



# **CITY OF DAHLONEGA**

## **Work Session Agenda - Amended**

### **February 18, 2020 4:00 PM**

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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.

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#### **OPEN MEETING**

#### **BOARDS AND COMMITTEE'S:**

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

#### **DEPARTMENT REPORTS:**

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

#### **ITEMS FOR DISCUSSION:**

10. Property Manager Request for Additional Water Charge Write-Off, Gordon Copeland, Chestatee Real Estate
- [11.](#) Ordinance 2020-07: An Ordinance to include Regulations and Procedures for Mobile Food Service, Doug Parks, City Attorney
- [12.](#) Ordinance 2020-11: Parades, Assemblies, Demonstrations and Rallies in Public Places, TBD
- [13.](#) Resolution opposing HB 302 and SB 172, JoAnne Taylor, Council Member
14. Zoning Map Quarterly Review, Director Herit and City Manager Schmid
- [15.](#) Public Notice Meeting Dates – Work Session, Mary Csukas, City Clerk
- [16.](#) Contract Award Recommendation - Project #2020-005 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer
- [17.](#) LMIG Project #2020-001 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer
- [18.](#) Contract Award Recommendation - Project #2020-010 Barlow Road Improvements, Mark Buchanan, Engineer

#### **COMMENTS – PLEASE LIMIT TO THREE MINUTES**

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

#### **ADJOURNMENT**



Choose an item.

## CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

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<u>Report Title</u>	Cemetery Committee January 2020
<u>Report Highlight</u>	Cemetery cleanup day on Nov. 9th. 15 persons participated. Over 20 bags of leaves, plastic flowers and other items were picked up and disposed of.
<u>Name, Title:</u>	Chris Worick, Cemetery Committee Chairman

### Recently Completed:

- New VA approved military headstone emplaced on William Woodward's grave.
- War of 1812 ceremony marked two veteran's graves in Mt. Hope.
- Four new Crape Myrtles planted in Mt. Hope.

### Underway:

- Cemetery Committee is partnering with the UNG Appalachian Studies Program to create a walking tour of Mt. Hope Cemetery as part of their Fall Semester, Appalachian Teaching Project.
- Columbarium Re-bid. Project will be re-bid as separate items...site-work and columbarium alone. This should produce a substantially increased number of responsive bidders.

### Near Term:

- GPR survey of Mt. Hope needed to locate unmarked burials and determine additional burial plots for future sales.



**DOWNTOWN DEVELOPMENT AUTHORITY**  
**CITY OF DAHLONEGA DEPARTMENT REPORT**  
Jan-20

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Report Title                      Downtown Development Authority – January 2020  
Report Highlight                Development review meetings for two key downtown properties currently vacant  
Name, Title:                      Shannon Ferguson, Executive Director

Recently Completed:

- Façade grant approved for 16 Public Square S (Gustavo’s, Crider’s Clothing & Knuckles); work dependent upon temperatures but owner making it a priority
  - Completed event analysis for the following events to date. Staff making administrative and logistic adjustments to ensure event success. Any significant event changes will be presented to Council during February work session.
- |                               |                                   |                                    |
|-------------------------------|-----------------------------------|------------------------------------|
| First Fridays                 | Farmers Market                    | Appalachian Jam                    |
| July 4 <sup>th</sup> (Parade) | July 4 <sup>th</sup> (5K/Fun Run) | July 4 <sup>th</sup> (park events) |
| Community volunteer picnic    | Halloween on the Square           | Christmas (lighting event only)    |
| Bear on the Square            | Frog Week Run                     | Trail Fest                         |
| Gold Rush (Parade)            | Gold Rush (Carnival)              | Gold Rush (Festival)               |
| Gold Rush (5K)                | Science & Literary Festival       |                                    |
- Met with two potential developers for the 147 N. Park Street (old school property)
  - Film permit survey results compiled and shared with Camera Ready Liaison, Sam McDuffie and City Manager; continued outreach to film’s location scout via Sam
  - Completed alcohol stakeholder meetings; compiled feedback to share at a work session
  - Met with local business owner who may be interested in growing their business on the first floor of the Head House
  - Worked with City Attorney to craft two ordinance modifications: mobile food service & mobile signs/advertising

Underway:

- Ongoing event analysis, focusing on city events initially and transitioning to third-party events
- Review proposals for possible third-party consulting services for the Head House, 147 N. Park Street (old school) and the former Mohawk site
- Mid-year budget assessment
- Landscaping/planting assessment and 2020 planning
- Outreach to potential restaurant prospects for first floor of Head House
- Attended development review meeting for 40 Public Square S and former Bellies & Butts location

Near Term:

- Alcohol/zoning ordinance staff review project



## **DOWNTOWN DEVELOPMENT AUTHORITY**

### **CITY OF DAHLONEGA DEPARTMENT REPORT**

**Jan-20**

Report Title Main Street-January 2020  
Report Highlight Arbor Day 2020  
Name, Title: Carolyn McDuffie, Main Street Project Coordinator

#### Recently Completed:

- Organized the placement and delivery of the Hancock Park Turquoise Table in partnership with the Meet Your Neighbor movement. This is one of the three location for the Turquoise Table Meet Your Neighbor movement.
- Completed Annual Georgia Exceptional Main Street Application (GEMS) submission under the leadership of the DDA director and assistance of Main Street Intern Luke Chaney.
- Published and distributed Monthly City Limit's Newsletter with assistance of Main Street Intern.
- Coordinated and organized the complete disassembly and storage of decorations in the Downtown District.
- Reported December Main Street statistics to DDA Director for Department of Community Affairs (DCA) report.
- Held pre-event meetings for 4 upcoming major festivals (Dahlonge Literary Festival& Dahlonge Science Festival, Bear on the Square Festival, Arts, Wine, & Jazz Festival)

#### Underway:

- Detailed event analysis meetings in partnership with DDA Director evaluating upcoming events.
- Creating a more user-friendly website for Dahlonge Main Street/DDA. Current video, photos and original content are all to be expected with website improvements.
- Strategic planning of advertising, promotions and scheduling of upcoming DDA sponsored events including Farmers Market, First Friday and Appalachian Jam.
- Evaluation of Wayfinding Signage project promotions to fill remaining blank slots on signage.

#### Near Term:

- Arbor Day 2020 will be held Monday, February 24th at 3:00 PM. The City of Dahlonge will plant a Kousa Dogwood at 135 South Park Street to beautify Dahlonge and in celebration of one of our most valuable resources—trees! This year's tree was donated by Brian Denney of Modern Woodmen of America.





## CITY MARSHAL'S OFFICE

### CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-20

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Report Title                      Marshal's Report January 2020

Report Highlight                The City Marshal's Office responded to a call for service at the McDonalds regarding a person passing a counterfeit \$100 bill. The suspect was arrested and charged with one count of first-degree forgery. The case is pending in Lumpkin County Superior Court.

Name, Title:                    Jeff Branyon, Marshal

Recently Completed:

- Automated External Defibrillators have arrived and are in the vehicles and ready for use.
- The Marshal's Office issued 32 traffic citations, 30 parking citations, 27 parking warnings, answered over 45 calls for service from 911, worked 1 auto accident.

Underway:

- The Marshal's Office is in the process of completing a comprehensive policy manual for law enforcement operations. The final manual should be completed by April 2020.

Near Term:

- The City Marshal's Office receives frequent requests for "ride along" opportunities from various individuals and groups. The Marshal's Office will develop a ride along policy and waiver of liability before implementing a ride along program.



