



# CITY OF DAHLONEGA

## Council Meeting Agenda

November 04, 2019 6:00 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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CALL TO ORDER AND WELCOME

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

APPROVAL OF AGENDA

PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES

### APPROVAL OF MINUTES-

- [a.](#) Council Meeting Minutes 09.03.19
- [b.](#) Special Called Meeting Minutes 09.05.19
- [c.](#) Council Work Session Meeting Minutes 09.19.19
- [d.](#) Special Called Meeting Minutes 09.19.19
- [e.](#) Called Meeting Minutes 09.30.19

### RECOGNITION

- [a.](#) Cemetery Committee Application - Patricia Turner
- [b.](#) Recognition Tony Owens - Downtown Development Authority Board

### ORDINANCE AND RESOLUTION:

#### OLD BUSINESS:

- [1.](#) Landlord Program  
Melody Marlowe, Finance Director

#### NEW BUSINESS:

- [2.](#) 2020 Meeting Dates Public Notice
- [3.](#) Georgia Power Roadway Lighting Contract  
Mark Buchanan

#### DEPARTMENT REPORTS:

- [4.](#) Community Development Department Report – Kevin Herrit, AICP, EDFP
- [5.](#) Downtown Development Authority Department Report September 2019 - Director Shannon Ferguson
- [6.](#) Financial Services Department Report September 2019 - Director Melody Marlowe
- [7.](#) Financial Reports for the Twelve Months Ended September 30, 2019 - Director Melody Marlowe
- [8.](#) City Marshal's Department Report September 2019 - Marshal Jeff Branyon
- [9.](#) Public Works Department Report September 2019-Mark Buchanan
- [10.](#) Tourism Board Report September 2019 - Director Sam McDuffie
- [11.](#) Water & Wastewater Treatment Department Report September 2019 - Water Planet Superintendent John Jarrard

#### COMMITTEE REPORTS:

- [12.](#) Cemetery Committee Department Report September 2019  
Chris Worick, Cemetery Committee Chair

#### COMMENTS:

City Manager Comments  
City Attorney Comments  
City Council Comments  
Mayor Comments

**ADJOURNMENT**



## CITY OF DAHLONEGA REGULAR COUNCIL MEETING MINUTES

**Date:** September 3, 2019

**Time:** 6:00 p.m.

**Place:** Dahlongega City Hall – Mayor McCullough Council Chamber.

**Council Present:** Mayor Sam Norton, Council Members Ron Larson, Bruce Hoffman, Mitchell Ridley, Helen Hardman, and JoAnne Taylor.

**Staff Present:** City Manager Bill Schmid, Finance Director Melody Marlowe, Community Director Kevin Herrit, Superintendent John Jarrard, City Marshal Jeff Branyon and City Clerk Mary Csukas.

**Other Attendees:** City Attorney Doug Parks, Downtown Development Program Assistant Carolyn McDuffie and Cemetery Committee Chairman Chris Worwick.

Summary Vote by Council		
Agenda Item to be Voted upon by Council	Approval	Motion
Alcoholic Beverage License Application- CSW Hospitality Group LLC at Twenty-Seven on Park – Consumption on Premises Class E, Retail Beer by	Approved 6/0	Motion- Ridley Seconded – Larson
LMIG OSS Signs and Stripes Award	Approved 6/0	Motion- Gaddis Seconded – Hardman
Ordinance 2019-14 – Structures Dangerous to the Public Health	Approved 6/0	Motion- Gaddis Seconded – Taylor
Ordinance 2019-21 – City of Dahlongega Wireless Facilities and Antennas Code	Approved 6/0	Motion-Hardman Seconded – Larson
Ordinance 2019-22 – To Amend Ordinance 2015-14 - Right-Of-Way	Approved 6/0	Motion- Larson Seconded – Hardman
Property Damage Revenue Recovery Service	Approved 6/0	Motion- Hardman Seconded – Taylor
Resolution 2019-11 – Requesting Sales Tax Information from GDOR and naming Designated Officer	Approved 6/0	Motion- Ridley Seconded – Gaddis
Banking Service Contract Renewal Memo / Resolution 2019-12 Authorize Investment in GA Fund 1	Approved 6/0	Motion- Larson Seconded – Hardman
Resolution 2019-13 Fiscal Year 2020 Budget Resolution	Approved 6/0	Motion- Larson Seconded – Gaddis
Ordinance 2019-23 – 2019 Tax Digest and Millage Rate	Approved 6/0	Motion- Hardman Seconded – Taylor
Intergovernmental Service Agreement – Dahlongega Downtown Development Authority	Approved 6/0	Motion- Gaddis Seconded – Ridley
Ordinance 75-1 Amendment 48-Water & Sewer Rates	Approved 6/0	Motion- Gaddis Seconded – Taylor

Call to Order:

Person: Mayor Norton Time: 6:00 p.m.  
Prayer Leader: Council Member Larson Pledge Leader: Council Member Ridley

Approval of Agenda:

Purpose: Mayor Norton called for a motion to approve the agenda.  
Discussion: Motion made by Council Member Larson to approve the agenda and seconded by Council Member Ridley.  
Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Public Comments:

No comments

Approval of Minutes:

Purpose: Mayor Norton called for a motion to approve the proposed minutes, Regular Council Meeting Minutes – August 5, 2019, and Work Session – August 15, 2019  
Discussion: Motion made by Council Member Taylor to approve the listed minutes and seconded by Council Member Hardman.  
Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Recognition

Recognition:

Purpose: Mayor Norton called for a motion to recognize the Daughters of the American Revolution by means of the Joint Proclamation that has been executed by Dahlonge City Council and Lumpkin County Board of Commissioners which proclaimed the week of September 17<sup>th</sup> through 23<sup>rd</sup> to be the 2019 Constitution Week.  
Discussion: Mayor Norton read the full Constitution Week Proclamation to the audience stating that Public Law 915 guarantees the issuing of a Proclamation to the Trahlyta Chapter of the Daughters of the American Revolution each year by the President of the United States of America designating the week of September 17<sup>th</sup> through the 23<sup>rd</sup> as Constitution week. This proclamation will be presented to the representatives of the Daughters of the American Revolution at the next Lumpkin County Board Meeting.

Recognition:

Purpose: Mayor Norton called for a motion to recognize the Community Helping Place by means of the Joint Proclamation that has been executed by the Dahlonge City Council and Lumpkin County Board of Commissioners proclaiming the Community Helping Place Ornament to be the Official 2019 City of Dahlonge/Lumpkin County Collectors Ornament Lumpkin County Christmas Ornament  
Discussion: Mayor Norton read the full Community Helping Place Proclamation to the audience followed by a photo op with Community Helping Place representatives and the Council and Mayor. Mayor Norton praised Community Helping Place for their work in our community and for their years of service to the community as our government is enhanced by people who service selflessly.

### Re-Appointment

- Purpose: Mayor Norton called for a motion to approve the reappointment of Mr. Mike Miller to the Downtown Dahlonega Authority Board.
- Discussion: Motion made by Council Member Ridley to approve the reappointment of Mr. Mike Miller to the Downtown Dahlonega Authority Board and seconded by Council Member Taylor.
- Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

### New Business

- Purpose: Mayor Norton called for a motion to approve the Alcoholic Beverage application for CSW Hospitality Group LLC at Twenty-Seven on Park- Consumption on Premise Class E, Retail Beer by Drink and Class F, Retail Wine by the Drink.
- Discussion: Motion made by Council Member Ridley to approve the Alcoholic Beverage License Consumption on Premise for CSW Hospitality Group LLC at Twenty-Seven on Park and seconded by Council Member Larson.
- Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

### Old Business

#### Agenda Item / LMIG OSS Signs and Stripes Award

- Purpose: Mayor Norton called for a motion to approve the LMIG Off System Safety Signs and Stripes as presented.
- Discussion: Motion made by Council Member Gaddis to approve the LMIG OSS Signs and Stripes Award and seconded by Council Member Hardman.
- Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

#### Agenda Item / Ordinance 2019-14- Structures Dangerous to the Public Health

- Purpose: Mayor Norton called for a motion to approve Ordinance 2019-14 Structures Dangerous to the Public Health.
- Discussion: Motion made by Council Member Gaddis to approve Resolution 2019-14 Structures Dangerous to the Public Health and seconded by Council Member Taylor.
- Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

#### Agenda Item / Ordinance 2019-21 – City of Dahlonega Wireless Facilities and Antennas Code

- Purpose: Mayor Norton called for a motion to approve Ordinance 2019-21 City of Dahlonega Wireless Facilities and Antennas Code.
- Discussion: Motion made by Council Member Hardman to approve Ordinance 2019-21 City of Dahlonega Wireless Facilities and Antennas Code and seconded by Council Member Larson.
- Conclusion: Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Ordinance 2019-22 to Amend Ordinance 2015-14 Right-Of-Way

- Purpose: Mayor Norton called for a motion to approve Ordinance 2019-22 to Amend Ordinance 2015-14 Right-Of-Way; cell tower built on a right-of-away.
- Discussion: Motion made by Council Member Larson to approve Ordinance 2019-22 to Amend Ordinance 2015-14 Right-Of-Way and seconded by Council Member Hardman.
- Discussion: Council Member Taylor stated that state regulations concerning small cell towers could have an impact in our Historic Downtown District with overly large small-cell towers. Mayor Norton reminded Council of issues the City of Dahlongega encountered when a 120 ft, cell tower had been proposed on the grounds of the Historic Smith House without communication with the Council or City Hall. Fortunately, the tower proposal was replaced by an antenna that was positioned on a light pole within ten feet of the Smith House with minimal impact but the same effect.
- Conclusion: Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Property Damage Recovery Service

