



CITY OF DAHLONEGA

Council Work Session Agenda

July 20, 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

TOURISM:

BOARDS & COMMITTEES:

- [1.](#) Cemetery Committee - June 2020
Chris Worick, Cemetery Committee Chairman
- [2.](#) Downtown Development Authority – June 2020
Shannon Ferguson, Executive Director
- [3.](#) Main Street – June 2020
Carolyn McDuffie, Main Street Project Coordinator

DEPARTMENT REPORTS:

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

ITEMS FOR DISCUSSION:

- [9.](#) Community Helping Place Health Initiatives - Paula Payne
- [10.](#) City Manager's Presentation of the Recommended FY21 Budget, Bill Schmid, City Manager
- [11.](#) Nonresidential Solid Waste Recommendations for Discussion, Bill Schmid, City Manager
12. Crosswalks and Sidewalks, 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

6/1/2020

Report Title: Cemetery Committee - June 2020
Report Highlight: The regularly scheduled May 19, 2020 meeting was canceled.
Name and Title: Chris Worick, Cemetery Committee Chairman

Recently Completed:

- Columbarium vendor selection. Procurement is ongoing with Eickhof Granite Columbaria of Minnesota.

Underway:

- Patriotic wreaths were hung at the entrance to Mt. Hope and Memorial Park in honor of Memorial Day and will remain up through Independence Day.
- Two headstones which had been broken in half for some time have been successfully repaired to their original state.

Near Term:

- 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.



DOWNTOWN DEVELOPMENT AUTHORITY CITY OF DAHLONEGA DEPARTMENT REPORT

6/30/2020

Report Title: Downtown Development Authority – June 2020
Report Highlight: Head House historic pre-application submitted to state
Name and Title: Shannon Ferguson, Executive Director

Recently Completed:

- Attended SBDC and others COVID-related webinars specific to economic recovery
- Attended monthly Downtown Business Association and Tourism meetings
- Attended two retail recruitment webinars specific to impacts of ongoing public health crisis
- Participated in weekly DDA Directors call regarding COVID response and recovery
- Participated in weekly developer review meetings with Community Development
- Worked with Main Street staff to finalize July 4th recommendations to the City Council & prepared event budget
- Completed conceptual site plan for old school property
- Completed conceptual rendering of the Head House
- Submitted historic designation pre-application to the state historic preservation office
- Requested outsourced beautification estimates for potential FY2021 budget planning
- Participated in public rally and demonstration planning efforts

Underway:

- Distributed property owner notification to those parcels included in the Downtown Renaissance Fellow visioning project with UGA and Georgia Cities Foundation
- Continued weekly design check-in meetings with UGA student and faculty advisor
- Conducted successful one-on-one meetings with three of the four visioning project property owners
- Continued developer conversations regarding old school property (added a fourth potential developer, Prospect D, as of June 22, 2020); two in-person meetings with Prospect A and Prospect B during this reporting period; outreach with Prospect C continues
- Prepared FY2021 DDA budget requests and met with DDA Executive Board in anticipation of board presentation during July 2 board meeting
- Drafting Request for Qualifications for experienced historic preservation architect to lead Head House design
- Engaged DCA, GMRC, and others to explore possible funding sources for completing updated Downtown Master Plan

Near Term:

- Scheduled early-July one-on-one meeting with fourth and final visioning property owner
- Anticipated response from state regarding pre-application (possibly mid-August)



MAIN STREET

CITY OF DAHLONEGA DEPARTMENT REPORT

6/1/2020

Report Title: Main Street – June 2020
Report Highlight: July 4th planning
Name and Title: Carolyn McDuffie, Main Street Project Coordinator

Recently Completed:

- Execution of pre-event planning DDA sponsored events such as the Farmer's Market, App. Jam and First Fridays.
- Ongoing research and collaboration with other Main Street programs relating to COVID-19 operations.
- Detailed event analysis meetings in partnership with DDA Director evaluating upcoming events.
- Creating a more user-friendly website for Dahlonaga Main Street/DDA. Current video, photos and original content are all to be expected with website improvements.
- Curating social media content to focus on the modified reopening of Dahlonaga's DDA District and business within the city limits.
- Creation of surveys and internal messaging to better understand the needs of Dahlonaga's businesses
- Creation of saturated social media content calendar featuring merchants' websites, curbside pick-up, and other diversified business practices.
- Creation of City of Dahlonaga/Dahlonaga Main Street COVID-19 graphics and posts.
- Removal of outdated content and irrelevant information from the City Hall & DDA sites.
- Update of Special Event application on City Hall and DDA sites.

