



CITY OF DAHLONEGA

Council Meeting - Amended Summary

Minutes

January 04, 2022 6:00 PM

Gary McCullough Chambers, Dahlongega City Hall

PRESENT

Mayor Sam Norton

Mayor-Elect JoAnne Taylor

Councilmember Roman Gaddis

Councilmember Ron Larson

Councilmember Johnny Ariemma

Councilmember Joel Cordle

Councilmember Elect Ryan Reagin

Councilmember Elect Ross Shirley

CALL TO ORDER AND WELCOME

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

APPROVAL OF AGENDA

SPECIAL APPOINTMENT/RECOGNITION

1. Resolution 2022-01 Honoring Sam Norton for distinguished service -**approved**

APPROVAL OF MINUTES -

- b. Council Meeting Minutes December 6, 2021, Danna Foster, Assistant City Clerk-**approved**

APPOINTMENT/RECOGNITION

1. Re-Confirm Main Street Downtown Development Authority Board Members/Appoint Joel Cordle to the board - **approved**
2. Appointment of Michael Feagin - Planning Commission- **approved**
3. Appointment of Matt Harper - Tourism Committee -**approved**

ORDINANCE AND RESOLUTION: none

ANNOUNCEMENT/CITY REPORTS:

4. Financial Report - November 2021, Allison Martin, Finance Director

OLD BUSINESS:

5. Wimpy Mill Park Restrooms, Vince Hunsinger, Capital Projects Manager -**approved**
6. Guardrail Replacement Wimpy Mill 2022-003, Vince Hunsinger, Capital Projects Manager - **approved**

ADJOURNMENT

posted 1/12/22



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME JOANNE TAYLOR WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I AM NOT THE HOLDER OF ANY UNACCOUNTED FOR PUBLIC MONEY DUE THIS STATE OR ANY POLITICAL SUBDIVISION OR AUTHORITY THEREOF;

THAT I AM NOT THE HOLDER OF ANY OFFICE OF TRUST UNDER THE GOVERNMENT OF THE UNITED STATES, ANY OTHER STATE, OR ANY FOREIGN STATE WHICH BY THE LAWS OF THE STATE OF GEORGIA I AM PROHIBITED FROM HOLDING;

THAT I AM OTHERWISE QUALIFIED TO HOLD SAID OFFICE ACCORDING TO THE CONSTITUTION AND LAWS OF GEORGIA; AND

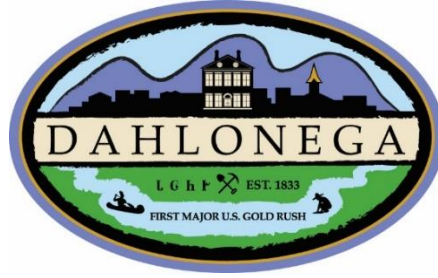
THAT I HAVE BEEN A RESIDENT OF THE CITY OF DAHLONEGA FOR THE TIME REQUIRED BY THE, CITY CHARTER, THE CONSTITUTION AND LAWS OF THIS STATE.

AND, AS REQUIRED BY THE CHARTER OF THE CITY OF DAHLONEGA, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES OF MAYOR SO HELP ME GOD.

JoAnne Taylor, Mayor

Sworn to and subscribed
before me this 4th
day of January 2022.

Judge Raymond George
Lumpkin County Superior Court



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME **ROMAN GADDIS** WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I AM NOT THE HOLDER OF ANY UNACCOUNTED FOR PUBLIC MONEY DUE THIS STATE OR ANY POLITICAL SUBDIVISION OR AUTHORITY THEREOF;

THAT I AM NOT THE HOLDER OF ANY OFFICE OF TRUST UNDER THE GOVERNMENT OF THE UNITED STATES, ANY OTHER STATE, OR ANY FOREIGN STATE WHICH BY THE LAWS OF THE STATE OF GEORGIA I AM PROHIBITED FROM HOLDING;

THAT I AM OTHERWISE QUALIFIED TO HOLD SAID OFFICE ACCORDING TO THE CONSTITUTION AND LAWS OF GEORGIA; AND

THAT I HAVE BEEN A RESIDENT OF THE CITY OF DAHLONEGA FOR THE TIME REQUIRED BY THE, CITY CHARTER, THE CONSTITUTION AND LAWS OF THIS STATE.