- Purpose: Mayor Norton called for a motion to approve the Property Damage Recovery Service that will allow recovery for damage to City property from the other person's insurance company or personal property.
- Discussion: Motion made by Council Member Hardman to approve the Property Damage Recovery Service and seconded by Council Member Taylor.
- Discussion: Council Member Taylor asked if damage occurred on a City right-of-way would recovery be sought against this person's insurance company. Finance Director Marlowe assured Council that recovery measures would be sought for any damage that cost the City money.
- Conclusion: Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Resolution 2019-11 Requesting Sales Tax Information from GDOR and naming a Designated Officer

- Purpose: Mayor Norton called for a motion to approve Resolution 2019-11 Requesting Sales Tax information from GDOR and naming a Designated Officer. The Designated Officer will be the only individual privy to the information included in the report.
- Discussion: Motion made by Council Member Ridley to approve Resolution 2019-11 Requesting Sales Tax information from GDOR and naming a Designated Officer and seconded by Council Member Gaddis.
- Conclusion: Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Banking Contract Renewal Memo/Resolution 2019-12 Authorize Investment in GA Fund 1

- Purpose: Mayor Norton called for a motion to approve the Banking Contract Renewal and /Resolution 2019-12 Authorize Investment in GA Fund 1. The investment in the GA Fund 1 will allow the City to make interest money through United Community Bank.
- Discussion: Motion made by Council Member Larson to approve the Banking Contract Renewal and Resolution 2019-12 Authorize Investment in GA Fund 1 and seconded by Council Member Hardman.
- Conclusion: Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Resolution 2019-13 Fiscal Year 2020 Budget Resolution

- Purpose Mayor Norton called for a motion to approve Resolution 2019-13 Fiscal Year 2020 Budget Resolution. Mayor Norton stated the Budget discussed at six work sessions, encapsulated into the Budget presented today.
- Discussion Motion made by Council Member Larson to approve Resolution 2019-13 Fiscal Year 2020 Budget Resolution and seconded by Council Member Gaddis.
- Conclusion Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Ordinance 2019-23 – 2019 Tax Digest and Millage Rate

- Purpose Mayor Norton called for a motion to approve Ordinance 2019-23 – 2019 Tax Digest and Millage Rate.
- Discussion Motion made by Council Member Hardman to approve Ordinance 2019-23 – 2019 Tax Digest and Millage Rate and seconded by Council Member Taylor.  
The City Manager and Finance Director Marlowe have been fiscally responsible for ensuring a roll-back of the tax rate and reduction in the millage rate with this Ordinance.  
City Manager Schmid gave a summary of the FY2020 Budget showing the FY2020 Budget.
- Conclusion Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Intergovernmental Service Agreement – Dahlonga Downtown Development Authority

- Purpose Mayor Norton called for a motion to approve the Intergovernmental Service Agreement – Dahlonga Downtown Development Authority.
- Discussion Motion made by Council Member Gaddis to approve the Intergovernmental Service Agreement – Dahlonga Downtown Development Authority and seconded by Council Member Ridley.
- Conclusion Mayor Norton called for a vote all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item / Ordinance 75-1 Amendment 48- Water & Sewer Rates

- Purpose Mayor Norton called for a motion to approve Ordinance 75-1 Amendment 48 – Water & Sewer Rates. Mayor Norton informed Council to keep the current residential rates with this Ordinance.
- Discussion Motion made by Council Member Gaddis to approve Ordinance 75-1 Amendment 48 – Water & Sewer Rates and seconded by Council Member Taylor.
- Discussion Mayor Norton and Mr. Parks informed Council that the projects would commence before the fees are collected so we would incur debt.

Department Reports

Agenda Item / City Marshal Department Report -Marshal Branyon

- Discussion: Marshal Branyon informed Council that his department is focused on ensuring the safety and security of the Citizens and Tourist in the City of Dahlonga.

Agenda Item / Community Development and Historic Preservation Commission Report - Director Herrit

- Discussion: Director Herrit had no additional comments at this time.  
City Manager Schmid asked and was informed that construction work is ongoing with the Downtown Hotel as work is progressing with the first-floor phase.

#### Agenda Item/ Downtown Development Authority

Discussion: Chairman Owens informed Council of recent and ongoing projects with the DDA:

- Four interviews took place this past week, and two are scheduled for next week for DDA Executive Director. We have interviewed many excellent candidates and expect to have a candidate by the end of October.
- Chairman Owens informed Council that the DDA training retreat that took place two weeks ago, was successful. Candid discussions took place on usage of the Head House and Choice Parking Lot. A central topic was the possible use of parking meters in the Choice Parking Lot and this idea will be reviewed against the success of the meters being placed in Downtown by the City.
- Hal Williams and Cari McDuffie attended the Georgia Downtown Conference this past week on new branding, marketing, and property development.
- Chairman Owens reminded Council of the upcoming events in Dahlonega in the coming weeks which include Trail Fest, Connectibility 5 to 10K, Gold Criterium and the Halloween Movies in the Park.

Council Member Larson inquired if the second session of the Board's Retreat has been scheduled and Chairman Owens stated that this would be a topic at the next DDA meeting.

#### Agenda Item / Finance Department Report - Director Marlowe

Discussion: Director Marlowe thanked the Council for their support with the FY2020 Budget and the Staff and City Manager for all the hard work done completing the FY2020 Budget. After review of the financial statements, Council Member Larson expressed his thanks for the attention staff has shown with keeping to the current Budget.

#### Agenda Item / Public Works Department Reports - Director Buchanan

Discussion: Director Buchanan was not present; there was no new information.

#### Agenda Item / Water and Waste Water Plants Department – Supervisor Jarrard

Discussion:

- Superintendent Jarrard informed Council that the bottled water should be available by October 10<sup>th</sup> depending on the approval of the design expected by the end of next week. Cari McDuffie was praised for her work with the design of the bottled water.
- City Manager Schmid asked and was informed of a water study completed on Crown Mountain by an outside company that showed leaks. The repairs were completed within Budget on over 20 miles for pipe leaks and other issues that would had been difficult to determine without the outside study. Superintendent Jarrard stated that is was well worth the cost of the outside assistance at \$60,000.

#### Committee Reports

#### Agenda Item / Cemetery Committee Report –Chairman Chris Worick

Discussion:

- The VA sent and we received the headstone that had been discussed at our previous meeting, for William Woodsworth, a veteran of War of 1812. The Athens Chapter of Daughters of the War of 1812 have agreed to sponsor two Memorial Markers, one for William Woodsworth and the other for a fellow veteran, both unrecognized as veterans of 1812 in Mt. Hope Cemetery. We expect to have a public ceremony with the Media on Veterans Day to celebrate these makers.
- The Blue Masonic Lodge has once again given a \$125 donation to our committee.
- Four students from the Appalachian Studies program at UNG are assisting with our continued restoration project at Mt. Hope Cemetery and the project this year is a Cast Stone. The expectation is a presentation of the Cast Stone this November to show our progress in Mt. Hope Cemetery. Student Rosanne Kent and I will be attending a symposium in Washington DC. with other fellow students who take part in restoration projects.

Agenda Item / Tourism Committee Report – Director Sam McDuffie

Discussion: Director McDuffie informed Council that eight of the nine seats on the Tourism Committee have been filled, leaving the restaurant seat open. We will be reviewing our bylaws within the Committee and discussing it with the Council soon. The first Tourism Committee will meet on October 1, 2019.

Comments

City Manager Comments:

Discussion: City Manager Schmid reminded everyone that it is Event Season and praised the staff for how wonderful the Square looked.

City Attorney Comments

Discussion: City Attorney Parks will have information to the Council by tomorrow concerning Ordinance information.

City Council Comments

Discussion: Council Member Hardman stated she was glad to have Sam McDuffie on our Tourism Board. Council Member Ridley praised everyone who supported Shucking for Shamrock at Shenanigans; it is a very worthy charity endeavor. Mayor Norton seconds the praise of Shenanigans for their charity endeavors.

Mayor Comments

Discussion: Mayor Norton thanked, Streets Supervisor Troy Armstrong and his crew for taking the extra time to remove refuse from the side of the road; it is above and beyond their work scope.

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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



## CITY OF DAHLONEGA SPECIAL CALLED MEETING SUMMARY MINUTES

**Date:** September 05, 2019

**Time:** 4:30 p.m.

**Place:** Dahlonega City Hall – Mayor McCullough Council Chamber.

**Council Present:** Mayor Sam Norton, Council Members Ron Larson, Bruce Hoffman, Roman Gaddis, Mitchell Ridley, Helen Hardman and JoAnne Taylor.

**Staff Present:** City Manager Bill Schmid, Finance Director Melody Marlowe, City Marshal Jeff Branyon, and City Clerk Mary Csukas.

**Other Attendees:** City Attorney Doug Parks

Summary Vote by Council		
Agenda Item to be Voted upon by Council	Approval	Motion
Ordinance 2019-24 Time, Manner and Place	Approved 6/0	Motion- Taylor Seconded – Hardman
Ordinance 2019-25 – Encourage Innovative and Safe Uses of Unmanned Aircraft while addressing concerns about Accountability.	Approved 6/0	Motion- Larson Seconded – Hardman

### Approval of Agenda

**Purpose** Mayor Norton called for a motion to approve the agenda.

**Discussion:** Motion made by Council Member Taylor to approve the agenda and seconded by Council Member Hardman.

**Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor carried with a unanimous vote in favor.

Agenda Item/ Ordinance 2019-25 Encourage Innovative and Safe Uses of Unmanned Aircraft while addressing concerns about Accountability.

