:

This Agreement contains the entire understanding of the City and the Judge with respect to the matters set forth herein, and any prior or contemporaneous understandings are merged herein. This Agreement shall not be modified except by written instruments executed by the City and Judge hereto.

This Agreement shall be governed under the laws of the State of Georgia, and any dispute regarding this Agreement shall be resolved in Lumpkin County Superior Court, State of Georgia.

10. SEVERABILITY:

If any provision of this Agreement or their application to any circumstance is held invalid, the remainder of this Agreement and their application to other circumstances is not affected.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto do hereby execute this Agreement.

CITY OF DAHLONEGA

MUNICIPAL COURT JUDGE

By: _____
Sam Norton, Mayor

By:  _____
Judge G. Hammond Law III

Date: _____

Date:

Approved as to Form:

By: _____
J. Douglas Parks, City Attorney



CITY COUNCIL AGENDA REPORT

DATE: May 18, 2020
TITLE: Stormwater Management
PRESENTED BY: Ed DiTommaso, Goodwyn, Mills, Cawood

AGENDA ITEM DESCRIPTION:

Stormwater Management

HISTORY/PAST ACTION:

Discussed multiple times at Council retreat and previous work sessions over roughly 1 year.

FINANCIAL IMPACT:

See Presentation

RECOMMENDATION:

None.

SUGGESTED MOTIONS:

None.

ATTACHMENTS:

Power Point Presentation during work session.