AND, AS REQUIRED BY THE CHARTER OF THE CITY OF DAHLONEGA, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES OF **COUNCIL MEMBER** SO HELP ME GOD.

Roman Gaddis, Council Member

Sworn to and subscribed
before me this 4th
day of January 2022.

Judge Raymond George
Lumpkin County Superior Court



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME ROSS SHIRLEY WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I AM NOT THE HOLDER OF ANY UNACCOUNTED FOR PUBLIC MONEY DUE THIS STATE OR ANY POLITICAL SUBDIVISION OR AUTHORITY THEREOF;

THAT I AM NOT THE HOLDER OF ANY OFFICE OF TRUST UNDER THE GOVERNMENT OF THE UNITED STATES, ANY OTHER STATE, OR ANY FOREIGN STATE WHICH BY THE LAWS OF THE STATE OF GEORGIA I AM PROHIBITED FROM HOLDING;

THAT I AM OTHERWISE QUALIFIED TO HOLD SAID OFFICE ACCORDING TO THE CONSTITUTION AND LAWS OF GEORGIA; AND

THAT I HAVE BEEN A RESIDENT OF THE CITY OF DAHLONEGA FOR THE TIME REQUIRED BY THE, CITY CHARTER, THE CONSTITUTION AND LAWS OF THIS STATE.

AND, AS REQUIRED BY THE CHARTER OF THE CITY OF DAHLONEGA, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES OF COUNCIL MEMBER SO HELP ME GOD.

Ross Shirley, Council Member

Sworn to and subscribed
before me this 4th
day of January 2022.

Judge Raymond George
Lumpkin County Superior Court



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME RYAN REAGIN WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I AM NOT THE HOLDER OF ANY UNACCOUNTED FOR PUBLIC MONEY DUE THIS STATE OR ANY POLITICAL SUBDIVISION OR AUTHORITY THEREOF;

THAT I AM NOT THE HOLDER OF ANY OFFICE OF TRUST UNDER THE GOVERNMENT OF THE UNITED STATES, ANY OTHER STATE, OR ANY FOREIGN STATE WHICH BY THE LAWS OF THE STATE OF GEORGIA I AM PROHIBITED FROM HOLDING;

THAT I AM OTHERWISE QUALIFIED TO HOLD SAID OFFICE ACCORDING TO THE CONSTITUTION AND LAWS OF GEORGIA; AND

THAT I HAVE BEEN A RESIDENT OF THE CITY OF DAHLONEGA FOR THE TIME REQUIRED BY THE, CITY CHARTER, THE CONSTITUTION AND LAWS OF THIS STATE.

AND, AS REQUIRED BY THE CHARTER OF THE CITY OF DAHLONEGA, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES OF COUNCIL MEMBER SO HELP ME GOD.

Ryan Reagin, Council Member

Sworn to and subscribed
before me this 4th
day of January 2022.

Judge Raymond George
Lumpkin County Superior Court

RESOLUTION 2022-01

**A RESOLUTION HONORING MAYOR SAM NORTON FOR
DISTINGUISHED SERVICE TO THE CITY OF DAHLONEGA**

WHEREAS, Mayor Sam Norton has served the City of Dahlonega with distinguished and outstanding service as first a council member and then more recently as mayor; and

WHEREAS, during his tenure and through his leadership the City has maintained superior fiscal stability, efficient management, reductions in tax millage rates, performed a large number of significant capital improvements, and a host of other worthwhile and lasting accomplishments that will benefit current and future generations; and

WHEREAS, Mayor Sam Norton's outstanding service to the City of Dahlonega reflects well upon himself and the City which he most recently led for four years as Mayor, served twelve years as a Councilmember, and served two years on the Historic Preservation Commission;

NOW, THEREFORE, BE IT RESOLVED that Mayor Sam Norton is hereby honored for outstanding and dedicated service to the citizens of the City of Dahlonega, Georgia; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Mayor Sam Norton in a public ceremony and that a copy of this resolution shall become a permanent record of the City.

Approved this 4th day of January, 2022.

JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



CITY OF DAHLONEGA

Council Meeting - Amended Packet Minutes

December 06, 2021, 6:00 PM

Gary McCullough Chambers, Dahlonega City Hall

PRESENT

Mayor Sam Norton

Councilmember Roman Gaddis

Councilmember Ron Larson

Councilmember Johnny Ariemma

Councilmember Joel Cordle

CALL TO ORDER AND WELCOME

Mayor Norton called the meeting to order at 6:00 pm.