Purpose: Mayor Norton called for a discussion Ordinance 2019-25 Encourage Innovative and Safe Uses of Unmanned Aircraft while addressing concerns about Accountability

Discussion:

- This Ordinance was discussed at length, and the Council Members agree that this Ordinance will empower the City Manager with an arsenal of tools to aid in the safety of the City of Dahlonega.
- City Attorney Parks stated that the Time, Manner, and Place Ordinance dictates the City Manager provide an after-action report to the Council within 30 days of placement of the Order. If the after-action report reveals overreaching, then the sunset rule applies, and the Ordinance can end on December 31, 2019. However, if the report shows positive actions, then the Council may amend the Ordinance for specific periods.
- City Manager Schmid and City Attorney Parks understand that this ordinance is cutting edge in Constitutional law.
- Council Member Taylor requested that the City Manager and City Attorney, please keep Council better informed of possible new issues in a timelier manner.
- Mayor Norton stated that we have the ordinances in place that will cover almost all our needs for events and festivals. However, this upcoming event has pushed for a broader or innovative Ordinance to handle this specific event. The City Manager can issue an order of Time, Manner, and Place as needed for situations within the City with this Ordinance.
- Mayor Norton stated that today's review of this Ordinance is predicated by the ongoing changes within the scope of the upcoming Rally on September 14, 2019, and the Ordinance outlines actions that the City Manager mandates, that will be described in his after-action report.

Discussion: Mayor Norton called for a motion to approve ordinance 2019-25 Encourage Innovative and Safe Uses of Unmanned Aircraft while addressing concerns about Accountability

Discussion: Motion made by Council Member Larson to approve Ordinance 2019-25 Encourage Innovative and Safe Uses of Unmanned Aircraft and seconded by Council Member Hardman.

Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Adjournment: Mayor Norton called for a motion to adjourn, Council Member Hoffman called for a motion to adjourn and seconded by Council Member Ridley.

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Agenda Item/ Ordinance 2019-24 Time, Manner, and Place.

Purpose: Mayor Norton called for a discussion of Ordinance 2019-24 Time, Manner and Place

Discussion

- The purpose of this ordinance is to allow the City Manager the ability to have restrictions in place for safety concerns during festivals and events. The Ordinance requires a permit for the use of drones during festivals and events.
- Marshal Branyon stated that drones might inhibit an emergency evacuation for medical reasons so drones would be restricted during significant events and festivals.

- Mayor Norton inquired if the ordinance was to be 365 days a year? City Manager Schmid stated that the Ordinance covered the year and will allow the City Manager the ability to place restrictions on the use of drones during special events and occasions.
- Council Members discussed the need to make sure that all Ordinances are explained to citizens with an understanding of the needs of these ordinances.

Discussion: Mayor Norton called for a motion to approve Ordinance 2019-24 Time, Manner, and Place.

Discussion: Motion made by Council Member Taylor to approve Ordinance 2019-24 Time, Manner and Place and seconded by council Member Hardman.

Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor carried with a unanimous vote in favor.

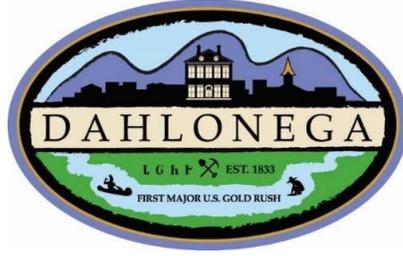
Adjournment: Mayor Norton called for a motion to adjourn, Council Member Hoffman called for a motion to adjourn and seconded by Council Member Ridley.

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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

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



## CITY OF DAHLONEGA WORK SESSION MINUTES

<b>Date:</b>	September 19, 2019
<b>Time:</b>	4:02 p.m.
<b>Place:</b>	Dahlonega City Hall – Mayor McCullough Council Chamber
<b>Council Present:</b>	Mayor Sam Norton, Council Members Roman Gaddis, Helen Hardman, JoAnne Taylor, and Bruce Hoffman.
<b>City Staff Present:</b>	City Manager Bill Schmid, Finance Director Melody Marlowe, Community Development Director Kevin Herrit, City Marshal Jeff Branyon, Superintendent John Jarrard, Capital Projects Manager Hunsinger and City Clerk Mary Csukas.
<b>Other Attendees:</b>	Downtown Development Authority Project Coordinator Carolyn McDuffie.

Action Items from this Work Session			
<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Landlord Program	Melody Marlowe	Open	October 7, 2019
Columbarium Unit for Memorial Park Cemetery	Mark Buchanan	Open	October 7, 2019
Mechanic Street Project	Mark Buchanan	Open	October 7, 2019

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Agenda Item / City Marshal Department Report / After Action Report-Marshal Branyon

Discussion: City Marshal Branyon praised all the officers, state agencies, local agencies and staff for their participation in the September 14<sup>th</sup> Rally. The team effort allowed for a positive outcome at the Rally Event.

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Agenda Item / Community Development and Historic Preservation Commission Report - Director Herrit

Discussion: Three meetings are planned to discuss the Parks & Trail Master Plan, on September 26, 2019, at 6:00 - 8:00 pm, October 5, 2019, at 12:00-2:00 pm, and October 10, 2019 at 10:00 a.m.-12:00 pm. The meeting place is still to be determined.

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Agenda Item / Finance Department Report - Director Marlowe

Discussion: The City of Dahlonge received a \$4000 Health & Wellness Program award. Tammy Bruce will be attending a training program in the coming weeks, to ensure that the award funds are used according to the GMA guidelines. We have an employee health event on October 29<sup>th</sup> to offer flu shots, blood tests, and a diabetics educator.

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Agenda Item / Public Works Department Reports – Vince Hunsinger

Discussion: We have received three bids on the Memorial Park Cemetery Columbarium, and we expect to select a vendor for Council review at the October 7<sup>th</sup> Council Meeting. The Mechanic Street Project has only one bid who will receive the award.

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Agenda Item / Water and Waste Water Plants Department – Supervisor Jarrard

Discussion:

- We had a water leak that affected 18 houses in Sky Country. The water leak was located at 6:20 pm, and the repair was completed by midnight. The final flush of the line and bacteria test were started the next morning. The water loss was determined to be over 110,000 gallons once the repair and flush were completed. Our crew contacted each home in person concerning the water leak to give an expected repair time.
- Jim Anderson will complete the bottled water label at Global Packing, and we expect to have the bottled water by Gold Rush.

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Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: No new information

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Agenda Item / DDA & Main Street Report – Project Coordinator Cari McDuffie/ Chair Person Tony Owens

Discussion:

- Chair Person Owens informed Council that the Executive Committee has been meeting to discuss the steps for transition to a new DDA Chair Person as Tony Owens is stepping down after ten years of service. The search for the DDA Executive Director position has been advantageous and more interviews are scheduled for next week.
- Cari McDuffie informed Council that the Farmers Market has extended hours for the next two Saturdays and an extra day on Oct 6, 2019.
- The Volunteer event on October 14, 2019, is on track, with 60 invites sent to our volunteer programs. Each Council Members will be attending a food table at the event.

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Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: No new information.

Agenda Item / Landlord Program

Discussion: In 2016, a Landlord Ordinance was created to allow a voluntary agreement of continuous water service when one tenant terminates, and a new tenant moves in and takes the account in their name. The Ordinance states:

- When a tenant leaves, the Landlord will pay a \$25.00 fee to turn service into their name.
- When a new tenant signs a lease with the Landlord, the landlords account will be charged a \$25.00 fee to turn service out of their name into the new tenant’s name.
- At the same time, the new tenant will also be responsible for a \$25.00 turn on fee.
- If the Landlord agreement is not in place, the city’s position is to disconnect service within a reasonable time to allow for a possible new tenant taking possession immediately.

Mr. Ralph Prescott voiced his concern with the fees associated with the agreement, as he has not paid fees in the past under his Landlord agreement. Mr. Prescott stated he must have water between tenants to allow for cleanup.

Conclusion: The Council understood that the \$25.00 was an administrative fee that should only be charged once to the Landlord during the termination and only once to the new tenant as the turn-on fee.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote	Melody Marlowe	Open	October 7, 2019

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Agenda item / Accent Cellars – Alcoholic Beverage Class E License Request

Discussion: Tyler Barnes from Accent Cellars is requesting a Class E License for, Beer by the Glass. After a lengthy review, Council determined that his Farm Winery with a Tasting Room does not fit the requirements for a Class E License without a full kitchen; with his current expansion it may fit the Class E License later.

Conclusion: Tyler Barnes's request was delayed until renovations are completed. A new application will need to be filed when ready.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
None	Mary Csukas	Delayed	

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Agenda item / Columbarium Unit – Memorial Parks Cemetery

Discussion: The Cemetery Committee will review the Columbarium RFP's and the final decision will be presented to Council at the October 7<sup>th</sup> Council Meeting.

Conclusion: The Cemetery Committee will review the RFP's and award bid to the selected vendor and give this information to Council the next Council Meeting.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote	Mark Buchanan	Open	October 7, 2019

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Agenda item / Award Recommendation of Mechanic Street Project

Discussion: The current bid award to repair the sidewalk on Mechanics Street terminates at Arcadia street. The Council is asking for a continuation of the sidewalk past the original termination at Arcadia to Morrison Moore Parkway. The budget for this project is \$50, 000 and the current award bid is \$39,000, so Council is asking if the remaining funds could be used for an extended sidewalk from Arcadia Street to Morrison Moore Parkway.

Conclusion: Director Buchanan will review the Council's request to extend the sidewalk project to the Morrison Moore Parkway on Mechanic Street past Arcadia Street. Director Buchanan stated that the continuation of the sidewalk will go to an area that has no crosswalk; that is the concern.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote	Mark Buchanan	Open	October 7, 2019

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Adjournment: Mayor Sam Norton adjourned the meeting at 5:18 p.m.

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## CITY OF DAHLONEGA SPECIAL CALLED MEETING MINUTES

<b>Date:</b>	September 19, 2019
<b>Time:</b>	5:19 p.m.
<b>Place:</b>	Dahlongega City Hall – Mayor McCullough Council Chamber.
<b>Council Present:</b>	Mayor Sam Norton, Council Members Ron Larson, Bruce Hoffman, Roman Gaddis, Mitchell Ridley, Helen Hardman and JoAnne Taylor.
<b>Staff Present:</b>	City Manager Bill Schmid, Community Development Director Kevin Herrit, Finance Director Melody Marlowe, City Marshal Jeff Branyon, Water Plant Superintendent John Jarrard, and City Clerk Mary Csukas.
<b>Other Attendees:</b>	Downtown Development Assistant Carolyn McDuffie and Cemetery Committee Chairman Chris Worwick.