## COMMUNITY DEVELOPMENT

### CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-20

Report Title Community Development – January 2020 Department Report

Report Highlight Building Permit Software with OpenGov has been purchased and the department is currently underway with implementing the new software. This software will be available online and accessible for building inspectors on sites when doing inspections.

Name, Title: Kevin Herrit, Director

#### Recently Completed:

- Working on zoning cases and talking with developers about possible new developments for mixed use residential and commercial areas.
- Draft of Accessory Dwelling Unit (ADU) text amendment has been completed and will go to the Planning Commission in March.

#### Underway:

- Developing a web-based zoning map for the city web page. This map is being truthed and will require parcel splits for current parcels that have two zoning districts.
- Rebuilding the Character Area layer in GIS – 50% complete.
- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- Accessory Dwelling Unit (ADU) addition to zoning districts and additional requirements
- Working on Plan First application for 2020. Submittal will be in May of 2020.

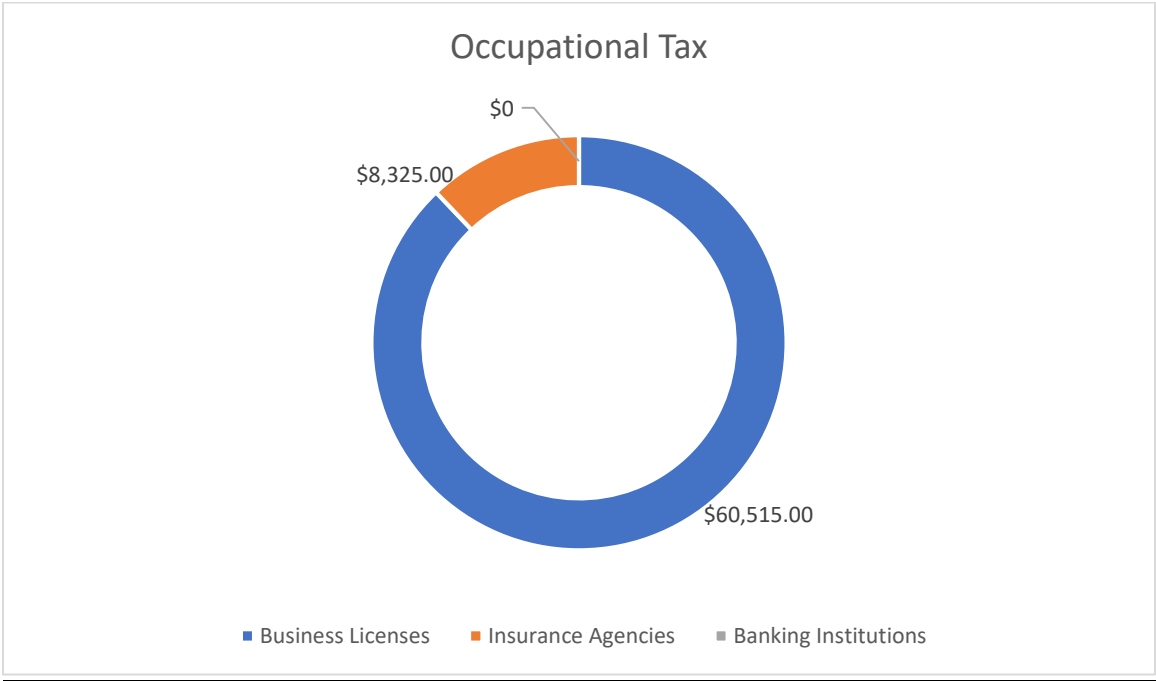
#### Development Projects:

- 40 East Main Street – Brick encasement is going up around the new structure. Waiting on structural steel beams to be completely installed.
- The Smith House has been issued a TCO for specific dates until the elevator is approved.
- Waffle House construction should start at the beginning of 2020.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site.

#### Occupational Tax Certificates:

- To date, Community Development Department has received 271 of the 420 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 187 Insurance business licenses have responded for 2020. None of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners.

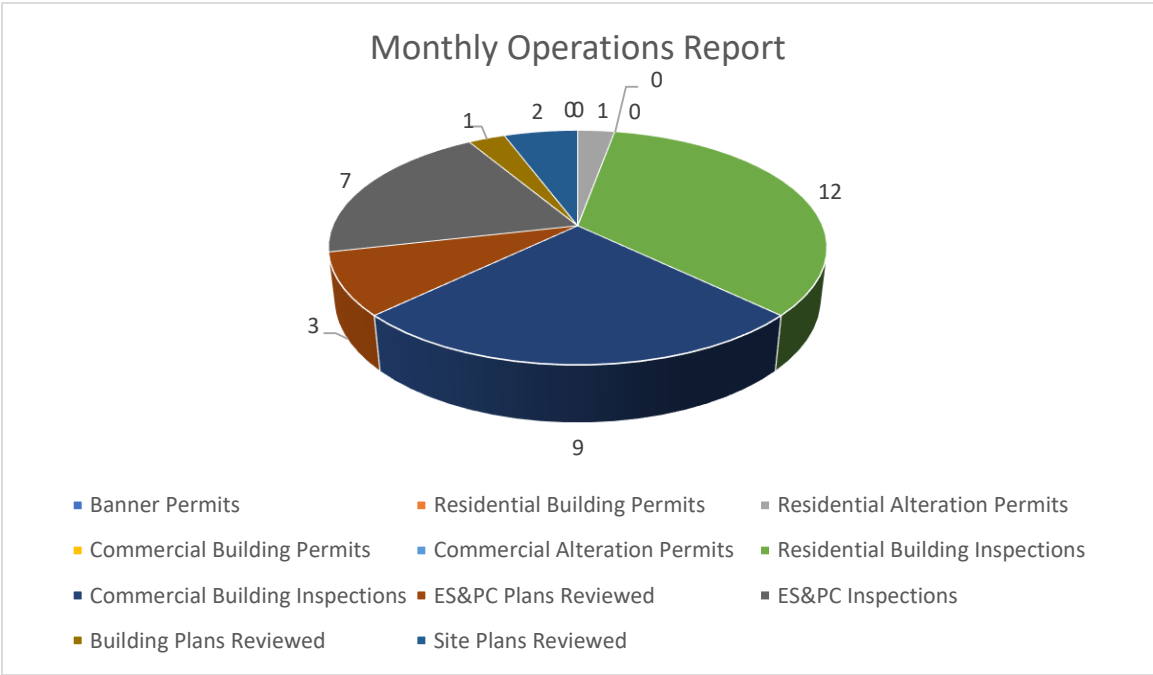
Occupational Tax Certificates:



New Businesses:

- Canopy and the Roots – 53 West Main Street. Email – [orders@canopyandtheroots.com](mailto:orders@canopyandtheroots.com)
- Pamplin Specialty Pharmacy – 81 Crown Mountain Place, Suite C400  
Email – [micdela.pamplin@gmail.com](mailto:micdela.pamplin@gmail.com)

Monthly Operations Report:





## FINANCIAL SERVICES

### CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-20

<u>Report Title</u>	Financial Services Department Report – January 2020
<u>Report Highlight</u>	Representatives from BS&A (new financial software provider) visited the City for three full days to conduct the process discovery phase of the software implementation. The Finance Department is excited about the potential for improved efficiencies. We have much work to prepare for on-site training scheduled to begin March 9. Go-Live dates are phased for General Ledger (March 16) and Utility Billing (April 6).
<u>Name, Title:</u>	Melody Marlowe, Finance Director