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Councilmember Larson led the Prayer, and Councilmember Cordle led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Norton called to amend the agenda by moving item 15, Head House, to be item Five.

Motion made by Councilmember Gaddis, Seconded by Councilmember Larson.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

Mayor Norton recognized members of the audience, Mayor-Elect JoAnne Taylor, Councilmember Elect Ross Shirley, Lumpkin County Commission Member Elect Tucker Green and he thanked them for their attendance.

PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES

Bill Rath, President of the Summit of Dahlonega Condominium Association, offered his thanks for including the Summit of Dahlonega in tonight's votes on Ordinances 2021-13, 2021-14, and 2021-15.

Tyler Barnes of Accent Cellars, Farm Winery, approached the podium to discuss his desire to obtain Class E consumption on-premises afforded to two Farm Wineries in Lumpkin County. He would like to increase the number of private events, with the option to sell beer on-premises as an added benefit to his business. He asked that City Council amend to allow Class E license held with a Class K license.

Mayor Norton asked if any of the Wineries in Lumpkin County are without a restaurant, and Mr. Barnes responded that Cavender Creek and Three Sisters do not support a Restaurant. Mayor Norton reminded Mr. Barnes, a consumption on Premise license requires a restaurant, and Mr. Barnes indicated his establishment is without a restaurant.

Lance Bagley with Fiona Bagley, 65 S Park St indicated they were firmly against the recommendation to relocate the Head House but do support plans to renovate the Head House.

Mr. Bagley feels like the movement of the home gives only the Head House increased visibility but takes away a line of sight for other homes on Park Street to visitors on the Downtown Square. The Dahlonga Downtown Master Plan noted that sensitivity to a downtown structure is part of any improvements in the downtown area.

APPROVAL OF MINUTES -

- a. Council Meeting Minutes November 1, 2021, Danna Foster, Assistant City Clerk
- b. Board of Zoning Appeals Public Hearing Minutes November 15, 2021, Danna Foster, Assistant City Clerk
- c. Council Public Hearing Minutes November 15, 2021, Danna Foster, Assistant City Clerk
- d. Council Work Session Minutes November 15, 2021, Danna Foster, Assistant City Clerk
- e. City Council Special Called Meeting Minutes November 15, 2021, Danna Foster, Assistant City Clerk

Motion made by Councilmember Cordle to approve all the minutes as written, Seconded by Councilmember Larson. Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

Mayor Norton pointed out Robb Nichols, Director of Tourism, and Sam McDuffie, Chamber of Commerce Director in the audience.

APPOINTMENT/RECOGNITION

1. Re-appointment to Housing Authority- Mona Clark, Mary Csukas, City Clerk
2. Re-appointment to Housing Authority- Janet Tolbert, Mary Csukas, City Clerk
3. Re-appointment to Housing Authority- Eddie Wayne, Mary Csukas, City Clerk

Mayor Norton indicated that their role is to manage the day-to-day operations of the Housing Authority and manage the properties. The Housing Authority is tightly regulated.

Motion made by Councilmember Gaddis to reappoint Mona Clark, Janet Tolbert, and Eddie Wayne, Seconded by Councilmember Cordle.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

4. Swearing-in Ceremony - Planning Commission James Spivey, Mary Csukas, City Clerk

Mayor Norton stated he believes working and volunteering for Committees and Authorities is the highest level of public service. He thanked James Spivey for doing this.

Councilmember Gaddis reminded Council that James Spivey was only required to be sworn in at this meeting, as Council approved his vote at a previous Council Meeting.

Mayor Norton completed the swearing-in of LTC Spivey.

ORDINANCE AND RESOLUTION:

5. Resolution 2021-15: Resolution to ratify election results, Doug Parks, City Attorney

City Attorney Parks stated they wished to memorialize the election results and, based on our contractual agreement with the County, to conduct that election.

Motion made by Councilmember Larson, Seconded by Councilmember Cordle.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

6. Ordinance 2021-13: Amending existing PUD site plan for Phase 3 of Summit, Doug Parks, City Attorney

City Attorney Parks indicated that the Planning Commission negotiations and staff recommendations are the basis of this Ordinance.