Summary Vote by Council		
Agenda Item to be Voted upon by Council	Approval	Motion
Ordinance 2019-26 Wireless Facilities and Antennas	Approved 6/0	Motion- Larson Seconded – Hardman
Ordinance 2019-27 Right of Way (Replacing Ordinance 2019-22)	Approved 6/0	Motion- Larson Seconded – Taylor

### Approval of Agenda

**Purpose:** Mayor Norton called for a motion to approve the agenda.

**Discussion:** Motion made by Council Member Larson to approve the agenda and seconded by Council Member Taylor.

**Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

### Agenda Item/ Ordinance 2019-26 Wireless Facilities and Antennas.

**Purpose:** Mayor Norton called for a motion to approve Ordinance 2019-26 Wireless Facilities and Antennas.

**Discussion:** Motion made by Council Member Larson to approve Ordinance 2019-26 Wireless Facilities and Antennas seconded by Council Member Hardman

**Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Agenda Item/ Ordinance 2019-27 Right of Way (Replacing Ordinance 2019-22).

Purpose: Mayor Norton called for a motion to approve Ordinance 2019-27 Right of Way (Replacing Ordinance 2019-22)

Discussion: Motion made by Council Member Larson to approve Ordinance 2019-27 Right of Way (Replacing Ordinance 2019-27 and second by Council Member Taylor.

Conclusion: Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

Adjournment: Mayor Norton called for a motion to adjourn the meeting at 5:25 p.m. Motion made by Council Member Taylor and Second by Council Member Larson. The motion was approved with a unanimous vote in favor.

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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

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



## CITY OF DAHLONEGA CALLED COUNCIL MEETING MINUTES

**Date:** September 30, 2019

**Time:** 6:00 p.m.

**Place:** Dahlongega City Hall – Mayor McCullough Council Chamber.

**Council Present:** Mayor Sam Norton, Council Members Ron Larson, Helen Hardman, and JoAnne Taylor.

**Staff Present:** Council Member Mitchel Ridley and Bruce Hoffman were not present.

**Other Attendees:** City Manager Bill Schmid, City Marshal Jeff Branyon, Water Plant Superintendent John Jarrard, and City Clerk Mary Csukas.

**Other Attendees:** City Attorney Doug Parks, Downtown Development Project Coordinator Carolyn McDuffie, and Cemetery Committee Chairman Chris Worwick

Summary Vote by Council		
Agenda Item to be Voted upon by Council	Approval	Motion
Mechanic Street Sidewalk Project 2019 and a formal supplemental project to extend the sidewalk project from Arcadia to Morrison Moore Parkway with funds from the FY2020 Budget.	Approved 4/0 Ridley and Hoffman absent	Motion- Gaddis Seconded – Larson

### Call to Order:

<u>Person:</u> Mayor Norton	<u>Time:</u> 6:00 p.m.
<u>Prayer Leader:</u> City Manager Schmid	<u>Pledge Leader:</u> Council Member Gaddis

### Approval of Agenda:

**Purpose:** Mayor Norton called for a motion to amend the agenda to remove Ordinance 75-1, Water and Sewer Rates, Amendment 49

**Discussion:** Motion made by Council Member Gaddis to approve the agenda and strike Ordinance 75-1, Water and Sewer Rates, Amendment 49 and seconded by Council Member Larson

**Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.

## Announcement

- Purpose:** Mayor Norton announced that this meeting is being called to conduct the city business that would have been held on October 7<sup>th</sup> and ask for a motion be made to reflect the cancellation of the October 7<sup>th</sup> meeting and for that cancellation to be reflected on the city's website and calendar.
- Discussion:** Motion made by Council Member Larson to cancel the October 7<sup>th</sup> Council meeting and for that cancellation to be reflected on the city's website and calendar and seconded by Council Member Gaddis.
- Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.
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## Old Business

### Agenda Item / Mechanic Street Sidewalk Project 2019-09

- Purpose:** Mayor Norton called for a discussion of the Mechanic Street Sidewalk Project 2019.
- Discussion:** City Manager Schmid informed Council that the condition of the Mechanic Street sidewalk is the poorest in City, and an individual had fallen in this area. We propose the replacement of the sidewalk per the written project.
- Council Members Larson and Hardman asked if there is a plan to extend the sidewalk to Morrison Moore Parkway with this current project.
  - City Manager Schmid stated that Director Buchanan is concerned that a sidewalk to Morrison Moore Parkway without a crosswalk connection would be a dead end.
  - Mayor Norton stated the Mechanic Street project was budgeted at \$50,000 and the winning bid is for \$39,000. Is it possible to use the remaining money from the Mechanic Street project to extend past Arcadia to the GDOT cut off at Morrison Moore Parkway? City Manager Schmid stated that the sidewalk extension past Arcadia would need to follow the bid process.
  - City Manager Schmid informed Council that Director Buchanan had outlined an alternate three-phase plan which he emailed, last week, to all Council Members for review:
    - Complete the first phase of the sidewalk to Arcadia Street as per the 2019 project.
    - The second phase would be Arcadia Street to Morrison Moore Parkway
    - The final long-term phase is a sidewalk along Morrison Moore Parkway from Mechanic Street to Memorial Drive at the BBT building.
  - Council Member Gaddis stated his approval of the current staff recommendation with plans later for an extension of the sidewalk from Arcadia to Morrison Moore Parkway. The remaining funds from this project would be made available, in the budget, for future sidewalk plans.
- Discussion:** Motion made by Council Member Gaddis to approve staff recommendation of the Mechanic street sidewalk repairs to Arcadis Street as written and seconded by Council Member Larson.
- Discussion:**
- Council Members discussed the options available for the Mechanic Street Project within the budgeted funds available.
  - City Manager Schmid did remind Council that the existing motion can be amended to include other options; One to complete the project as outlined and then rebid the project to extend the sidewalk past Arcadia Street to Morrison Moore Parkway sooner than later.
  - Council Member Larson reminded Council that Council Member Ridley was in favor of extending the sidewalk past Arcadia to Morrison Moore Parkway.
- Discussion:** Council Member Gaddis asked to amend his motion to approve the completion of the existing project and then create a formal plan to complete the sidewalk from Arcadia to Morrison Moore Parkway within a few months with supplemental funds.
- Conclusion:** Mayor Norton called for a vote of all in favor signifying so by saying aye, like sign for those opposed. The motion carried with a unanimous vote in favor.
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## Department Reports

### Agenda Item / City Marshal Department Report - Marshal Branyon

- Discussion:
- Marshal Branyon informed Council that his department had extended an offer to an individual for the full-time deputy-marshal position. The offer was accepted, and the start date of the new Deputy Marshal is mid-October.
  - Council Member Larson inquired into the expectations of this position and any additional cost outside of the budget.
  - Marshal Branyon stated the expectations of the Deputy Marshal position is patrolling, which will allow me time to complete the required administration duties of my position. We expect no extra cost with this position. There are plans in the works for an additional vehicle in the future.

### Agenda Item / Community Development and Historic Preservation Commission Report - Director Herrit

Discussion: No additional comments for this department.

### Agenda Item/ Downtown Development Authority – Project Coordinator Cari McDuffie

- Discussion:
- The October 14<sup>th</sup> Volunteer Event has 15 RSVP from our 60 invitations sent last week. We have extended a request to Council for input on their table food delights for the event.
  - The Parent Teacher Organization from Blackburn Elementary School is partnering with the City to host the upcoming movies in the Hancock Park on Friday, October 4<sup>th</sup>.
  - This coming Saturday and Sunday the Farmer Market hours are extended until sundown.
  - Mayor Norton and Council asked that local volunteer organizations, like the Masonic Lodge and the Master Gardeners, be included in our invitation list to the October 14<sup>th</sup> Volunteer Event.

### Agenda Item / Finance Department Report - Director Marlowe

Discussion: No additional comments for this department.

### Agenda Item / Public Works Department Reports - Director Buchanan

Discussion: No additional comments for this department.

### Agenda Item / Water and Waste Water Plants Department – Supervisor Jarrard

- Discussion:
- We are below drought levels currently despite the excessive heat we are experiencing.
  - We are still expecting to have the City of Dahlonga bottled water by Gold Rush.

## Committee Reports

### Agenda Item / Cemetery Committee Report –Chairman Chris Worick

Discussion: No additional comments for this department

### Agenda Item / Tourism Committee Report – Director Sam McDuffie

Discussion: Director McDuffie informed Council the Tourism Board Planning Session is tomorrow at 9:00 am to 5:00 pm at the Parks and Rec Building. Council Member Taylor asked for a list of the current Tourism Board. An updated Live-Feed Camera is a topic at the Tourism Board Session.

## Comments

City Manager Comments:

Discussion: City Manager Schmid informed Council that Shannon Morris Ferguson has been hired as the new DDA Executive Director and will be a complement to the current department. Shannon currently works for the City of Milton and is expected to start on October 14, 2019.

City Attorney Comments

Discussion: No comments

City Council Comments

Discussion: No additional comments

Mayor Comments

Discussion: No additional comments

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

The City Council of Dahlonega believes citizen input and specialized skills are valuable assets to the community. All City Residents should consider becoming involved in their City by service on Board or Commission. Applications are accepted throughout the year. Please complete the following and submit it with a resume to [mcsukas@dahlonega-ga.gov](mailto:mcsukas@dahlonega-ga.gov), by fax to 706-864-4837 or by mail to 465 Riley Road, Dahlonega, GA 30533. Thank you for your interest in serving.

Name: <i>PATRICIA TURNER</i>	
Address: <i>1049 Ben Higgins Rd., Dahlonega, GA 30533</i>	
Phone: <i>706-864-0949</i>	Email: <i>patti.tms@adi.com</i>
Place of Employment: <i>BARNES &amp; NOBLE</i>	Occupation: <i>Bookseller</i>
Length of Residence in Dahlonega	Years: <i>6</i> Months: <i>2</i>

**Board or Commission for which you would like to be considered.**

Please note, each of these have different requirements for service, which will be reviewed against your application, training and work experience.