#### Recently Completed:

- Process discovery phase of financial software implementation
- Revision of hotel/motel tax ordinance to establish
- Develop and adopt FSA and Cafeteria Plan Documents
- Update personnel policy to reflect changes in employer funding of employee dependent health care coverage
- FY2019 Final Budget Amendment
- Payroll Tax reporting for 2019

#### Underway:

- Financial audit for FY2019
- Develop new financial chart of accounts for new software that complies with State requirements
- Coordinate an employee compensation study
- Implement new financial software
- Coordinate and facilitate annual employee performance evaluation process
- Update Financial Policies
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee
- Assist with an unaccounted water loss review and assist public works in establishing a meter management program

#### Near Term:

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



## PUBLIC WORKS

### CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-20

<u>Report Title</u>	Public Works Department Report – January 2020
<u>Report Highlight</u>	Americans with Disabilities Compliance. Troy's team has been moving throughout the city for several months now in an effort to bringing our system of sidewalks into closer compliance with the Americans with Disabilities Act. One of the main components of this work is creating sidewalks that are accessible to wheelchair bound individuals. This is accomplished by ramps with a maximum slope of 12:1 or 8.33%. You may have noticed continual construction at various points along North Grove with this in mind. There is currently an effort ongoing near the kindergarten. In addition to the ramp work, the team regularly replaces small sections of impassable sidewalk. Also, the City annually utilizes the services of Georgia Safe Sidewalks. This group moves throughout town locating those small differences in height between sidewalk panels and shaves off the high side, thereby reducing trip hazards and making travel safer for wheeled conveyances and those with reduced abilities.
<u>Name, Title:</u>	Mark Buchanan, PW Director/City Engineer

#### Recently Completed:

- Columbarium RFP process. There were no prospective bidders. Package to be re-bid using criteria more favorable to prospective bidders.
- Preparation of Tanyard Branch Sanitary Sewer bid package. Bids have been received and are being evaluated.
- Preparation of City Hall additional parking area bid package. Bids due soon.

#### Underway:

- Award of 2020 LMIG paving project.
- Award of 2020 SPLOST funded paving project.
- Award of Barlow Road storm drain project.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Design of Martin Street improvements.
- Head House entrance redesign.
- Wimpy Mill High Trestle Bridge preliminary engineering. Bid documents for pedestrian bridge on Wimpy Mill Road and Phase 2 of the picnic area have been created.
- Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area.
- Commercial solid waste alternatives study.
- Residential Recycling alternatives study.
- Selection of vendor for handrail on Mechanic Street sidewalk.

#### Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.
- Re-staining of diving bell pavilion.



## **WATER / WASTEWATER TREATMENT**

### **CITY OF DAHLONEGA DEPARTMENT REPORT**

Jan-20

Report Title Water & Wastewater Treatment Department Report January 2020

Report Highlight Willow Construction installed their by-pass pumps at the Owens Farm Lift Station and should complete the project by the end of March. Cedar Farms will start the rehabilitation of the Achasta Lift Station around that time. We are scheduled to have Inspectors from the EPD at our water facilities on March 3, 2020. This inspection is performed every three years and will be inspecting the water treatment plant as well as the water distribution system. While the EPD usually inspects the water plant at least every year, this survey is required by the EPA and inspects both systems with a fine-tooth comb. City personal will spend all month preparing for this inspection.

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

#### Recently Completed:

- Awarded Achasta Lift Station Rehabilitation Project to Cedar Farms and Construction
- Repaired Singer Valve #1 at WTP
- Replaced valve and actuator on Acid Circulation Line
- Removed portable by-bass pump from Owens Farm Lift Station
- Replaced check valves on High School Lift Station
- Cleaned and Inspected interior of Clearwell and Upper Crown Mountain Tanks (Contractor)
- Repaired Sodium Hypochlorite Generator fill line

#### Underway:

- Annual Water Audit
- Repairs to Rack #1 Flow Control Valve
- Willow Construction Rehabilitation of Owens Farm Lift Station
- Repair CIP Circulation Pump at WTP
- Preparation for the EPD Sanitary Survey

#### Near Term:

- Pre-Construction Meeting for the Achasta Lift Station Rehabilitation Project
- Certified Engineer Dam Inspection
- Pall Technician Health System Check on WTP (Capital Project)
- Second Phase of testing on Watershed Protection Plan
- Sanitary Survey (March 3, 2020)
- GAWP Inspection of WTP and WWTP for Plant of the Year Competition
- Replacement of two Digester Aerators (Capital Project)



## CITY COUNCIL AGENDA REPORT

**DATE:** January 23, 2020

**TITLE:** Ordinance 2020-07: An Ordinance to include regulations and procedures for mobile food service.

**PRESENTED BY:** Doug Parks, City Attorney

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### AGENDA ITEM DESCRIPTION:

This Ordinance would regulate mobile food trucks in the city by providing application procedures, duties of the permit holders, liability and insurance regulations, suspension or revocation of permit and penalties and limitations. This Ordinance also outlines general public safety aspects such as removal of litter, disposal of liquids, trash receptacles, eating area displays, health department regulations, assignment of locations, power sources, unattended units and fire safety.

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### HISTORY/PAST ACTION:

N/A

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### FINANCIAL IMPACT:

N/A

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### RECOMMENDATION:

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### SUGGESTED MOTIONS:

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### ATTACHMENTS:

Ordinance 2020-07: Mobile Food Service Regulations

**ORDINANCE 2020- 07**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT: CHAPTER 8: BUSINESS, BY ADDING ARTICLE VI: MOBILE FOOD SERVICE.**

Short title: "An ordinance to include regulations and procedures for mobile food service."

WHEREAS, the City of Dahlonega ("City") desires to adopt an ordinance to provide rules and regulations for mobile food service units; and

WHEREAS, to provide guidance on duties and procedures for mobile food truck units.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Dahlonega, that Chapter 8, shall be amended to include the following:

**Article VI: Mobile Food Service**

**Sec. 1. - Definitions.**

The following definitions shall apply in the interpretation and enforcement of this chapter:

*Base of operation:* A food service establishment, or any other permitted location in which food, containers or supplies are kept, handled, prepared, packaged, stored, or placed in containers for subsequent transport, sale or service elsewhere.

*Business:* Any person who in the City of Dahlonega, Lumpkin County engages in, causes to be engaged in, or represents to be engaged in special sales with the object of gain, benefit or advantage, either directly or indirectly.

*Festival:* An often-periodic celebration or program of events or entertainment having a specified focus and permitted by the City Council.

*Food truck:* Encompasses all mobile food service units with the exception of pushcarts. Food trucks shall be no larger than 34x8 feet.

*Manager:* The City Manager of Dahlonega, Georgia, or his or her designee which may be a person, department, agency, committee or other entity so designated by the manager.

*Mobile food service unit:* A trailer, pushcart, vehicle vendor or any other similar conveyance operating as an extension of and under the managerial authority of the permit holder of its permitted base of operation. The mobile food service unit and its permitted base of operation together make a mobile food service establishment.

*Mobile food vendor:* Any person or persons selling food or beverages from a mobile food vendor unit.



*Mobile food vendor unit:* A motorized vehicle or trailer licensed to travel on public roads that is used for selling food and/or non-alcoholic beverage items to the general public from within designated vehicle parking spaces in conjunction with approved special events held in Hancock Park and the central business district around the Square.

*Special event:* An event similar to a festival but with a more narrow scope and focus. See *Festival*.