Underway:

- Coordinating and modifying July 4th plans and scheduling.
- Developing press releases, community memos and other informational material for July 4th
- Creating all graphics and print media for July 4th events in house with assistance from DDA intern
- Strategic planning of advertising, promotions, and scheduling of upcoming DDA sponsored events including Farmers Market, First Friday, and Appalachian Jam
- Assisting city leadership with the development and implementation of a new event permitting process
- Organization and review of internal processes as they relate to event management to begin a best practice guide for Dahlonaga events
- Creation of seasonal slideshows for City Hall Lobby
- COVID-19 updates on the City Hall & DDA sites

Near Term:

- Publication of monthly City Limits newsletter



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

7/1/2020

Report Title: City Marshal's Office – June 2020

Report Highlight: During the June reporting period, members of the Marshal's Office met with the Department of Natural Resources to receive training on the DNR code sections which apply to activities on the reservoir. The Marshal's Office will begin assisting DNR with enforcement of regulations beginning in July

Name and Title: Jeff Branyon, Chief Marshal

Recently Completed:

- The Marshal's Office issued 23 traffic citations, 35 warnings, 20 parking citations and responded to 29 calls for service including two theft investigations, and one arrest on a Montana warrant.

Underway:

- Budget preparation is underway for FY 2021. The Marshal's Office anticipates the addition of a Deputy Marshal to expand service hours into the evenings and provide more weekend coverage as needed.

Near Term:

- As the budget situation becomes clearer, the Marshal's Office will resume the dilapidated structure initiative. Enter Text Here



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

6/1/2020

Report Title: Community Development – June 2020

Report Highlight: Planning Commission will start meeting in July (PC meeting – July 13, Public Hearing July 20, Council Decision August 1).

Name and Title: Kevin Herrit, Director

Recently Completed:

- ISO Building Code Effectiveness Grading Schedule (BCEGS) Questionnaire

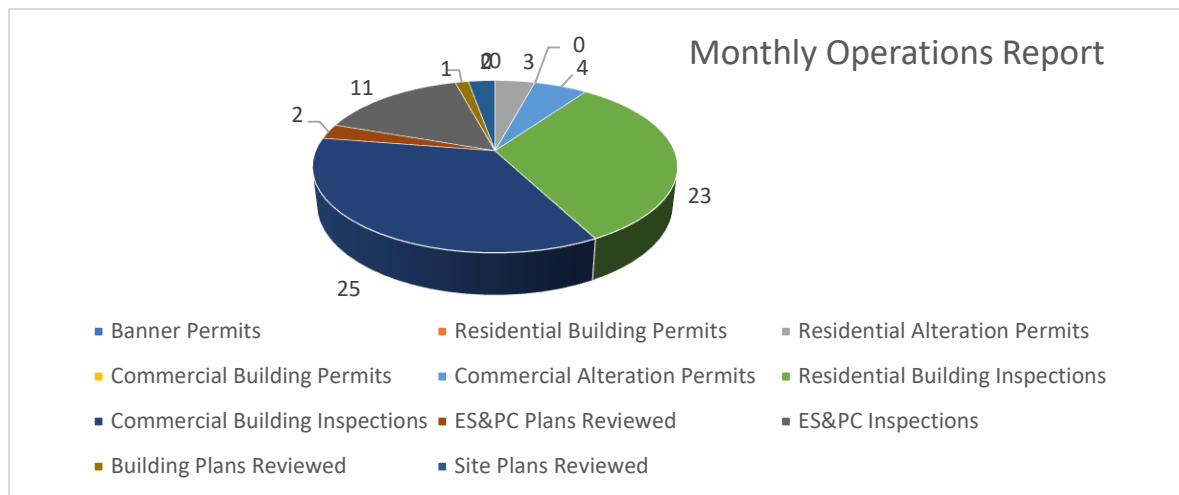
Underway:

- Working on a Corridor overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation) and design requirements.
- 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.
- Creating an online parking permit application for Public Works.