<input type="checkbox"/> Downtown Development Authority Board	<input checked="" type="checkbox"/> Cemetery Committee
<input type="checkbox"/> Historic Preservation Commission Three (3) Year Term	<input type="checkbox"/> Tourism Committee
<input type="checkbox"/> Planning Commission Three (3) Year Term	<input type="checkbox"/> Tree Committee
<input type="checkbox"/> Dahlonega Housing Authority Board	<input type="checkbox"/> General Volunteer Services

**Interest & Experience**

Why are you interested in serving? <i>I am the great x3 grand-daughter of some of the original settlers of Lumpkin County, John and Irene Goss Turner, and related to many other early families.</i>
What specialized training or experience do you have that would of benefit one of the Boards or Commissions: <i>I have extensive knowledge of the</i>

history and genealogy of Lumpkin County & Dahlonega and have been actively involved in the restoration of my family's old cemetery and the graves of relatives throughout the Southern states.  
 (Please turn over to complete the reverse as well)

Professional or Personal References:

Name	Telephone Number
1. Mike TURNER	678-570-0469
2. Denise Lester	678-822-2836
3. Linda Plunkett, Store Manager BARNES & Noble	770-781-0867

If you are a general volunteer for events, festivals, etc. you may be asked to sign a waiver of liability.

If you are appointed to a City of Dahlonega Board or Commission, you may be required to file a Statement of Economic Interests with the City as a condition prior to your appointment. This filing identifies any financial interests you may have with the City of Dahlonega only and if any conflict of interest may exist.

Volunteering for service on a Board or Commission does not guarantee your eventual appointment. Applications on file will be reviewed when vacancies occur, from which the Mayor may review candidates, but the Mayor may, as well, recommend appointments of non-applicants he/she chooses that indicate desirable qualifications and willingness to serve.

**Terms & Conditions**

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for recommendation by the Mayor, subject to approval by the Council. I hereby agree that if appointed to serve as a member of a City of Dahlonega Board or Commission, I will spend my time, skills, and energy on the mission of the body to which I am appointed including preparation for and attendance at meetings to remain a member in good standing. Furthermore, I agree that, if appointed, my term will be governed by the By-Laws and/or Rules of Procedure of the entity to which I am appointed. *Patricia Turner*



OFFICE OF THE MAYOR

October 17, 2019

Tony Owens

RE: Downtown Development Authority Board Recognition

Dear Tony,

The City of Dahlonega would like to thank you for your many years of outstanding service and valued contribution to the Dahlonega Downtown Development Authority. We appreciate your time and effort during your tenure as a member and Chairperson on this Board.

Our community is a better place because of the willingness of individuals like you who support the efforts of the Mayor and Council, and contribute to good municipal government. We rely on citizen's support and involvement, and you are encouraged to seek other opportunities to serve.

Once again, the City of Dahlonega would like to thank you for your service and suggest that this is a better community because of your participation in the process.

Respectfully,

Sam Norton  
Mayor





# **CERTIFICATE OF RECOGNITION**

issued by the City of Dahlonega to

**Tony Owens**

**Ten Years of Service  
Downtown Development Authority Board**

**October 17, 2018**

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Sam Norton, Mayor

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Mary Csukas, City Clerk



# CITY COUNCIL AGENDA REPORT

**DATE:** September 20, 2019  
**TITLE:** Landlord Program  
**PRESENTED BY:** Melody Marlowe, Finance Director

## **AGENDA ITEM DESCRIPTION:**

Ordinance 75-1, Water and Sewer Rates, Amendment 49, Landlord Program for Continuous Service to Rental Units

## **HISTORY/PAST ACTION:**

The Mayor and Council discussed the Landlord Program at the work session on September 19 and requested an amendment to Ordinance 75-1, Water and Sewer Rates. The paragraph governing the program is presented below to show the edits as requested to remove the fees charged to establish and terminate the landlord account.

### **LANDLORD AGREEMENT FOR CONTINUOUS SERVICE TO RENTAL UNITS**

*Landlords may request that water service be provided to rental units on a continuous basis between tenants. In order to establish continuous usage of water in rental units a landlord must fill out a Landlord Agreement Application available at City Hall and it must be accepted. ~~A turn-on fee of \$25.00 will be charged each time the account is re-established in the Landlord's name. This will happen~~ At the time that a tenant requests service disconnection OR if the tenant account is closed for non-payment, **the account is re-established in the Landlord's name**. Each time a new tenant applies for service for any of the service addresses listed in the Landlord Agreement Application, a ~~turn-off fee of \$25.00 will be charged to the Landlord's account and said account will be final billed.~~ If the Landlord Agreement Application is accepted by the City of Dahlonega and an agreement is entered, it is understood that the landlord will be bound by City of Dahlonega's applicable Policies and Procedures, Ordinances and Resolutions for Water/Sewer Service fees where applicable.*

## **FINANCIAL IMPACT:**

This change will have a minimal to no impact on revenue. Procedures in place prior to this change did not routinely charge the \$25 fees.

## **RECOMMENDATION:**

To remove the fees charged to landlords, it is recommended that Amendment 49 to Ordinance 75-1 be approved.

## **SUGGESTED MOTIONS:**

I make a motion to approve Ordinance 75-1, Amendment 29, as presented, which removes the fees charged to landlords.

## **ATTACHMENTS:**

Ordinance 75-1 Amendment 49, Water and Sewer Rates

**ORDINANCE 75-1  
AMENDMENT 49  
WATER AND SEWER RATES**

**BE IT ORDAINED BY THE CITY COUNCIL OF DAHLONEGA AND IT IS HEREBY ORDAINED BY THE AUTHORITY THEREOF THAT THE FOLLOWING RATES HAVING BEEN AUTHORIZED FOR IMPLEMENTATION TO COMMENCE ON OCTOBER 1, 2019, BY VIRTUE OF THE BUDGET RESOLUTION APPROVED THE 3rd DAY OF SEPTEMBER, 2019, THE SAME ARE HEREBY RATIFIED; AND IN ACCORDANCE THEREWITH ORDINANCE 75-1 IS HEREBY AMENDED IN ITS ENTIRETY TO READ AS FOLLOWS:**

The following Water and Sewer rates as well as other referenced charges are hereby adopted.

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**WATER BASE RATES**

A base fee for water service will be charged monthly. All customers will be required to pay a minimum fee whether the meter is active or not. Customers can choose to have the meter removed and will be charged \$125.00 for reinstallation. Water base rates charged to customers outside the City limits are 20% higher than amounts shown.

**RESIDENTIAL**

3/4 Inch Meter	\$22.79
1 Inch Meter	\$37.42
1.5 Inch Meter	\$53.98
2 Inch Meter	\$101.83
3 Inch Meter	\$122.68

**NON-RESIDENTIAL**

3/4 Inch Meter	\$24.89
1 Inch Meter	\$38.93
1.5 Inch Meter	\$56.14
2 Inch Meter	\$105.90
3 Inch Meter	\$127.60
4 Inch Meter	\$177.37
6 Inch Meter	\$211.81
8 Inch Meter	\$353.44

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**WATER USAGE RATES**

Water usage rates charged to customers outside the City limits are 20% higher than amounts shown.

**RESIDENTIAL 3/4 INCH METER**

1-5,000 gallons	\$7.37	(per 1,000 gal.)
5,001-12,000 gallons	\$9.86	(per 1,000 gal.)
12,001 gallons & over	\$14.75	(per 1,000 gal.)

RESIDENTIAL 1 INCH METER OR LARGER

1-5,000 gallons	\$7.74	(per 1,000 gal.)
5,001-12,000 gallons	\$10.35	(per 1,000 gal.)
12,001 gallons & over	\$15.49	(per 1,000 gal.)

COMMERCIAL 3/4 INCH METER

1-8,000 gallons	\$8.06	(per 1,000 gal.)
8,001-50,000 gallons	\$9.41	(per 1,000 gal.)
50,001 gallons & over	\$10.76	(per 1,000 gal.)

COMMERCIAL 1 INCH METER

1-16,000 gallons	\$8.06	(per 1,000 gal.)
16,001-60,000 gallons	\$9.41	(per 1,000 gal.)
60,001 gallons & over	\$10.76	(per 1,000 gal.)

COMMERCIAL 1.5 INCH METER

1-50,000 gallons	\$8.06	(per 1,000 gal.)
50,001-100,000 gallons	\$9.41	(per 1,000 gal.)
100,001 gallons & over	\$10.76	(per 1,000 gal.)

COMMERCIAL 2 INCH AND 3 INCH METER

1-110,000 gallons	\$8.06	(per 1,000 gal.)
110,001-750,000 gallons	\$9.41	(per 1,000 gal.)
750,001 gallons & over	\$10.76	(per 1,000 gal.)

INSTITUTIONAL 3/4 INCH METER

1-12,000 gallons	\$8.67	(per 1,000 gal.)
12,001-50,000 gallons	\$10.12	(per 1,000 gal.)
50,001 gallons & over	\$11.59	(per 1,000 gal.)

INSTITUTIONAL 1 INCH AND 1.5 INCH METER

1-50,000 gallons	\$8.67	(per 1,000 gal.)
50,001-100,000 gallons	\$10.12	(per 1,000 gal.)
100,001 gallons & over	\$11.59	(per 1,000 gal.)

INSTITUTIONAL 2 INCH METER OR LARGER

1-250,000 gallons	\$8.67	(per 1,000 gal.)
250,001-750,000 gallons	\$10.12	(per 1,000 gal.)
750,001 gallons & over	\$11.59	(per 1,000 gal.)

INDUSTRIAL

1-215,000 gallons	\$8.32	(per 1,000 gal.)
215,001-1,000,000 gallons	\$8.32	(per 1,000 gal.)
1,000,001 gallons & over	\$8.32	(per 1,000 gal.)