## **Sec. 2. - Administration.**

- (a) *Authority of manager.* The manager of Dahlonega, Georgia, shall have the authority to administer the provisions of this chapter and to promulgate reasonable administrative rules and procedures compatible with the public interest.
- (b) *Application.* Application for a permit to engage in any activity regulated by this chapter shall be made on a form prescribed by the manager. Applications for mobile food vendors shall be made with the City Clerk. All applicable fees for such permits shall be paid prior to the issuance of any permits.
- (c) *Sales only from assigned locations permitted.* Mobile food vendor units shall only be allowed to engage in street sales in locations predetermined by the manager in association with a special event or festival.
- (d) *Type and number of mobile food vendors permitted per festival or special event.* Festival and/or special event planners are required to work with Downtown Development Authority staff to ensure that the type and number of mobile food vendors does not adversely impact the restaurants and other food establishments located in the central business district.
- (e) *Permit required.* It shall be unlawful for any person, group, business or other organization to engage in mobile food vendor sales without having obtained a valid permit for the sales activity to be conducted. The permit required under this section shall be in addition to any other license, permit or certificate required by other laws and regulations, including the occupation tax ordinance set forth in chapter 30, article 3 of this Code.
- (f) *Duration of permit.*
  - (1) Permit for mobile food vendors are limited to the dates and times associated with the special event or festival to which they are attached. No independent mobile food vendors can operate in the City of Dahlonega.
  - (2) A permit shall not be transferable, and a transfer of ownership shall be considered as the termination of such business and the establishment of a new business. A new permit shall be required for each new owner of the business.
- (g) *Fees.* No additional permit fee is levied for a mobile food vendor if the vendor remains within the approved footprint of the special event or festival. Mobile food vendors outside the approved areas are prohibited. These fees must be paid in advance and a permit obtained and prominently displayed. This fee is not refundable.
- (h) *Federal and state tax identification required.* In addition to any other information required by the manager, every application for a permit to conduct mobile food vendor sales shall contain

the current federal and state tax identification numbers issued to the applicant for such business.

**Sec. 3. – Application procedure and contents.**

- (a) Applicants name, current address, telephone number, email address;
- (b) Vending location sought;
- (c) Size of vending station (length, width, height);
- (d) Make, model and license plate number, together with a photograph of the mobile food service unit;
- (e) The corporate name of the base operation associated with the mobile food service unit;
- (f) A copy of an approved permit and inspection certificate for the base of operation issued by the Health Department or Georgia department of Agriculture;
- (g) Completed food safety training certification;
- (h) The exact times during which the vendor intends to vend on the proposed property;
- (i) State department of revenue retail identification tax number;
- (j) State I.D.;
- (k) A general description of the food being sold at the proposed vending location;
- (l) Signature under oath of the applicant attesting that information being provided to the City is accurate and true;

**Sec. 4 – Duties of permit holder.**

- (a) Food trucks shall not conduct business within a public right-of-way, with the exception of special event recognized by the City of Dahlonega;
- (b) No operator or employee of a food truck may, at any time, utilize amplified sound devices;
- (c) Food trucks shall comply with the city's grease interceptor standards;
- (d) Provide and display in a prominent location that is visible to the public at all times that business is being conducted, their Georgia Department of Public Health mobile food service unit permit, together with all applicable health certificates, including food inspection reports pertaining to the unit;
- (e) When conducting business, food trucks shall provide no less than nine feet of unobstructed horizontal pedestrian clearance, as measured from the main service window or as specified by permit.

**Sec. 5. - Display of permit and identification.**

It shall be unlawful for any person engaged in mobile food vending to fail to have the proper permit prominently displayed in such a location and in such a manner to be conspicuous and visible while engaged in the permitted activity. In addition, any mobile food

vendor engaged in the sale of food or food products regulated by the health department shall be required to display the proper food permit in the same manner.

**Sec. 6. - Liability and insurance.**

- (a) The permittee agrees to indemnify, defend, save, and hold harmless the City of Dahlonega, its officers and employees, from any and all claims, liability, damages, and causes of action which may arise out of the permit or the permittee's activity. Proof of such waiver shall be filed with, and made a part of, the permit application form.
- (b) The permittee agrees to meet and maintain for the entire permit period, at its own expense, the following requirements:
  - (1) Commercial general liability insurance in an amount to be determined by the manager for bodily injury and property damage. The City of Dahlonega must be named as an additional insured on this policy, and an endorsement must be issued as part of the policy reflecting compliance with this requirement.
  - (2) The permittee must provide an original certificate of insurance as evidence that the above requirements have been met prior to issuance of a permit.

**Sec. 7. - Mobile Food Vendor Sales—Generally.**

- (a) *Removal of litter.* Every mobile food vendor shall be responsible for removing all litter and other trash from all locations and the surrounding area at the close of the festival or special event. For multi-day festivals, the mobile food vendor is responsible for removing all litter and other trash for every day the festival is ongoing. Sidewalk trash receptacles shall not be used for any trash related to vendor sales, such as discarded boxes and other large containers used for packaging food or other items.
- (b) *Disposal of liquids.* The dumping and/or draining of water, grease or any other liquid onto the pavement or ground is expressly forbidden. Mobile food vendors are responsible for containing all liquids within their units and disposing of the same in a proper way off site.
- (c) *Trash receptacles.* Each mobile food vendor must provide at least one trash receptacle and one container for recyclable materials for use by its customers. The mobile food vendor is responsible for disposal of trash and recyclables in its containers and shall not use the public receptacles for this purpose. The mobile food vendor shall always keep the area clean and free of trash and debris.
- (d) *Eating area and displays.* Tables, benches, chairs, displays, or other items not attached to the mobile food vendor unit are permitted in addition to the required trash receptacle, recyclables container, and one table for condiments not exceeding a size of three feet by six feet, provided they are identified and approved through the event permit process. All such items shall be removed prior to the mobile food vendor unit departing the area.
- (e) *Health Department regulations.* Mobile food vendor units shall be operated in accordance with all applicable Health Department rules and regulations.
- (f) *Assignment of locations.* The assignment of locations for street merchants shall be compatible with the public interest and use of sidewalk areas and public rights-of-ways- and shall take into consideration the proximity of existing public and private property (benches, bus stop, loading

zones, building entrances, display windows, vehicular and pedestrian traffic patterns, etc.), proximity to other assigned street merchant locations, and the like, in order to ensure that there will not be pedestrian and street congestion or obstruction and in order to contribute as effectively as possible to the intent of this section.

- (g) *Power sources.* Any power sources must be depicted on the site plan and must meet all applicable electrical code standards.
- (h) *Unattended units.* Vending structures shall not be left unattended or stored at any time on the open vending site when vending is not taking place during restricted hours of operation

#### **Sec. 8. Fire Safety.**

- (a) *Combustible gas detector.* Prior to the operation of any combustible gas-fueled appliances, all visible connections shall be inspected for leakage utilizing a combustible gas detector. Detected leaks shall be repaired before any gas-fueled appliance is operated.
- (b) *Propane cylinders.* Propane and natural gas tanks shall be shut off while the mobile food vehicle is in motion, unless the tank is equipped with an impact detection shut off device approved by the U.S. DOT. Propane and natural gas tanks must always be shut off while the vehicle is unattended and/or in overnight storage. Mounted tanks must be secure (NFPA 58—5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in NFPA 58—6.23.3.3. and be capable of withstanding impact requirements as required by the NFPA (NFPA 58 6.23.3.4.)
- (c) *Portable fire extinguishers.* All mobile food service units shall be equipped with a readily accessible multipurpose dry chemical portable fire extinguisher with a minimum rating of 2A 10BC. All mobile food service units utilizing fat or cooking oils, including those that produce grease, grease laden vapors or oily byproducts, shall, in addition to the ABC fire extinguisher, be equipped with a readily accessible Class K portable fire extinguisher. All required fire extinguishers shall be maintained in compliance with National Fire Protection Association 10, as amended.
- (d) *Exhaust creating nuisance.* Emission of exhaust gases or smoke shall not be handled in such a manner as to constitute a nuisance.