Development Projects:

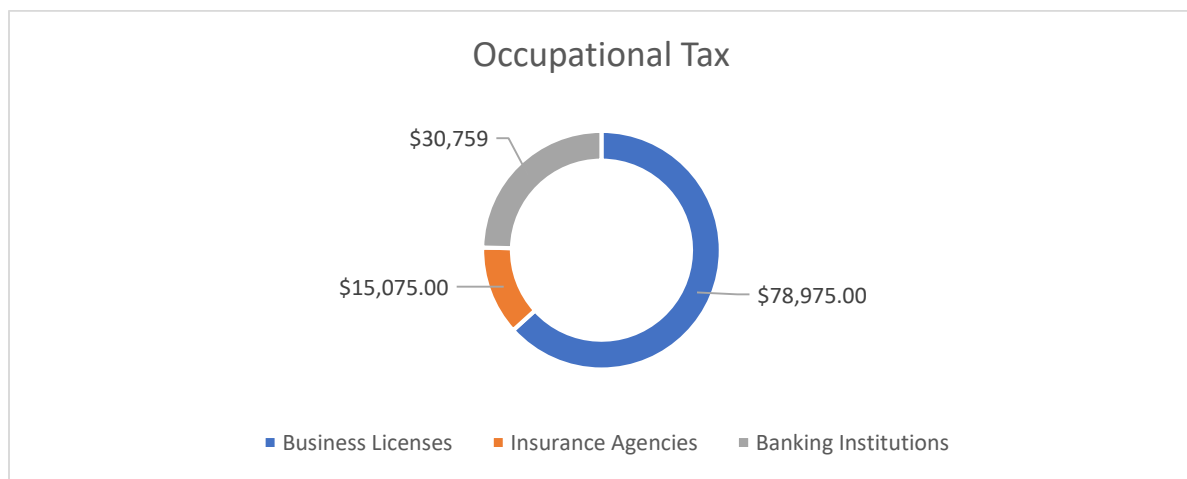
- 40 East Main Street – Rough-in inspections are being performed for each floor of the Hotel and sheet rock has started going up on several of the floors.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. 7th round of Site plans is under review. A clearing and grubbing 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 an LDP and is currently working on the framing package. Framing package is inspected at time of rough-in inspection.

Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 372 of the 420 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 308 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:

- Dahlonaga BBQ – 59 East Main Street - Email – jesse@northgabbo.com
- 1959 Business 13 LLC. – 1959 Hwy 19 - Email – 1959business13llc@gmail.com

Closed Businesses:

- None



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

6/30/2020

Report Title: Financial Services – June 2020

Report Highlight: The City received its first payment from Peachtree Recovery Services in the amount of \$5,099.55. Claims totaling \$17,857.32 were identified for property damage from accidents in 2016-2018. Additional collections are expected.

Name and Title: Melody Marlowe, Finance Director

Recently Completed:

- Setup task on new financial software for automated budget development, integrated with human resources and general ledger
- Review and finalize document revisions for GEFA loans, reflecting 6-month deferral of debt service payments
- Complete report and process payment for City-owned vehicle Impact Fees to DOR Motor Vehicle Division
- Work through administrative logistics of STRIPE (3rd party payment platform) for Community Development online business application
- Implement online timesheet completion function for all City departments, resulting in significant payroll processing efficiencies

Underway:

- FY2021 Budget and Five-Year Capital Improvement Program Development
- Assist as needed with consideration and implementation of stormwater utility fee
- Establish and setup Employee Portal on new software; implement and train employees on benefits and use
- Establish process for emailing utility bills and conduct a paperless billing campaign
- Combine utility accounts for common billing addresses
- Review finance record retention practices and organize file system
- Update Capital Asset tracking system to include photographs of assets

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

Jun-20

Report Title

Public Works – June 2020

Report Highlight

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

Name, Title:

Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Barlow Road storm drain project. While not 100% complete at the time of this writing, this project was very close. Completion is expected within budget.
- Selection of vendors for all phases/aspects of the Wimpy Mill Picnic Area expansion, kayak launch and pedestrian bridge. Securing of contracts ongoing.
- Selection of a Preliminary Engineering vendor for the Morrison Moore Pedestrian Bridge. City staff is working with GDOT representatives to negotiate a rate in accordance with GDOT policy.
- Memorial Park Cemetery curb repair/storm drain installation.
- Design of Martin Street improvements. The bid process is on hold pending potential private development in the area.

Underway:

- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- Memorial Park Cemetery resurfacing by Garrett Paving.
- Columbarium procurement and site preparation activities at Memorial Park Cemetery.
- City Park bathroom renovation. This work is expected to be complete by the time of the July 20 Work Session.
- City Park trail paving. These efforts have been hampered in past weeks by vendor issues and inclement weather.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Residential Recycling alternatives study.
- 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.

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.
- Design of a watermain extension linking the existing mains on South Chestatee Street and Alumni Drive.