Councilmember Larson made a motion to recommend approval of Ordinance 2021-13, which contains a lengthy list of additional conditions:

1. The residential Phase 3 Senator's Ridge density shall be limited to 3.0 units per acre which is proposed on the site plan.
2. The heated square footage of residential structures constructed shall be an average of 1700 square feet.
3. Architectural styles of new construction shall conform substantially to the existing architectural styles in the Summit PUD. The final design and approval of the elevations are subject to the approval of the Planning and Zoning Administrator prior to the issuance of the building permit.
4. Short Term Rentals, as defined in the Code of the City of Dahlonega, are prohibited in this approval.
5. The applicant shall obtain any required DOT approvals before building permits shall be granted. The applicant shall also conduct a traffic analysis to determine whether the intersection of Morrison Moore Parkway and Summit Drive can safely accommodate traffic from 195 residential units. The traffic analysis shall be signed and stamped by a professional engineer. The applicant shall complete the traffic analysis before the first building permit is granted for this development. If the traffic analysis indicates that modifications to this intersection are required to safely accommodate the increased traffic, the applicant shall complete those modifications at the applicant's expense before the first building permit is granted for this development.
6. The minimum building setback requirements in this development are twenty (20) feet from the front, five (5) feet from the side, thirty (30) feet from the rear.
7. The maximum building height in this development is limited to thirty-five (35) feet above grade.
8. Curb cuts along Summit Drive shall be limited to the number on the site plan in locations to be approved by the City Engineer in consideration of all development proposed for The Summit PUD.
9. All internal roads in this development are to be Private.
10. A berm, no less than 3' height from top of curb shall be constructed along the road between the development and Summit Drive. A mix of fence, trees, and bushes in the intent to obscure a view to the rear of the homes and to keep natural screened buffer.

Seconded by Councilmember Cordle

Mayor Norton called for any questions or concerns from Council and comments from staff.

City Manager Schmid noted that the Planning Commission at Public Hearing discussed items number 2 and number 10 to ensure that each was adhered to by the developer; Minimum square footage, and to obscure the view in the rear.

Mayor Norton indicated that agreed-upon is the keyword.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

7. Ordinance 2021-14: Annexing a portion of tax parcel 078-004 into the City, Doug Parks, City Attorney

City Attorney Parks indicated Council would want to address 2021-14 and 2021-15 somewhat in conjunction with each other. Ordinance 2021-14 is an annexation to allow the fullness of the development they wish to have, and 2021-15 will incorporate that annex into it. Mayor Norton called for a motion to annex.

Councilmember Gaddis made a motion to approve Ordinance 2021-14 annexing tax parcel 078-004 into the City. Seconded by Councilmember Cordle. Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

8. Ordinance 2021-15: Amending existing PUD site plan for Phase 1b of Summit, Doug Parks, City Attorney

City Attorney Parks indicated this Ordinance takes the annexed parcel and includes it within the body of the overall change to the PUD and has six conditions.

Councilmember Gaddis made a motion to approve Ordinance 2021- 15, amending the existing PUD site plan for Phase 1b of the Summit for w/conditions:

1. The residential density shall be limited to 1.05 units per acre as proposed on the site plan.
2. The heated square footage of residential structures constructed shall be a minimum of 1700 square feet to be more compatible with the existing development.
3. Architectural styles of new construction shall conform substantially to the existing architectural styles in the Summit PUD. The final design and approval of the elevations are subject to the approval of the Planning and Zoning Administrator prior to the issuance of the building permit.
4. As defined in the Code of the City of Dahlenega, Short Term Rentals are prohibited in this approval.
5. The maximum building height in this development is limited to thirty-five (35) feet above grade.
6. All internal roads in this development are to be Private

Seconded by Councilmember Ariemma Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

ANNOUNCEMENT/CITY REPORTS:

9. Financial Report - October 2021, Allison Martin, Finance Director

Director Martin presented the report. Council and Director Martin discussed City income and bonds. A suggestion was forthcoming to visit the tax collection process during the Budget Planning sessions.

Motion to accept made by Councilmember Gaddis, Seconded by Councilmember Cordle.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

OLD BUSINESS:

10. Renewal of Alcoholic Beverage License Class D, E & F Consumption on Premise, Class B & C Retail and Class B & C Farm Winery, Mary Csukas, City Clerk

Ms. Csukas stated that the Consumption on Premises and Retail applications have been renewed and approved by staff.