#### **Sec. 9. - Suspension or revocation of permit.**

In addition to any other penalties provided for in this chapter, the manager may suspend or revoke a permit issued under this chapter for the following causes:

- (1) Violating any federal, state or local law or regulation.
- (2) Failing to permit any lawfully requested inspection by health officials or to comply with any lawful request of a police officer or the manager.
- (3) Failing to possess and properly display at all times the permits and identification required under this chapter.

- (4) Having a display that is not in compliance with these regulations.
- (5) Conducting sales permitted for an authorized location in any area other than the space designated by the permit unless approved by the manager.
- (6) Failure to keep the sales locations, whether assigned or unassigned, clear of trash or debris or failing to pick up, remove and dispose of all trash or refuse remaining at the location at the close of business each day.
- (8) Offering for sale any goods, merchandise or services other than those approved and identified on the permit.
- (9) Keeping animals of any kind near the sales location. This prohibition shall not apply to seeing-eye dogs.
- (10) Misrepresenting any information required on any application for a permit; failing to provide the information required by this chapter; or failing to provide any relevant information sought by the manager in the administration of this chapter.
- (11) Violating any provision of this chapter.

#### **Sec. 10. - Penalty.**

Violations of this article are subject to the following sanctions, which may not be waived or reduced and which may be combined with any other legal remedy available to the city:

- (1) First violation: \$250.00
- (2) Second violation within 12 months following the first violation: \$375.00
- (3) Third violation within 12 months following the first violation: \$500.00 and revocation of the mobile food service unit approval. Mobile food service unit approvals will be revoked for six months from the date of the third violation.

#### **Sec. 11. – Limitations.**

Nothing in this Article shall limit the city from enforcement of its codes, state or federal law by any other legal remedy available to the city. Nothing in this section shall be construed to limit or supplant the power of any city inspector, marshal or other duly empowered officer under the city's ordinances, rules and regulations or the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from operation of a mobile food service unit as a nuisance, including abatement thereof by lawful means.

[EXECUTION ON FOLLOWING PAGE]

Adopted and ordained this, the \_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest: \_\_\_\_\_  
Mary Csukas, City Clerk

DRAFT



## CITY COUNCIL AGENDA REPORT

**DATE:** February 10, 2020  
**TITLE:** Ordinance 2020-11: Parades, Assemblies, Demonstrations and Rallies in Public Places  
**PRESENTED BY:** TBD

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**AGENDA ITEM DESCRIPTION:**

This Ordinance is to amend the qualifications for special events as well as consolidate the ordinances currently in place regarding parades, assemblies, demonstrations, rallies and special events.

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**HISTORY/PAST ACTION:**

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**FINANCIAL IMPACT:**

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**RECOMMENDATION:**

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**SUGGESTED MOTIONS:**

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**ATTACHMENTS:**

Ordinance 2020-11: Parades, Assemblies, Demonstrations and Rallies in Public Places

Ordinance 2020-11

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV: SPECIAL EVENTS, DIVISION 3: PUBLIC ASSEMBLIES AND PARADES.**

Short title: "An ordinance to amend qualifications for special events."

WHEREAS, the City Council of Dahlonega, Georgia desires to amend and consolidate into one section the ordinances currently in place regarding parades, assemblies, demonstrations, rallies and special events of all kinds;

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 28, Article IV, Division 3, shall be amended in its entirety to read as follows:

**DIVISION 3 - PARADES, ASSEMBLIES, DEMONSTRATIONS AND RALLIES IN PUBLIC PLACES**

**Sec. 28-139. - Purpose.**

(a) The purpose of this article is to establish an application and permitting procedure for organizations, groups of persons, and any other entities that seek to use public property, sidewalks, or public roads within the unincorporated area of City of Dahlonega for the purpose of parade, public assembly, demonstration or rally or similar event other than a funeral procession.

(b) This article should not be construed to limit, restrict, inhibit, reduce or otherwise impact the ability of City of Dahlonega to sponsor any parade, public assembly, demonstration, rally or similar event, unless such event is prohibited by another law, ordinance or regulation of the State of Georgia.

**Sec. 28-140. - Definitions.**

The following words, terms and phrases shall have the meanings ascribed in this section, unless the context clearly indicates a different meaning:

(a) Certificate of insurance: a document issued by a liability insurance carrier certifying that an insurance policy has been purchased showing an abstract of the provisions of the insurance contract.

(b) Demonstration: a public activity of a group of twenty-one or more people for or against an issue, cause, or person.

(c) Parade: any march, demonstration, assembly, ceremony, show, review, exhibition, pageant, charity event, walk, race, bike race, motorcade or procession on the public streets or other public ways or property that requires or necessitates special traffic control or a road closing or crowd control measures or includes thirty or more persons.



(d) Public assembly: a meeting or gathering of a group of twenty-one or more people for the principal purpose of expressing, disseminating, or communicating an opinion, view, or idea in a public place.

(e) Rally: an assembly or gathering of twenty-one or more people intended to inspire and generate enthusiasm among those persons present.

(f) Liability insurance: insurance covering the insured against loss arising from injury or damage to another person or property.

Sec. 28-141. - Permit required.

(a) Every organization, group of persons, or entity seeking to use sidewalks or public roads or public property other than a public meeting room within the incorporated area of City of Dahlonega for the purpose of a parade, public assembly, demonstration or rally shall obtain a permit from City of Dahlonega before engaging in any such activity, unless such a permit is exempted under state law or the activity is otherwise exempted by law, ordinance, or other valid regulation. A funeral procession shall be exempt from the terms hereof.

(b) During the course of any permitted parade or public assembly, demonstration or rally in a public place, an individual authorized by the permittee shall be present at all times and shall possess either the original permit or a true and accurate copy thereof and shall present such permit or copy thereof to persons authorized to enforce this article.

Sec. 28-142. - Duties of the City of Dahlonega City Clerk.

The City of Dahlonega City Clerk shall perform the following duties in accord with the terms of this article:

- (a) Prepare and provide the necessary forms to apply for a permit;
- (b) Review the application and collect whatever application fee, if any, that may be required;
- (c) Designate and/or coordinate sites and set time schedules;
- (d) Receive input from the City of Dahlonega Marshal, the Georgia Department of Transportation, and any other public office or officer deemed necessary to address public safety issues associated with the permit application; and
- (e) Consider, process, and render a decision regarding the permit application within ten days of the permit application being filed.

Sec. 28-143. - Application.

(a) Every applicant for a permit in accord with this article shall submit an application to the City of Dahlonega City Clerk, which shall conform to the requirements hereof.

(b) Unless otherwise exempted, each application shall be submitted on forms provided by City of Dahlonega and shall be submitted at least 30 days before the activity.

(c) Each application shall contain the following information:

- (1) The name, address and telephone number of the person or entity seeking to conduct the activity;
- (2) The names and addresses of the partners if the applicant is a partnership;

- (3) The names and addresses of the officers and directors if the applicant is a corporation;
- (4) All prior parades or public assemblies, demonstrations or rallies in a public place within City of Dahlonega;
- (5) The date, time, and place where the proposed activity shall occur including proposed routes of parades or other processions;
- (6) The type of activity or event; and
- (7) The number of expected participants, the length of the requested activity, a physical description of materials to be distributed, if any, and how participants shall interact with the general public.