WATER / WASTE WATER DEVELOPMENT
CITY OF DAHLONEGA DEPARTMENT REPORT
Jun-20

Report Title: Water & Wastewater Treatment - June 2020

Report Highlight: Rehab work on the Achasta Lift Station is starting to wrap up. The contractor has scheduled testing and training of the new system for July 22, 2020. If this is accomplished, the station will be turned over to the City before August. The project had a completion date of December but due to an aggressive work schedule and proper planning, the project is well ahead of schedule. This will in turn save the city in electrical cost because of the efficiency of the new equipment. There is no bonus from the City to the contractor for completing early.

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

Recently Completed:

- Replaced 12-inch effluent valve on Finished Water Pump #2
- Whole Effluent Toxicity (W.E.T.) Testing
- Trihalomethane / Haloacetic Acid (THM /HAA) Quarterly Testing
- Annual Report on Watershed Protection Program
- FY2021 Budget
- Quarterly Dam Inspection

Underway:

- Achasta Lift Station Rehabilitation
- Replacement of effluent valve on Finished Water #2 Pump
- Repairs to diagram in Singer Valve #2
- Updates to Risk Assessment/Emergency Response Plan
- Replacement of both Digestor Aerators (Capital Project)

Near Term:

- Annual Report for Industrial Pretreatment Program



Community Helping Place Free Medical Clinic

56 Camp Glisson Rd

Dahlonega, GA 30533

PH: 706-864-4455

FX: 706-864-4461

chpclinic@communityhelpingplace.org



SERVICES AND PROGRAMS OVERVIEW

Medical

- • Acute Care – Walk-in Clinic
(Every Thursday Morning)
- • Chronic disease management
 - • Women's health
 - • Laboratory services
- • Surgical (small procedures)
 - • Hepatitis C Treatment
 - • Physical therapy
- • Vision Exams and glasses
 - • Heart health
- Mental Health Counseling
- Prescription Assistance Program



Health Education

- Diabetes RX Food Box
- • Weight management
- • Heart healthy classes



Dental

- • Initial Dental Examination
- • Preventative: cleanings
- • Simple Extractions



Health Navigation

- We help patients navigate through referral process to specialists imaging and financial services from hospitals and programs available.

General Guidelines for Free Clinic:

Residency: Lumpkin County

Income: At or below 200% FPL

Insurance: No insurance

New Patient Eligibility: Tuesday and Thursday
from 9 to 1.

All programs and services rendered at the Clinic
are FREE to all patients.

Who are our patients

Employed but part time not receiving insurance

Employed but opting out of insurance due to unaffordable
premiums

Temporarily un-employed or between jobs

Seniors on SSI but not eligible for Medicare yet (60 to 65)

Homeless

Self Employed but low income (below 200% FPL)

Seniors on Medicare but indigent (only services not covered
by Medicare)



CITY COUNCIL AGENDA REPORT

DATE: July 15, 2020
TITLE: City Manager's Presentation of the Recommended FY21 Budget
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

Presentation to the Council by the City Manager of his recommended budget for FY21.

HISTORY/PAST ACTION:

On April 20th the City Council approved an amended FY20 budget based on COVID impacts. It serves as the base for FY21's budget, which was developed in close consultation with supervisors and department heads over several days. The first draft was available for Council review and comment. Three days of public non-voting meetings were held July 7-9 with interested and available councilmembers to further review the budget at the General Ledger line item level. The next step before adoption August 17th is a public hearing scheduled for August 3rd at 6:00 pm. Following the official presentation of the budget document to the Mayor and Council on July 20th, a public inspection copy will be placed in the lobby and it will be posted to the City's website.

FINANCIAL IMPACT:

Positive and beneficial

RECOMMENDATION:

Consent for the FY21 budget to proceed with public hearing on August 3, 2020, with a view toward adoption August 20, 2020 by Resolution to take effect October 1, 2020.

SUGGESTED MOTIONS:

None needed – in work session

ATTACHMENTS:

None – The budget document will be officially presented in the meeting.



CITY COUNCIL AGENDA REPORT

DATE: July 13, 2020
TITLE: Nonresidential Solid Waste Recommendations for Discussion
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

Recommendations related to nonresidential Solid Waste changes are being offered.

HISTORY/PAST ACTION:

13 prior amendments since 1994. Most recent action 2016.

FINANCIAL IMPACT:

Enter Text Here

RECOMMENDATION:

Please see the accompanying Memo and tables

SUGGESTED MOTIONS:

I move to approve the City Manager's recommendations as contained in a memorandum dated July 13, 2020 with accompanying tables.