HEAVY INDUSTRIAL

1-215,000 gallons	\$7.54	(per 1,000 gal.)
215,001-1,000,000 gallons	\$7.54	(per 1,000 gal.)
1,000,001 gallons & over	\$7.54	(per 1,000 gal.)

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**SEWAGE BASE RATES**

A base fee for sewer service will be charged monthly. All customers will be required to pay a minimum fee whether the meter is active or not. Customers can choose to have the meter removed and will be charged \$125.00 for reinstallation.

**RESIDENTIAL**

3/4 Inch Meter	\$14.02
1 Inch Meter	\$28.11
1.5 Inch Meter	\$41.48
2 Inch Meter	\$77.68
3 Inch Meter	\$105.76
4 Inch Meter	\$155.33
6 Inch Meter	\$184.37
8 Inch Meter	\$282.67

**NON-RESIDENTIAL**

3/4 Inch Meter	\$15.31
1 Inch Meter	\$29.23
1.5 Inch Meter	\$43.13
2 Inch Meter	\$80.79
3 Inch Meter	\$110.00
4 Inch Meter	\$161.54
6 Inch Meter	\$191.75
8 Inch Meter	\$293.99

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**SEWAGE USAGE RATES**

<u>RESIDENTIAL 3/4 INCH METER</u>	\$7.65	(per 1,000 gal.)
<u>RESIDENTIAL 1 INCH METER OR LARGER</u>	\$8.03	(per 1,000 gal.)
<u>NON-RESIDENTIAL</u>	\$8.37	(per 1,000 gal.)

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**SEWERAGE GRINDER PUMP FEES**

Monthly charge for each pump	\$18.02
Single grinder pump	\$5,197.00
Duplex grinder pump	\$11,088.00
Riser fee	\$385.00

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**FIRE LINE FEES**

This is a monthly fee for water availability on demand for private fire protection.

	<u>Monthly Fee</u>
3 Inch Sprinkler Main	\$14.47
4 Inch Sprinkler Main	\$30.84
6 Inch Sprinkler Main	\$89.58
8 Inch Sprinkler Main	\$190.89
10 Inch Sprinkler Main	\$343.29

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**WATER TAPPING FEES**

3/4 Inch Meter	\$4,780.00
1 Inch Meter	\$10,984.00
1.5 Inch Meter	\$21,961.00
2 Inch Meter	\$35,139.00
3 Inch Meter	\$65,889.00
4 Inch Meter	\$109,817.00
6 Inch Meter	\$219,628.00
Over 6 Inch Meter	Negotiated
Irrigation Meter	\$2,075.00

Any tap that requires to bore under road - additional \$4,000.00 charge

Special requirements regarding multiunit residential buildings:

Each unit within a multiunit residential building is required to have a separate 3/4 inch water meter for each unit or alternatively a manifold multi-meter system approved by the city engineer. At the time of construction of a multiunit residential building and before the granting of a certificate of occupancy, the owner shall be invoiced and payment shall be received for the minimum residential tap fee multiplied times the number of units contained within the multiunit residential building. All multiunit residential buildings previously permitted under Ordinance 75-1 Amendment 43, shall remain subject to the requirement that letters of credit approved by the city finance department shall be required to assure the payment of a minimum of six months of estimated water and sewerage usage fees for each master meter approved. Nothing herein shall in any way relieve the owner of any building constructed in the City of Dahlonega from compliance with the requirements of O.C.G.A. Section 12-5-180.1.

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**SEWER TAPPING FEES**

3/4 Inch Meter	\$5,975.00
1 Inch Meter	\$9,960.00
1.5 Inch Meter	\$19,915.00
2 Inch Meter	\$31,865.00
3 Inch Meter	\$59,750.00
4 Inch Meter	\$99,985.00
6 Inch Meter	\$199,163.00

Over 6 Inch Meter                      Negotiated  
(Based on Water Meter Size)

Any tap that requires to bore under road - additional \$4,000.00 charge

Special requirements regarding multiunit residential buildings:

All multiunit residential buildings are required to pay the minimum residential sewer tap fee (3/4 inch meter) multiplied times the number of units.

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**SENIOR CITIZEN DISCOUNT**

Upon proper application, a discount will be given of \$15.00 monthly to be applied to the base fee for accounts in which the head of the household is 65 years of age or older. Applicant must also verify through their latest tax return that total household income is less than \$20,650 annually.

**WATER FEE FROM HYDRANTS**

A fee of \$7.68 per thousand gallons for water from all city hydrants. Minimum fee of \$75.00. A permit must be obtained at City Hall to withdraw water from hydrant. A deposit fee of \$600.00 will be required for hydrant meter.

**ACCOUNT DEPOSIT**

A deposit of \$250.00 will be charged for all accounts where the property is occupied by someone other than the property owner. A deposit fee of two (2) times the average previous water bill for the account will be charged for all commercial accounts. Deposit refunds will be mailed after final bill is processed.

**ACCOUNT ESTABLISHMENT FEE, PENALTIES, MISCELLANEOUS FEES**

An account establishment fee of \$25.00 shall be required for all new connections, hook-ups, and transfers. A penalty of 10% or a minimum amount of \$2.00 will be added each month to any delinquent utility bill that has not been paid by the tenth of each month. If the tenth of the month falls on a day that City Hall is not open for business, the penalty deadline will be extended to noon of the next working day. Any utility bill delinquent on the 20th of the month will result in service being discontinued, and a service charge of \$75.00 will be added to the bill. If requested by the customer, reconnection of service after-hours will increase the service charge to \$150.00. A fee of \$100.00 will be charged if the water meter has been tampered with in any way by the customer. A fee of \$30.00 will be charged for return checks.

**LANDLORD AGREEMENT FOR CONTINUOUS SERVICE TO RENTAL UNITS**

Landlords may request that water service be provided to rental units on a continuous basis between tenants. In order to establish continuous usage of water in rental units a landlord must fill out a Landlord Agreement Application available at City Hall and it must be accepted. At the time that a tenant requests service disconnection OR if the tenant account is closed for non-payment, the account is re-established in the Landlord's name. Each time a new tenant applies for service for any of the service addresses listed in the Landlord Agreement Application, the Landlord's account will be final billed. If the Landlord Agreement Application is accepted by the City of Dahlongega and an agreement is entered, it is understood that the landlord will be bound by City of Dahlongega's applicable Policies and Procedures, Ordinances and Resolutions for Water/Sewer Service fees where applicable.

**SEWER DUMP FEES**

The Sewer Dump Fee for pump tank trucks to dump and unload shall be \$175.00 for a ½ load and \$350.00 for a full load.

**MISCELLANEOUS CHARGES**

New Construction Inspection Fee	\$1.25 per linear foot for water lines \$2.50 per linear foot for sewer lines
Utility Plan Review	\$50.00
Hydrant Testing	Flow test \$100.00 each 24-hour pressure test \$100.00 each

THESE RATES SHALL SUPERSEDE ANY CONFLICTING RATES EXISTING IN ANY OTHER ORDINANCE OF THE CITY OF DAHLONEGA.

BE IT ORDAINED BY THE CITY COUNCIL OF DAHLONEGA THIS 16<sup>th</sup> DAY OF AUGUST, 2018.

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

Attest:

\_\_\_\_\_  
Mary Csukas, City Clerk



# 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>nd</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>nd</sup>           | Tuesday, July 14 <sup>th</sup>     |
| ❖ Monday, August 24 <sup>th</sup>         | Tuesday, August 11 <sup>th</sup>   |
| ❖ Monday, September 28 <sup>rd</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
- Thursday, February 20, 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.



# CITY COUNCIL AGENDA REPORT

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**DATE:** October 9, 2019  
**TITLE:** Georgia Power Roadway Lighting Contract  
**PRESENTED BY:** Mark Buchanan

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**AGENDA ITEM DESCRIPTION:**

This item includes staff's recommendation for new roadway lighting as described in previous emails to city council.

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**HISTORY/PAST ACTION:**

This topic was discussed at the previous work session. Roadway lighting benefits and LED FAQs have been provided and are attached.

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**FINANCIAL IMPACT:**

Installation costs are to be covered by Georgia Power. Monthly charges are anticipated to be reduced by around \$300.

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**RECOMMENDATION:**

Staff recommends the following: Executing roadway lighting contracts provided by Jerry Cook of Georgia Power on October 3, 2019.

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**SUGGESTED MOTIONS:**

Request motion to approve execution of Georgia Power contracts attached.

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**ATTACHMENTS:**

Three GA Power Contracts, LED FAQs, Roadway Lighting Benefits.

 LED Roadway Lighting

## Frequently Asked Questions

### Q. Why is Georgia Power offering LED roadway lights?

A. Georgia Power has been offering LED outdoor area lighting as part of its product offering to customers since January 2012. Governmental customers began asking about LED for roadway applications approximately three years ago. Until 2015, the initial cost of the fixtures made it prohibitive to offer LED roadway alternatives to our customers. Technology improvements, coupled with market acceptance, resulted in lower pricing for LED roadway fixtures. Therefore, the economics are such that we can offer LED roadway fixtures at a comparable rate to what our customers currently pay for roadway lighting.

### Q. What is the difference between the Outdoor Lighting Service Governmental schedule: OLG and the new Public Service Commission (PSC)-approved Roadway Lighting Governmental schedule: RLG?

A. The Outdoor Lighting Service Governmental schedule: OLG and the new PSC-approved Roadway Lighting Governmental schedule: RLG are both designed for roadway lighting requirements, including streets, alleys, highways, bridges and other public thoroughfares for federal, state or local government customers. They differ in that the OLG schedule is specific to ballast-operated vapor lamp fixtures such as mercury vapor (MV), high pressure sodium (HPS), or metal halide (MH), whereas the RLG schedule is specific to light-emitting diode (LED) fixtures.