Farm Winery has until the end of December and will be an action item to bring to January Council Meeting.

Motion made by Councilmember Larson, Seconded by Councilmember Cordle.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

11. 2022 Meeting Dates - City of Dahlonge, Mary Csukas, City Clerk

Ms. Csukas introduced changes to 2022 Meetings Dates reflected on the updated 2022 Public Notice; MainStreet/Downtown Development Authority will meet at 8:30 am instead of 8:45 am, and the Planning Commission now meets on the 1st Tuesday of each month. No other changes.

Mayor Norton indicated that these dates are subject to change as things come up and, these changes meet the requirements for advertising meeting dates.

Motion to approve dates as suggested made by Councilmember Larson, Seconded by Councilmember Ariemma. Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

12. Intergovernmental Service Agreement – Downtown Development Authority, Allison Martin, Finance Director

Director Martin indicated this is a renewal of the prior agreement to establish the services and funds provided from the General Fund and Hotel/Motel Tax Collections.

Motion by Councilmember Larson to approve the Intergovernmental Service Agreement with the Downtown Development Authority for FY 2022 and fund its budget from the General Fund Revenues and the Hotel/Motel Tax Collections, Seconded by Councilmember Cordle. Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

13. Annual Asphalt Improvements, Vince Hunsinger, Capital Projects Manager
Councilmember Larson stepped out.

Manager Hunsinger indicated that the Asphalt Improvement Contract needs to be amended and requested Council's approval. Mayor Norton reiterated that this modification to the existing Raines Asphalt and Patching contract was \$40,000 to \$85,000.

Motion made by Councilmember Cordle to approve the amendment by Raines Grading and Hauling contract, Seconded by Councilmember Gaddis.

The Council suspended the vote until Councilmember Larson returned.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

NEW BUSINESS:

14. 2022 Agreement for Tourism Development Services, Allison Martin, Finance Director

Director Martin indicated this was a renewal from a prior year's contract and considers the possible separation of Tourism to a CVB by the end of 2022. The modifications to this agreement include financials, agendas, and minutes of the Tourism Committee.

Motion made by Councilmember Cordle to approve the 2022 Agreement for Tourism Development Services as written. Councilmember Gaddis seconded it.

Councilmember Larson indicated he favored the Tourism Board getting a complete 5% to go over the agreed number. City Manager Schmid stated that the budgeted amount is the amount requested. Mayor Norton also agreed that 5% is 5% and agreed they could renegotiate in the year.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

15. Head House Bid Award, Bill Schmid, City Manager

City Manager Schmid introduced his memo included in the package and indicated he does not feel it is in the City's best interest to keep the Head House in its current location.

Mayor Norton called for questions from the Council.

Councilmember Ariemma expressed concern for a lower previous bidder whom Manager Schmid indicated is no longer responsive.

Councilmember Larson recognized Mr. and Mrs. Bagley's concerns for the Head House project.

Councilmember Larson motioned to allow Mayor Norton to be authorized to execute the contract as soon as possible. Councilmember Cordle seconded the motion.

Mayor Norton, City Manager, Council, and Mr. Bagley discussed the aspects of how the Park St buildings would line up as Mr. Bagley was concerned with the location of the Head House alignment with the other homes on the street.

Councilmembers reiterated the importance of ensuring the best choice to ensure the viability of the Head House in the future. Mayor Norton allowed public comments, which is highly unusual at this stage in a project.

Motion made by Councilmember Larson, Seconded by Councilmember Cordle.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

16. Water Main Extension SR 9, Vince Hunsinger, Capital Project Manager

Manager Hunsinger indicated a bid from the North Georgia Pipeline for \$705,704.75, of which the City's portion is 46.18% or \$325,903, with advertising fees and design fees, giving an all-in total is \$340,000. We are asking for a total budget of \$371,845, which allows for contingency fees.

Mayor Norton asked that the legal contract with North Georgia Pipeline include the name City of Dahlonega.

Manager Hunsinger stated we would be working with the contractor and then bill UNG monthly for their portion.

Mayor Norton asked for a motion to approve the North Georgia Pipeline for \$705,704.75 or adjusted based on unit costs indicated in the contract with the Morrison Moore combined water main sidewalks project.