ATTACHMENTS:

Memorandum of July 13, 2020 with Recommended Consolidated Rate Schedule

MEMORANDUM

To: Mayor & Council

From: Bill Schmid, AICP

Date: July 13, 2020

Re: Nonresidential Solid Waste Recommendations

EXECUTIVE SUMMARY

The City of Dahlonga serves more than 150 nonresidential accounts with Solid Waste collection services (collection, transport and disposal). Based on the volume, frequency and location of various nonresidential entities, the city offers a potential combination of 28 account codes for nonresidential rollcarts and 21 account codes for dumpsters. By comparison over 1,400 residential accounts have only three associated rate codes. Residential rates are not recommended for review or change at this time. Accompanying material recommends consolidation to seven nonresidential rate categories and assigns existing rates to the new simplified nonresidential rates of \$40, \$80, \$130, \$210, \$350, \$520, and \$950. These changes are recommended in anticipation of the adoption of the FY 21 budget.

Also, it is the recommendation of staff for the purpose of clarity, to restate in policy the current practice and ordinance requiring exclusive use of the City's Solid Waste collection service in the B-3 and CBD zoning districts. This is for a multitude of reasons including traffic, safety, wear and tear on infrastructure, and public health sanitation reasons.

It is also recommended that the city, at this time of restructuring and clarifying, should enact an ordinance requiring all city business to maintain at least a minimum solid waste service. All business located in the city would use the city solid waste service (or an optional private hauler only if business is located outside B-3/CBD), unless that business is a homebased business and would be exempt from this requirement with an active residential city solid waste account.

BACKGROUND

Over the course of the last +\ 20 years, City solid waste accounts have become out of balance in billing rates and practices. Periodically, it is recommended that the billing records of the entire customer base be confirmed on the ground by staff and reorganized as warranted to regain equity and fairness in the market. The following recommendations come from COVID belt-tightening and implementation of the new billing software.

Standardization of rates from almost 50 classifications to less than 10 will be roughly revenue neutral, but will help in administering this enterprise account. Some accounts will see decreases, while others see modest, yet appropriate, increases. Customers with several accounts may see both. As new rates are determined to be warranted, they can be determined and added over time. New customers will be assigned to the rate most closely aligned with their need. In combination these changes will help offset the Hancock Park dumpsters and recognize the unbilled benefit to downtown account holders from the City emptying the many cans around downtown Monday through Saturday.

	A	B	C	D	E	F	G	H	I	J	K
1	New Rate Structure										
2											
3	Current	# Accts	New		Current	# Accts	New		Current	# Accts	New
4	Rate	\$25-\$50	Rate		Rate	\$50-\$100	Rate		Rate	\$100-\$150	Rate
5	\$26.62	9	\$40		\$72.60	8	\$80		\$101.64	2	\$130
6	\$30.25	5	\$40		\$74.68	1	\$80		\$108.90	1	\$130
7	\$36.30	4	\$40		\$75.02	1	\$80		\$117.98	1	\$130
8	\$37.51	53	\$40		\$88.33	1	\$80		\$120.00	1	\$130
9					\$90.75	1	\$80		\$150.04	1	\$130
10											
11	Accts	71			Accts	12			Accts	6	
12											
13	Current	# Accts	New		Current	# Accts	New		Current	# Accts	New
14	Rate	\$150-\$300	Rate		Rate	\$300-\$400	Rate		Rate	\$400-\$750	Rate
15	\$152.46	8	\$210		\$304.92	1	\$350		\$405.35	1	\$520
16	\$176.66	2	\$210		\$343.64	2	\$350		\$470.69	7	\$520
17	\$185.13	6	\$210		\$383.57	1	\$350		\$471.90	1	\$520
18	\$203.28	1	\$210						\$508.20	1	\$520
19	\$205.70	2	\$210						\$612.26	1	\$520
20	\$206.91	10	\$210						\$671.55	1	\$520
21	\$235.95	10	\$210						\$687.28	1	\$520
22	\$264.99	1	\$210								
23											
24	Accts	40			Accts	4			Accts	13	
25											
26	Current	# Accts	New								
27	Rate	\$750-\$1,100	Rate								
28	\$ 810.70	1	\$950								
29	\$ 928.07	3	\$950								
30	\$ 941.38	2	\$950								
31	\$1,057.54	1	\$950								
32											
33	Accts	7			Grand Sum	153	Accts				
34											