### Q. Will you change out all the fixtures at one time?

A. Georgia Power began the project with a phased in conversion plan based on availability of competitively priced fixtures that met GPC specifications. Currently the LED Roadway Project is able to replace the various pole mounted fixture types, wattages and lumen outputs as outlined in the RLG Tariff. It is expected that the project will continue through 2020. Conversion to LED is initiated at the governmental customer's request.

### Q. If a governmental customer wants to participate in the LED Roadway project, who do they contact?

A. Governmental customers that desire to be included in the LED Roadway project should contact Jerry Cook, LED Roadway Account Executive. Jerry will provide the customer with a Six-month Disconnect Notification form that must be signed in compliance with Georgia Power's Outdoor Lighting

*continued*

Item3.



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# LED Roadway Lighting

Governmental (OLG) tariff. Once the six-month time period has elapsed, the governmental customer will be included in the schedule for conversion. Scheduling will be managed on a first-request basis, taking into account the need to balance the conversions across the state.

To participate, contact:

Jerry Cook, LED Roadway Account Executive

770-621-2415 (office)

404-863-1418 (Cell)

jecook@southernco.com

## Q. Once Georgia Power begins, how long will it take to complete the installation?

- A. The length of time to complete the conversion will vary depending on the total number of customers on the schedule, quantity of lights to be converted to LED, and resources available (engineering, materials, and contractors).

## Q. What are the benefits of LED lighting?

- A. There are many benefits to LED roadway lights:
- Broad spectrum warm white light (the eye sees better!)
  - Improved color rendering
  - Improved small-target visibility
  - Uniformity
  - Cut-off fixtures reduce/eliminate sky glow and light trespass
  - Energy efficient
  - Long life expectancy of fixtures
  - No hazardous materials
  - Designed to work with networked lighting controls

## Q. What are Networked Lighting Controls (NLC)?

- A. Each LED roadway fixture will have a networked lighting control installed. Features of the networked lighting control include:
- Turn on at dusk, turn off at dawn
  - Metering of energy consumption
  - Remote monitoring and diagnostics

*continued*

Item3.



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# LED Roadway Lighting

- GPS location
- Fixture data
- Dimming/scheduling

Information about the energy consumption, fixture performance, etc., is captured through the networked lighting control and transmitted to our central management system.

## Q. Will changing to the LED roadway lights cost customers more?

- A. Customers will not incur any up-front or out-of-pocket costs to have their current roadway lights changed to LED. Their total monthly billing for the LED lighting under the Roadway Lighting Governmental (RLG) rate and the Energy for Outdoor Lighting Service (EOL) rate will be similar to the charges currently billed under the Outdoor Lighting Service Governmental (OLG) rate and EOL rate. The new total monthly billing may vary from current billing depending on the numbers and wattage of the lights being replaced with LED lights. The monthly bill will reflect an increase in the equipment lease and maintenance charge and a decrease in the regulated energy usage charge.

## Q. Will the LED Roadway bill format look different?

- A. Yes. New accounts will be established for LED roadway lights. There will be some nomenclature changes on the bills reflecting how the new LED lights are described (different from current HID lighting descriptions). Until all conversions are complete for a customer, the customer will receive a bill for the LED roadway lights installed and for the HID lights not yet converted to LED. New LED Roadway lighting accounts can easily be added to existing summary bill accounts.

## Q. What happens if these new LED lights go out? Who do I call?

- A. One of the benefits of networked lighting controls is remote monitoring and diagnostics. Georgia Power will know if a light is not working properly and, in most cases, have the light repaired before the customer even notices that the light is out. However, in those instances where a customer does need to report a light out, it can be done by one of the following methods:
- Call Customer Service at 1-888-660-5890
  - Go to [outdoorlighting.georgiapower.com](http://outdoorlighting.georgiapower.com)  
Click on "Report a Street Light Outage"





# LED Roadway Lighting

## Benefits

Light-emitting diode (LED) lighting is an exciting new technology that provides many features and benefits to owners and users of roadway lighting systems.

- **Increased energy efficiency and reduced carbon footprint**
- **Durable** – heavy-duty light fixtures with no filaments or electrodes; shock and vibration resistant
- **Long Life** – 50,000+ hours (compared to high-pressure sodium (HPS) at 30,000 hours and metal halide at 15,000 hours)
- **Performance** – no warm-up or restrike time, instant on/off, cold- and heat-tolerant
- **Color Rendering** – warm white light with color rendering index (CRI) of 70+ (versus orange color HPS with low CRI) enhances visibility and color recognition
- **Directional** – delivers light to the roadway and sidewalk area with little or no wasted or stray light (light trespass)
- **Improved uniformity and lighting quality**
  - Uniform distribution of light across target area (roadway)
  - Higher levels of vertical illuminance than conventional light sources
  - Low optical losses of lumens from the light fixture
  - High luminance efficacy (lumens per watt)
  - Precise cutoff of backlight and uplight (light trespass)
- **Improved lumen maintenance** over time versus conventional light sources (loss of lumens with age/hours of use)
- **Contains no mercury, lead, toxic chemicals** or other known disposal hazards; 100 percent recyclable
- **Produces little infrared light** and very low UV emissions
- **Enhanced safety and security** for drivers, pedestrians and residents
- **Enables the use of wireless networked controls**
  - Lighting performance monitoring
  - Proactive maintenance and repair scheduling
  - Energy usage metering
  - Increased energy efficiency opportunities
  - On-demand on/off control and dimming





# COMMUNITY DEVELOPMENT

## CITY OF DAHLONEGA DEPARTMENT REPORT

Sep-19

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<u>Report Title</u>	Department Report – Kevin Herrit, AICP, EDFP
<u>Report Highlight</u>	The Department has precured Georgia Mountains Regional Commission “GMRC” to develop a Parks and Trail Master Plan for the City of Dahlonega. Four participant information meetings have been conducted with approximately 40 attendees. The survey has had over 60 replies and will be incorporated with meeting comments into the Master Plan.

### Recently Completed:

- Conducted and staffed four public meetings for the Parks and Trails Master Plan.

### Underway:

- Developing a web-based zoning map for the city web page
- Rebuilding the Character Area layer in GIS
- 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

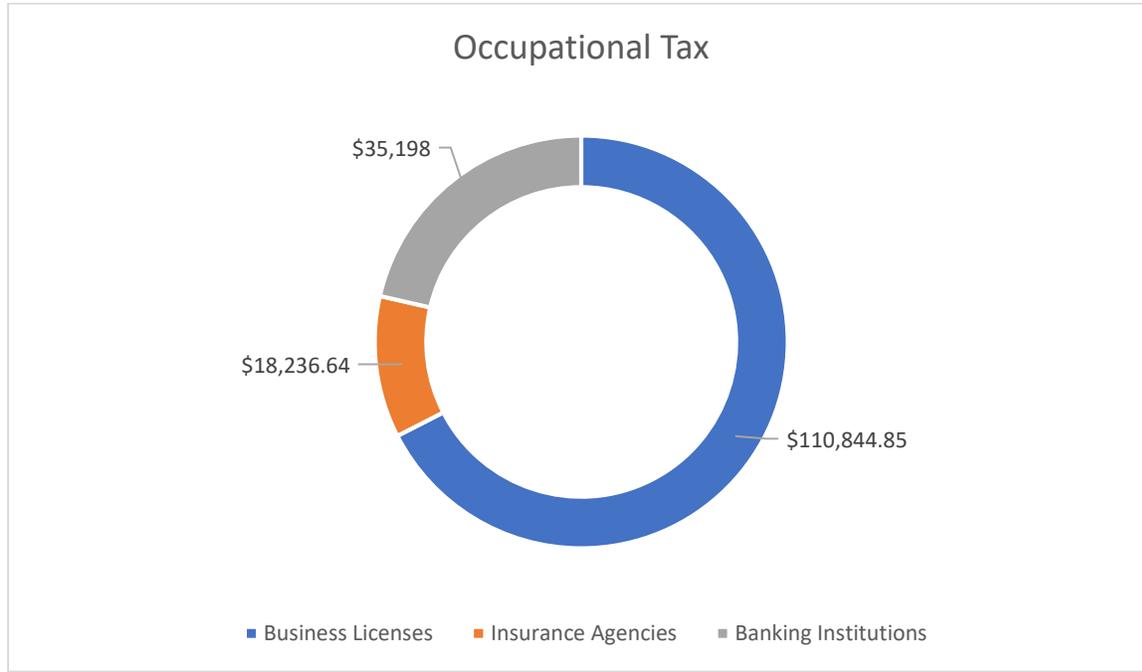
### Development Projects:

- 40 East Main Street –Parking decks are being constructed and stair and elevator shafts are being poured. Road closures on the adjacent sections of Choice Street and Meaders Street will continue throughout the project as they move vertically with the buildout of the structure.
- The Smith House expansion is dried in and is completing the inside work. Landscaping should start in the month of November.
- Waffle House construction should start at the beginning of 2020.
- Taco Bell has finished renovations at their Morrison Moore Pkwy location.

### Occupational Tax Certificates:

To date, Community Development Department has received 414 of the 420 Occupational Tax (Business Licenses) Renewals for 2019 (not including Insurance). 383 Insurance business licenses have responded for 2019. All of the six banks have submitted their Occupational tax renewals.