Motion made by Councilmember Cordle, Seconded by Councilmember Larson.

Council clarified that the project is from Moe's to the Steak and Shake, or Calhoun Rd to South Chestatee Street. The sidewalk will cover the whole thing, and the water line is a little shorter than that, making a complete circle around the college.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Cordle

COMMENTS – PLEASE LIMIT TO THREE MINUTES

The City Clerk had no additional comments.

The City Manager reminded the Council of the upcoming Christmas party at Camp Glisson.

City Attorney had no further comments.

City Council Comments-

Councilmember Ariemma had no additional comments.

Councilmember Gaddis believes using existing materials for the doors and windows at the Head House renovation project is essential as this style is irreplaceable. He also asked to include a line item for short-term rentals and package store at the next available work session and hoped we have something in the works for recycling. Lastly, he commented on Mayor Sam Norton's tenure with the city and its privilege to serve.

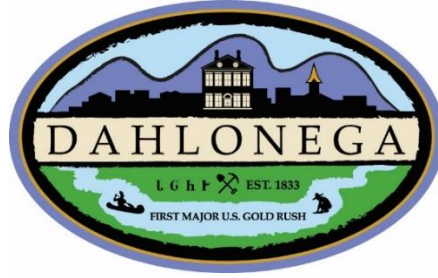
Councilmember Larson also thanked Mayor Sam Norton for his service for many years.

Councilmember Cordle thanked Mayor Norton, adding it's been a pleasure to serve, and best wishes to you and your family.

Mayor Norton publicly acknowledged the passing of Mayor McCullough and the many sacrifices made during his term and that he was his mentor. He said this was a significant event for the City, and Mayor McCullough was always committed to the City of Dahlonega. We will meet on January 4, 2022, for the swearing-in and passing of the gavel.

ADJOURNMENT

The Mayor adjourned the meeting at 7:08 pm.



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME

I, **MICHAEL FEAGIN** WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THIS STATE; AND

THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AS A MEMBER OF THE DAHLONEGA DOWNTOWN DEVELOPMENT AUTHORITY.

AND, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF **THE PLANNING COMMISSION** SO HELP ME GOD.

Michael Feagin The Planning Commission

Sworn to and subscribed
before me this 4th
day of January 2022.

JoAnne Taylor, Mayor



**CITY OF DAHLONEGA
OATH OF OFFICE**

PERSONALLY APPEARED BEFORE THE UNDERSIGNED OFFICER AUTHORIZED TO ADMINISTER OATHS CAME

I, **Matt Harper** WHO UNDER OATH STATES THAT PURSUANT TO GEORGIA LAW I SWEAR:

THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THIS STATE; AND

THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AS A MEMBER OF THE DAHLONEGA DOWNTOWN DEVELOPMENT AUTHORITY.

AND, I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF GEORGIA, THAT I WILL IN ALL RESPECTS OBSERVE THE PROVISIONS OF THE CHARTER AND ORDINANCES OF THE CITY OF DAHLONEGA AND I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF **THE TOURISM COMMITTEE** SO HELP ME GOD.

Matt Harper The Tourism Committee

Sworn to and subscribed
before me this 4th
day of January 2022.