(d) Each application shall be signed and verified by the applicant.

(e) False statements within an application for a permit shall justify an immediate revocation of the permit and/or denial of the application.

(f) The omission of required information within an application shall disqualify the applicant, but such disqualification shall not bar any subsequent application for the same or a different activity.

(g) Application fee. Fees shall be assessed in accordance with the fee schedule adopted by the City of Dahlonega City Council.

#### Sec. 28-144. - Permit issuance.

(a) Review and recommendation. A copy of the application shall be delivered to those persons or entities providing input regarding the requested event. The persons or entities providing input regarding the application may include, but shall not be limited to, the following persons or entities:

- (1) City of Dahlonega City Marshal;
- (2) City of Dahlonega City Clerk;
- (3) City of Dahlonega Community Development/Public Works Department;
- (4) Georgia Department of Transportation (if required)

Each person or entity providing input may make a recommendation regarding the application within seven days of receiving a copy of the application.

(b) Action by the City Clerk. The City of Dahlonega City Clerk shall render a decision regarding the application no later than ten days after receiving the completed application.

Notwithstanding the preceding sentence and Section 28-143(b), the City of Dahlonega City Clerk shall consider an application that is filed less than 30 days before the commencement of the proposed event where the purpose of such event is a spontaneous response to a current event, or where other good and compelling causes are shown. For such events, the City of Dahlonega City Clerk shall render a decision on the application within four business days from its receipt. If the City of Dahlonega City Clerk fails to render a decision, the application shall be deemed granted.

(c) Form of action. The decision of the City Clerk shall be in writing. Any decision adverse to the applicant shall state the reason or reasons for the denial. If the application is approved by the City Clerk, then they shall issue a copy of the decision to the applicant.

(d) Authority to set sites, routes, schedules or to cancel.

(1) If more than one permit is sought for the same date or if the proposed route results in interference with the orderly flow of vehicular traffic, pedestrian traffic, or emergency vehicles, then City of Dahlonaga may designate reasonable alternate sites and/or routes and establish a time schedule for the beginning and ending of the activity. City of Dahlonaga may cancel the permit if the activity fails to begin within a reasonable time after the time set for beginning based upon other activities for which permits have been granted or based upon the impact caused by such delay upon the public welfare, peace, safety, health, and good order.

(2) If the activity or event may impact traffic travelling a state route, then the Georgia Department of Transportation shall be notified of the potential impact and approval from the Georgia Department of Transportation shall be obtained by the applicant.

(e) Criteria for approval. The permit shall be granted, unless one or more of the following circumstances exists:

- a. The proposed activity shall unreasonably interfere with the property rights of non-participants;
- b. The proposed activity shall unreasonably disrupt the orderly flow of traffic, vehicular or pedestrian;
- c. The application is incomplete or contains a material falsehood or misrepresentation;
- d. The proposed activity conflicts with another event that has already been approved and scheduled.

#### Sec. 28-145. - Financial responsibility and insurance.

(a) Nothing within this article shall relieve any person or organization from responsibility for injuries or damages to persons or property, private or public, caused by acts or omissions arising from the activity for which any permit under this article issues. The applicant shall indemnify and hold the City of Dahlonaga harmless from and against any such claim.

(b) The applicant shall be solely responsible for cleaning affected areas littered during the activity, providing sufficient parking and storage areas for motor vehicles and providing temporary toilet facilities. However, the City of Dahlonaga shall not require individuals, organizations, or groups of persons to provide personnel for normal governmental functions such as traffic control, police protection, or other activities or expenses associated with the maintenance of public order

(c) Insurance requirements.

(1) An applicant for a permit under this article shall obtain liability insurance from an insurer licensed in the State of Georgia for the parade, public assembly, demonstration or rally in a public place if one or more of the following criteria exists:

- a. The use, participation, exhibition, or showing of live animals;
- b. The use, participation, exhibition or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;
- c. The use of a stage, platform, a sound amplifier, bleachers or grandstands that will be erected for the event;
- d. The use of inflatable apparatus used for jumping, bouncing or similar activities;
- e. The use of roller coasters, bungee jumping, or similar activities; or

f. Vendors or concessions.

Any applicant required to provide insurance in accord with this section shall provide City of Dahlonega with a copy of the Certificate of Insurance from an insurer authorized and licensed by the State of Georgia. City of Dahlonega shall be added as an additional named insured for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be \$1,000,000.00 per incident and \$2,000,000.00 aggregate for the entire event. All costs for insurance and naming City of Dahlonega as an additional named insured shall be borne solely by the applicant. Such insurance shall protect City of Dahlonega from any and all claims for damages to property and/or bodily injury or death.

Sec. 28-146. - Appeals.

Any applicant whose application for a permit under this article is denied may appeal the denial to the City of Dahlonega City Council within 30 days of the date such application is denied. Any appeal by the applicant must be in writing and state the grounds for the appeal.

Sec. 28-147. - Violations and penalties.

Any person convicted of violating the terms of the article may be punished by a fine not to exceed \$500.00. The Municipal Court of City of Dahlonega shall maintain jurisdiction regarding violations of this article.

Sec. 28-148. - Severability.

If any section, sub-section, sentence, clause, phrase, or any portion of this article shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this article as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed: (1) to affect the portions of the article not held to be invalid; or (2) to affect the application of this article to other circumstances. It is hereby declared to be the intent of the City Council of City of Dahlonega to provide for severable and divisible parts, and the board of commissioners hereby adopts any and all parts not held invalid.

Sec. 28-149. - Repealer.

All resolutions or ordinances or parts of resolutions or ordinances in conflict with the terms of this article are hereby repealed, but it is hereby provided that any resolution or ordinance that may be applicable hereto and aid in carrying out or making effective the intent, purpose, and provisions hereof, which shall be liberally construed in favor of the City of Dahlonega, is hereby adopted as a part hereof.

Sec. 28-150 - Reserved.

Adopted and Ordained this \_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest: \_\_\_\_\_  
Mary Csukas, City Clerk

DRAFT

**RESOLUTION 2020-03****Supporting Locally-Established Building Design Standards for Residential Dwellings.**

Short Title: “Resolution opposing House Bill 302 and Senate Bill 172”

WHEREAS, locally elected officials work in partnership with citizens to establish “building design standards” in single and double family dwellings, which reflect the character of the community and have a positive impact on economic development efforts and competitiveness; and

WHEREAS, appropriate local design standards and land use policies, established by local citizens in each community, create a diverse, stable, profitable, and sustainable residential development landscape; and

WHEREAS, state legislation eliminating locally-tailored approaches to design standards would harm self-determination of citizens to establish community standards; and

WHEREAS, local community partners support the use of building design standards to protect property values, attract high quality builders, and block incompatible development; and

WHEREAS, building design standards assure residents and business owners that their investments will be protected, and that others who come behind them will be equally committed to quality; and

WHEREAS, local business leaders value the studying, surveying, crafting, and defining of a community vision and development strategies, and recognize design standards as an integral part of those endeavors to attract residents, businesses, and the much-coveted trained workforce; and

WHEREAS, development and redevelopment efforts should reflect the community and its vision while simultaneously creating a sense of place imperative for attracting new economic prospects; and

WHEREAS, local officials are elected to make decisions about the look and feel of their communities, and local business owners recognize the need for their elected officials to be empowered to enforce building design standards to make today’s thriving community areas tomorrow’s historic districts; and

WHEREAS, citizens’ ability to continue to set community values and local elected officials to enforce building design standards in single or double family dwellings, for the purposes of economic growth and the safety and welfare of the citizens of Georgia and in particular of the City of Dahlonega.