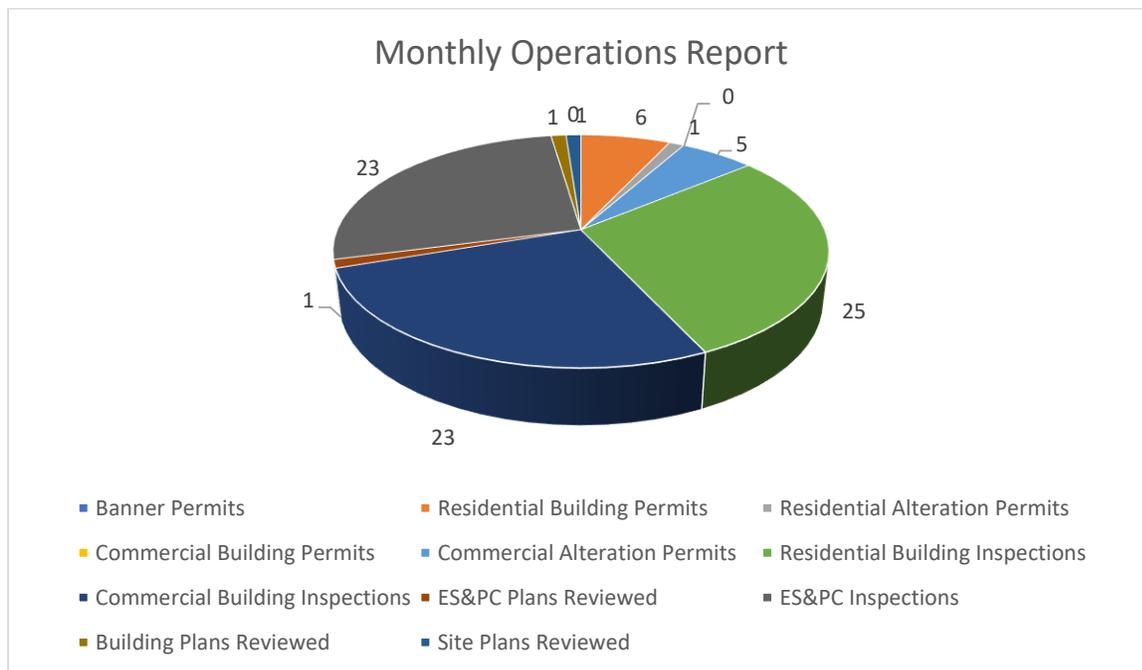
Occupational Tax Certificates:



New Businesses:

- Cleaver Medical Group – 59 Tipton Drive, Dahlonega GA, 30533
- Knighten Enterprises INC. – 19 E. Main Street, Unit D-100, Dahlonega GA, 30533

Monthly Operations Report:





# FINANCIAL SERVICES

## CITY OF DAHLONEGA DEPARTMENT REPORT

Sep-19

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Report Title Financial Services Department Report – September 2019

Report Highlight Holden Jackson, our Summer Intern, designed and developed a comprehensive database to track the City’s capital assets. It included a physical inspection of all assets. Pictures were taken, and the database includes links to these and other related documents such as titles, invoices, etc.

Recently Completed:

- Establish effective capital asset management and reporting processes; conduct capital asset physical inventory
- Develop employee benefits recommendation for 2020; include establishing a Flexible Spending Account to allow tax savings on money spent on medical expenses

Underway:

- Coordinate an employee compensation study
- Develop procedures to monitor landlord accounts to assure continuous utility service with tenant turnover
- Coordinate a hotel/motel tax audit to assure compliance with ordinance and correct collection and payment of tax; revision of hotel/motel tax ordinance
- Implement new financial software
- 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.



CITY OF DAHLONEGA  
DEPARTMENT REPORT

## Marshal's Office September 2019

The City Marshal's Office coordinated the law enforcement response to the September 14<sup>th</sup> free speech demonstrations. Approximately 600 officers from around the state provided security for the event. Three arrests were made and there were no injuries or property damage reported.

### Recently Completed:

- For August 2019 the Marshal's Office issued 9 moving violations, 37 parking citations, 3 warning violations, removed 17 signs, performed 4 vehicle un-locks, 5 assisted motorists, 3 accident reports, 1 shoplifting arrest, issued 1 grass notice, issued 29 server permits and 5 excessive trash calls, 2 citations for operating a business without paying occupational tax.
- September 14<sup>th</sup> demonstration completed with no significant problems.
- The License Plate Reader has been replaced with a new unit which is operational and currently in service.

### Underway:

- Planning is underway for the Gold Rush Days festival in October.
- The Marshal's Office has extended a conditional offer of employment for a full-time deputy marshal.

### Near Term:

- The Marshal's Office is looking at options for replacing a Ford Escape that is used for parking enforcement.
- Fourth Quarter Alcohol inspection will begin in October once the new full-time deputy marshal is on duty.



# Public Works

## CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

Report Title

Public Works September 2019-Mark Buchanan

Report Highlight

This month's highlighted project is actually a list of projects. With the beginning of FY2020, I thought it would be a good time to point out some of the big items we'll see upcoming in the next 12 months.

- 2020 LMIG Paving; includes Jones Street and Jones Circle. As the time draws near, we may also include additional streets partially funded through SPLOST revenue. Lumping paving projects together helps lower mobilization costs. At this time, all roads have not yet been selected, but they will generally follow our Road Improvement Plan that has all city streets ranked in order or need. Expect roughly 2-3 miles of roadway to see asphalt, in total.
- Head House improvements.
- Design, Engineering and Permitting of the TAP Grant project, including the Morrison Moore pedestrian bridge.
- Design, Engineering, Permitting and construction of the RTP Grant project, including additional improvements at Wimpy Mill Picnic Area and the Wimpy Mill pedestrian bridge.
- Additional limited sidewalk installations and improvements.
- 2020 LMIG Off-System Safety Grant project. At this time, grant funds are anticipated, and a project will be selected later in the year. Options include sidewalk construction on non-state owned routes.
- Martin Street widening; this project began in 2019 and will widen the block of Martin between Meaders and Grove and address stormwater problems in this area.
- Tanyard Branch Sanitary Sewer Encasement; this project also began in 2019 and seeks to repair a sewer line just south of Dairy Queen. It will also repair the Tanyard Branch stream channel and clean up the wooded area near the culvert.
- Barlow Road Storm drain improvements. Another project that was begun in 2019. It seeks to pipe and/or flume the ditch on the lower portion of Barlow Road that has been troublesome during heavy rain events and is damaging the road surface.
- Memorial Park paving.

This is certainly not a complete list of all the construction projects you'll see in 2020, but it is some of the more visible ones that our citizens will no doubt take notice of and may have questions about. In addition to these, you'll see a near constant stream of small-scale paving, curb work, storm drain repairs and water and sewer line repairs and installation throughout the year.

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#### Recently Completed:

- Design of Barlow Road storm drainage project. Bid phase upcoming.
- Head House topographic survey. Design of potential entrance modifications to come.
- Installation of bicycle racks at various locations.
- Paving of Mount Hope Cemetery.
- Paving of Stephens Street.
- Design of the Tanyard Branch Sanitary Sewer encasement project. Bid phase ongoing.

#### Underway:

- Citywide asphalt patching.
- Re-bidding of Memorial Park Columbarium.
- Survey and design of Martin Street improvements.
- Oversight of utility ties by Main Street Hotel contractors.
- Evaluation of Water Model & Water/SS Mapping proposals.
- Residential meter replacement of 140 meters.
- Design of City Hall additional parking area.
- Stormwater infrastructure management study, Phase 2.
- 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. Value-engineering ongoing.
- Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area.
- Solid Waste services and operation analysis.
- Mechanic Street sidewalk installation.

#### Near Term:

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



# WATER / WASTE WATER DEVELOPMENT

## CITY OF DAHLONEGA DEPARTMENT REPORT

Oct-19

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Report Title Water & Wastewater Treatment Department Report September 2019le Here

Report Highlight All Copper and Lead Sites (20 of them) were under the maximum contaminant levels and a copy of the results were hand delivered to each resident who participated. Everything seems to be in order for Willow Construction to begin their rehabilitation work on the Owens Farm Lift Station at the end of the month and our goal is to have the Achasta Lift Station design work completed and ready to bid by mid-November 2019. Hopefully we will be able to present the bids to the Council for this project at the December Work Session.

### Recently Completed:

- Installed new impeller and supporting seals on Feed Pump B.
- Quarterly Inspection of reservoir dam.
- Watershed sampling (Yahoola, Cane Creek, and Chestatee Sites)
- Asphalt repair from chemical line installation at WTP
- TTHM and HAA Quarterly Sampling Completed
- Sodium Hypochlorite Generator switch repaired.
- Lanier Technical College tour of the water plant.
- In-line raw water sampling pump/motor replaced.
- Removed Grease Build-up at Old Water Plant Station
- Completed Caustic Piping/Pumping System to Effluent Well
- Written report to GA EPD on DMR Quality Assurance test

### Underway:

- Long Term Biological and Habitat Monitoring at two creek sites
- Repairs to ultrasonic meter at WTP Reject Station
- Installing new piping on chlorine chemical line to raw water in-line mixer
- Power Pole and weather head repair at Barlow Lift Station
- Engineering design of Achasta Lift Station Rehabilitation Project
- Labels being printed for Water Bottling Project
- Sodium Hypochlorite Generator repairs to electronics

### Near Term:

- Willow Construction Rehab of Owens Farm Lift Station begins November 4
- Water/Wastewater Operator Training at Unicoi State Park (two days)



CITY OF DAHLONEGA  
CEMETERY COMMITTEE REPORT  
September 2019

1. Recently completed:

N/A

2. Ongoing / 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.

Near term:

A. Plant 4 new Crape Myrtles parallel to the lower entrance road (Mt. Hope Circle) once the weather allows.

B. Fall cleanup and grave marking in both cemeteries scheduled for Saturday, Nov. 9<sup>th</sup> in observance of Veteran's Day.

C. Swearing in of Patricia Turner as Member at Large during the October City Council General Meeting.

Long Term:

A. Columbarium at Memorial Park.

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

C. Need to discuss the possibility of adding a paved walkway or sidewalk in Section 7 of Mt. Hope for ease of accessibility for the elderly or persons with disabilities.

Meeting Attendance.

September 17th

Present: Chris Worick, Jane Mellor, Chris Anderson, Patricia Turner

Absent: Jimmy Anderson, Terri Grizzle

Members of the public in attendance: Rosann Kent, UNG Appalachian Studies Director.

Cemetery Committee Budget:

September 2019

Previous Balance: \$ 2,052.87

Revenue: 125.00 Donation from the Blue Mountain Masonic Lodge

Expenditures: None

Adjusted Balance: 2,177.87