JoAnne Taylor, Mayor

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|--------------------------------|-------------------------------|-------------------------------|--|----------------|
| Fund 100 - GENERAL FUND | | | | |
| | GENERAL PROPERTY TAXES | 1,783,192.00 | 527,679.39 | 29.59 |
| | GENERAL SALES AND USE TAXES | 1,116,060.00 | 219,950.45 | 19.71 |
| | SELECTIVE SALES AND USE TAXES | 225,600.00 | 40,172.06 | 17.81 |
| | ALCOHOLIC BEVERAGES LICENSES | 131,900.00 | 121,525.00 | 92.13 |
| | BUSINESS TAXES | 555,200.00 | 439,501.32 | 79.16 |
| | PENALTIES AND INTEREST | 5,200.00 | 390.18 | 7.50 |
| | PERMITS AND FEES | 73,100.00 | 17,216.16 | 23.55 |
| | INTERGOVERNMENTAL REVENUE | 28,646.00 | 3,107.72 | 10.85 |
| | CHARGES FOR SERVICES | 703,800.00 | 121,880.89 | 17.32 |
| | FINES AND FORFEITURES | 181,400.00 | 42,082.77 | 23.20 |
| | INVESTMENT INCOME | 2,800.00 | 168.50 | 6.02 |
| | MISCELLANEOUS REVENUE | 10,000.00 | 590.90 | 5.91 |
| | OTHER FINANCING SOURCES | 20,000.00 | 0.00 | 0.00 |
| | OTHER CHARGES FOR SERVICES | 15,500.00 | 14,865.69 | 95.91 |
| | TRANSFERS IN FROM OTHER FUNDS | 61,458.00 | 10,243.00 | 16.67 |
| | APPROPRIATED FUND BALANCE | 850,626.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 5,764,482.00 | 1,559,374.03 | 27.05 |
| | | | | |
| | LEGISLATIVE | 208,477.00 | 32,454.76 | 15.55 |
| | EXECUTIVE | 267,970.00 | 44,990.77 | 16.79 |
| | ELECTIONS | 10,940.00 | 1,339.93 | 12.25 |
| | GENERAL ADMINISTRATION | 1,000,569.00 | 181,119.44 | 18.08 |
| | MUNICIPAL COURT | 326,866.00 | 55,314.13 | 16.92 |
| | CITY MARSHAL | 586,445.00 | 20,459.08 | 3.49 |
| | PUBLIC WORKS ADMINISTRATION | 284,482.00 | 31,414.87 | 11.04 |
| | STREETS | 1,050,960.00 | 163,875.82 | 15.59 |
| | MAINTENANCE AND SHOP | 102,671.00 | 18,196.15 | 17.72 |
| | CEMETERY | 74,613.00 | 1,957.66 | 2.49 |
| | PARKS | 31,034.00 | 5,126.22 | 16.52 |
| | COMMUNITY DEVELOPMENT | 272,814.00 | 40,348.63 | 14.79 |
| | NON-DEPARTMENTAL | 50,000.00 | 0.00 | 0.00 |
| | TRANSFERS OUT TO OTHER FUNDS | 1,496,641.00 | 249,440.18 | 16.67 |
| TOTAL EXPENDITURES | | 5,764,482.00 | 846,037.64 | 14.66 |
| | | | | |
| Fund 100 - GENERAL FUND: | | | | |
| | TOTAL REVENUES | 5,764,482.00 | 1,559,374.03 | 27.05 |
| | TOTAL EXPENDITURES | 5,764,482.00 | 846,037.64 | 14.66 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 713,336.39 | 13,139.37 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|--|--------------------------------|-------------------------------|--|----------------|
| Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | |
| | CHARGES FOR SERVICES | 0.00 | 285.86 | 100.00 |
| | INVESTMENT INCOME | 0.00 | 42.38 | 100.00 |
| | CONTRIBUTIONS AND DONATIONS | 0.00 | 80.00 | 100.00 |
| | MISCELLANEOUS REVENUE | 0.00 | 175.00 | 100.00 |
| | TRANSFERS IN FROM OTHER FUNDS | 322,998.00 | 53,833.00 | 16.67 |
| | TOTAL REVENUES | 322,998.00 | 54,416.24 | 16.85 |
| | DDA ADMINISTRATION | 150,988.00 | 12,134.88 | 7.70 |
| | TOURISM | 105,485.00 | 9,404.40 | 8.92 |
| | DOWNTOWN DEVELOPMENT | 66,525.00 | 7,853.95 | 11.81 |
| | TOTAL EXPENDITURES | 322,998.00 | 29,393.23 | 8.92 |
| Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | |
| | TOTAL REVENUES | 322,998.00 | 54,416.24 | 16.85 |
| | TOTAL EXPENDITURES | 322,998.00 | 29,393.23 | 8.92 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 25,023.01 | 379.86 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|----------------------------------|--------------------------------|-------------------------------|--|----------------|