NOW, THEREFORE, we, the City Council of the City of Dahlonega, do hereby support Locally-Established Building Design Standards for Residential Dwellings.

BE IT FURTHER RESOLVED that a copy of this Resolution be delivered to each member of the Georgia House of Representatives and Senate representing the City of Dahlonega, and made available for distribution to the public and the press.

This, \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Sam Norton, Mayor

Attest: \_\_\_\_\_  
Mary Csukas, City Clerk



## CITY COUNCIL AGENDA REPORT

**DATE:** February 18, 2020  
**TITLE:** Public Notice Meeting Dates – Work Session  
**PRESENTED BY:** Mary Csukas, City Clerk

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**AGENDA ITEM DESCRIPTION:**

Public Notice Meeting Dates – Work Session

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**HISTORY/PAST ACTION:**

Council and Mayor Norton discussed a change to the Work Session from the Third Thursday of each month to either the Third Monday or Tuesday of each month.

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**FINANCIAL IMPACT:**

None

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**RECOMMENDATION:**

Staff is open changing the Work Session date to best available date for Council and Mayor

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**SUGGESTED MOTIONS:**

Staff is open changing the Work Session date to best available date for Council and Mayor

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**ATTACHMENTS:**

Public Notice for Council and Municipal Court Dates





## Public Notice

Notice is hereby given that the Dahlonge City Council will hold **Regular Council meetings** the first Monday of each month at 6:00 p.m. with the exception of the month of September. The September Regular Council meeting will be Tuesday, September 8, 2020 at 6:00 p.m. The meetings for the Regular Council:

- Monday, January 6, 2020
- Monday, February 3, 2020
- Monday, March 2, 2020
- Monday, April 6, 2020
- Monday, May 4, 2020
- Monday, June 1, 2020
- Monday, July 6, 2020
- Monday, August 3, 2020
- Tuesday, September 8, 2020 – Labor Day
- Monday, October 5, 2020
- Monday, November 2, 2020
- Monday, December 7, 2020

The City of Dahlonge **Downtown Development Authority** regular meetings are held the first Thursday of each month at 8:45 a.m. The meetings for the Downtown Development Authority:

- Thursday, January 2, 2020
- Thursday, February 6, 2020
- Thursday, March 5, 2020
- Thursday, April 2, 2020
- Thursday, May 7, 2020
- Thursday, June 4, 2020
- Thursday, July 2, 2020
- Thursday, August 6, 2020
- Thursday, September 3, 2020
- Thursday, October 1, 2020
- Thursday, November 5, 2020
- Thursday, December 3, 2020.

The City of Dahlonge **Historic Preservation Commission** regular meetings are held the fourth Monday of each month and the work sessions are held on the second Tuesday of each month both are held at 6:00 pm, exception dates are underlined. The meeting dates for the Historic Preservation Commission 2020 are listed below.

<b>Regular Meeting</b>	<b>Work Session</b>
❖ Monday, January 27 <sup>th</sup>	Tuesday, January 14 <sup>th</sup>
❖ Monday, February 24 <sup>th</sup>	Tuesday, February 11 <sup>th</sup>
❖ Monday, March 23 <sup>rd</sup>	Tuesday, March 10 <sup>th</sup>
❖ Monday, April 27 <sup>th</sup>	Tuesday, April 14 <sup>th</sup>
❖ <u>Tuesday, May 26<sup>th</sup></u>	Tuesday, May 12 <sup>th</sup>
❖ Monday, June 22 <sup>nd</sup>	Tuesday, June 9 <sup>th</sup>
❖ Monday, July 27 <sup>th</sup>	Tuesday, July 14 <sup>th</sup>
❖ Monday, August 24 <sup>th</sup>	Tuesday, August 11 <sup>th</sup>
❖ Monday, September 28 <sup>th</sup>	Tuesday, September 8 <sup>th</sup>
❖ Monday, October 26 <sup>th</sup>	Tuesday, October 13 <sup>th</sup>
❖ Monday, November 23 <sup>rd</sup>	Tuesday, November 10 <sup>th</sup>
❖ <u>Tuesday, December 8<sup>th</sup></u>	

The Dahlonge City Council will hold a **Work Session** on the third Thursday of each month at 4:00 p.m. The Work Sessions are open meetings, however there will be no designated time for public comment. The meetings for the Work Sessions:

- Thursday, January 16, 2020
- **Tuesday, February 18, 2020**
- Thursday, March 19, 2020
- Thursday, April 16, 2020
- Thursday, May 21, 2020
- Thursday, June 18, 2020
- Thursday, July 16, 2020
- Thursday, August 20, 2020
- Thursday, September 17, 2020
- Thursday, October 15, 2020
- Thursday, November 19, 2020
- Thursday, December 17, 2020

The City of Dahlonge **Planning Commission** regular meetings are held the second Monday of each month at 6:00p.m. The meetings for the Planning Commission:

- Monday, January 13, 2020
- Monday, February 10, 2020
- Monday, March 09, 2020
- Monday, April 13, 2020
- Monday, May 11, 2020
- Monday, June 8, 2020
- Monday, July 13, 2020
- Monday, August 10, 2020
- Monday, September 14, 2020
- Monday, October 12, 2020
- Monday, November 09, 2020
- Monday, December 14, 2020.

- ❖ The Regular Council meetings are open public meetings and will have a designated time for public comments.
- ❖ The City Council may meet in Executive Sessions, closed to the public, as part of Regular and Special Called meetings for purposes of discussing certain real estate, personnel and legal matters limited by law. Final actions from Executive Sessions occur in open meetings.
- ❖ Special called meetings of the Council, Downtown Development Authority, Planning Commission and/or Historic Preservation Commission may be called as needed and require separate advance notice.
- ❖ Cancellations of any of the above-mentioned meetings will be posted on the City of Dahlonge website [www.dahlonge.gov](http://www.dahlonge.gov), on the bulletin board outside the front door of City Hall and sent to the Dahlonge Nugget.

## Dahlonge Municipal Court

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### 2020 Court Dates

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Arraignment Dates:	Trial Dates:
<u>January 28<sup>th</sup></u> 5:30pm	<u>January 14<sup>th</sup></u> 5:30pm Jan 17 <sup>th</sup> 9:30AM
<u>February 25<sup>th</sup></u> 5:30pm	February 11 <sup>th</sup> 5:30pm
March 31 <sup>st</sup> 5:30pm	March 17 <sup>th</sup> 5:30pm
April 21 <sup>st</sup> 5:30pm	
May 19 <sup>th</sup> 5:30pm	
June 23 <sup>rd</sup> 5:30pm	
July 14 <sup>th</sup> 5:30pm	
August DATE TBD	August 11 <sup>th</sup> 5:30pm
September 29 <sup>th</sup> 5:30pm	September 15 <sup>th</sup> 5:30 pm
October 20 <sup>th</sup> 5:30pm	October 6 <sup>th</sup> 5:30pm
November 17 <sup>th</sup> 5:30pm	November 3 <sup>rd</sup> 5:30pm
December 8 <sup>th</sup> 5:30pm	



## CITY COUNCIL AGENDA REPORT

**DATE:** January 31, 2020  
**TITLE:** Contract Award Recommendation - Project #2020-005 Asphalt Leveling and Resurfacing City Streets  
**PRESENTED BY:** Mark Buchanan, Engineer

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### AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete asphalt and resurfacing of city streets in Dahlonega identified as Project #2020-005. These roads are in excess of the GDOT LMIG and therefore were bid as a separate project.

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### HISTORY/PAST ACTION:

This is an annual process and project in which Public Works Staff conducts an assessment of city streets in need of resurfacing and prepares a prioritized list.

---

### FINANCIAL IMPACT:

The available budget for the project is \$150,000.  
Bids were solicited and opened on January 21, 2020 for asphalt leveling and resurfacing of city streets in Dahlonega and resulted in a low bid of \$66,917.52 from Colditz Trucking Inc. This was in line with the City's estimate. An Invitation to Bid resulted in seven bids ranging from \$66,917.52-\$126,009.60.

---

### RECOMMENDATION:

Staff recommends the following: Award of project #2020-005 asphalt leveling and resurfacing of city streets in Dahlonega to Colditz Trucking Inc. in the amount of \$66,917.52. Reservation of the budget for use throughout the City in FY20.

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### SUGGESTED MOTIONS:

Motion to award project #2020-001 asphalt leveling and resurfacing city streets in Dahlonega to Colditz Trucking Inc. in the amount of \$66,917.52.

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### ATTACHMENTS:

Bid Tabulation for LMIG Project #2020-005

CITY OF DAHLONEGA  
BID OPENING

*Tuesday* ~~Monday~~ January 21, 2020

ASPHALT LEVELING AND RESURFACING  
CITY STREETS IN DAHLONEGA, GEORGIA  
PROJECT #2020-005

Contractor	Attachments								Ins	Bond	Price
	A	B	C	D	E	F	G	H			
Garrett Paving	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	81,731.00
Bartow Paving	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	97,006.70
Allied Paving	✓	✓	✓	✓	✓		✓	✓	✓	✓	98,815.00
Blount Construction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	102,214.00 <del>10</del>
C.W. Matthews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	117,639.00
East Coast Grading	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	126,009.60
Colditz Trucking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	66,917.52

Opened By: Chris York

Attendees: Weylin Torbush (ECG)

Steven DeLong Allied

Alecia Graves (Colditz)

Teresa Colditz (Colditz)

Jim Beck - C.W. Matthews

David White Bartow

Binke Merritt Blount

Chris Weela Garrett Paving Co.

Vince Hunsinger City of Dahlonega

Charles Trammell

CHRIS YORK

Angie McDonald



## CITY COUNCIL AGENDA REPORT

**DATE:** January 31, 2020  
**TITLE:** LMIG Project #2020-001 Asphalt Leveling and Resurfacing City Streets  
**PRESENTED BY:** Mark Buchanan, Engineer

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### AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete asphalt and resurfacing of city streets in Dahlonega identified as LMIG Project #2020-001.

---

### HISTORY/PAST ACTION:

This is an annual process and project in which Public Works Staff conduct an assessment of city streets in need of resurfacing and prepares a prioritized list.

---

### FINANCIAL IMPACT:

The available budget for the project is \$150,000 which is derived of funds from the City and the GDOT Local Maintenance & Improvement Grant Program.

Bids were solicited and opened on January 21, 2020 for asphalt leveling and resurfacing city streets in Dahlonega resulted in a low bid of \$100,219.93 from Colditz Trucking Inc. This was in line with the City's estimate. An Invitation to Bid resulted in seven bids ranging from \$100,219.93-\$178,870.40..

---

### RECOMMENDATION:

Staff recommends the following: Award of LMIG project #2020-001 asphalt leveling and resurfacing city streets in Dahlonega to Colditz Trucking Inc. in the amount of \$100,219.93. Reservation of balance for PW needs in FY20.

---

### SUGGESTED MOTIONS:

Motion to award LMIG project #2020-001 asphalt leveling and resurfacing city streets in Dahlonega to Colditz Trucking Inc. in the amount of \$100,219.93.

---

### ATTACHMENTS:

Bid Tabulation for LMIG Project #2020-001



CITY OF DAHLONEGA  
BID OPENING

~~Tuesday~~ Monday, January 21, 2020

ASPHALT LEVELING AND RESURFACING  
CITY STREETS IN DAHLONEGA, GEORGIA  
LMIG PROJECT #2020-001

Contractor	Attachments								Ins	Bond	Price
	A	B	C	D	E	F	G	H			
Allied Paving Cont.	✓	✓	✓	✓	✓		✓	✓	✓	✓	130,292.00
Bartow Paving	✓	✓	✓	✓	✓	✓	✓	✓		✓	146,231.69
Blount Const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	140,055.93
Colditz Trucking Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,219.93
C.W. Matthews Cont.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	157,386.91
East Coast Grading	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	178,876.40
Garrett Paving Co.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	121,131.00

Opened By: Chris York

Attendees: Weylin Torbush (ECG)

DAVID WHITE BARTOW

Vince Hunsinger

Steven DeLong Allied

Blake Merritt Blount

Angi McDonald

Colditz Trucking Accres + Teresa C.

Chris Wheeler Garrett Paving Co.

MARK BUCHANAN

C.W. MATTHEWS JIM PEK

Charles Trammell

CHRIS YORK



## CITY COUNCIL AGENDA REPORT

**DATE:** January 31, 2020  
**TITLE:** Contract Award Recommendation - Project #2020-010 Barlow Road Improvements  
**PRESENTED BY:** Mark Buchanan, Engineer

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### AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete road improvements on Barlow Road in Dahlonega identified as Project #2020-010. The scope of work for the project consists of grading complete, erosion control, construction of curb and gutter, drainage structures, pipe and flumes, etc.

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### HISTORY/PAST ACTION:

N/A

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### FINANCIAL IMPACT:

Bids were solicited and opened on January 21, 2020 for the Barlow Road improvements with Townley Construction being the apparent low bidder with a bid of \$228,764.60.

An Invitation to Bid resulted in seven bids ranging from \$228,764.60 - \$484,066.11. The available budget for the project is \$254,000 which is a combination of City and GDOT Funds.

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### RECOMMENDATION:

Staff recommends the following: Award of project #2020-010 Barlow Road Improvements to Townley Construction, in the amount of \$228,764.60.

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### SUGGESTED MOTIONS:

Motion to award project #2020-010 010 Barlow Road Improvements to Townley Construction, in the amount of \$228,764.60.

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### ATTACHMENTS:

Bid Tabulation for LMIG Project #2020-010

CITY OF DAHLONEGA  
BID OPENING

~~Monday~~ Tuesday January 21, 2020

INVITATION TO BID  
BARLOW ROAD IMPROVEMENTS  
PROJECT #2020-010

Contractor	Attachments								Ins	Bond	Price
	A	B	C	D	E	F	G	H			
Raines Grading Hauling Paving	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	350,000.00
Sol Construction LLC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	254,286.43
Summit Construction & Develop-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	294,725.13
Gracie Gray Contractors.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	426,850.00
Townley Const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	228,764.60
Vertical Earth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	484,066.11

Opened By: Chris York

Attendees: Vince Hunsinger City of Dahlonega Brandi Raines Raul Mejia

Charles Trammell C.O.D. Christina Seavala

CHRIS YORK CITY OF DAHLONEGA Matt Tucker Gracie Gray

MARK BUCHANAN

Aneji McDowald

Lanny Clay