| Fund 275 - HOTEL/MOTEL TAX FUND | | | | |
| | HOTEL/MOTEL TAXES | 461,394.00 | 80,986.14 | 17.55 |
| | INVESTMENT INCOME | 0.00 | 12.10 | 100.00 |
| | TOTAL REVENUES | 461,394.00 | 80,998.24 | 17.56 |
| | PURCHASES/CONTRACTED SERVICES | 268,404.00 | 43,750.00 | 16.30 |
| | TRANSFERS OUT TO OTHER FUNDS | 192,990.00 | 32,165.00 | 16.67 |
| | TOTAL EXPENDITURES | 461,394.00 | 75,915.00 | 16.45 |
| Fund 275 - HOTEL/MOTEL TAX FUND: | | | | |
| | TOTAL REVENUES | 461,394.00 | 80,998.24 | 17.56 |
| | TOTAL EXPENDITURES | 461,394.00 | 75,915.00 | 16.45 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 5,083.24 | 100.00 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|---|-------------------------------|-------------------------------|--|----------------|
| Fund 505 - WATER AND SEWER ENTERPRISE FUND | | | | |
| | INVESTMENT INCOME | 5,500.00 | 543.68 | 9.89 |
| | MISCELLANEOUS REVENUE | 5,000.00 | 591.40 | 11.83 |
| | WATER CHARGES | 3,041,894.00 | 571,565.43 | 18.79 |
| | TAP FEES - WATER | 100,000.00 | 89,789.00 | 89.79 |
| | SEWER CHARGES | 2,110,616.00 | 399,285.99 | 18.92 |
| | TAP FEES - SEWER | 100,000.00 | 77,675.00 | 77.68 |
| | OTHER CHARGES FOR SERVICES | 70,800.00 | 8,974.95 | 12.68 |
| | TRANSFERS IN FROM OTHER FUNDS | 1,280,982.00 | 213,497.00 | 16.67 |
| | APPROPRIATED NET ASSETS | 240,772.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 6,955,564.00 | 1,361,922.45 | 19.58 |
| | | | | |
| | SEWER LIFT STATIONS | 257,877.00 | 33,961.52 | 13.17 |
| | SEWER TREATMENT PLANT | 722,992.00 | 103,367.84 | 14.15 |
| | DISTRIBUTION AND COLLECTION | 1,090,820.00 | 160,009.44 | 14.34 |
| | WATER SUPPLY | 343,496.00 | 16,120.06 | 4.69 |
| | WATER TREATMENT PLANT | 2,261,599.00 | 290,667.12 | 12.73 |
| | CAPITAL OUTLAYS | 2,090,780.00 | 88,673.24 | 3.96 |
| | INTERFUND CHARGES | 128,000.00 | 21,333.34 | 16.67 |
| | OTHER COSTS | 60,000.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 6,955,564.00 | 714,132.56 | 9.98 |
| | | | | |
| Fund 505 - WATER AND SEWER ENTERPRISE FUND: | | | | |
| | TOTAL REVENUES | 6,955,564.00 | 1,361,922.45 | 19.58 |
| | TOTAL EXPENDITURES | 6,955,564.00 | 714,132.56 | 9.98 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 647,789.89 | 318.51 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|---|--------------------------------|-------------------------------|--|----------------|
| Fund 540 - SOLID WASTE ENTERPRISE FUND | | | | |
| | CHARGES FOR SERVICES | 500.00 | 125.00 | 25.00 |
| | INVESTMENT INCOME | 500.00 | 45.66 | 9.13 |
| | OTHER CHARGES FOR SERVICES | 8,000.00 | 1,061.67 | 13.27 |
| | REFUSE COLLECTION CHARGES | 1,003,716.00 | 184,799.18 | 18.41 |
| | TOTAL REVENUES | 1,012,716.00 | 186,031.51 | 18.37 |
| PERSONAL SERVICES AND EMPLOYEE BENEFITS | | | | |
| | PURCHASES/CONTRACTED SERVICES | 510,863.00 | 86,545.26 | 16.94 |
| | SUPPLIES | 279,358.00 | 34,966.25 | 12.52 |
| | INTERFUND CHARGES | 80,600.00 | 24,874.66 | 23.79 |
| | OTHER COSTS | 64,000.00 | 10,666.66 | 16.67 |
| | DEBT SERVICE | 43,909.00 | 0.00 | 0.00 |
| | TOTAL EXPENDITURES | 33,986.00 | 390.10 | 1.15 |
| | TOTAL EXPENDITURES | 1,012,716.00 | 157,442.93 | 15.19 |
| Fund 540 - SOLID WASTE ENTERPRISE FUND: | | | | |
| | TOTAL REVENUES | 1,012,716.00 | 186,031.51 | 18.37 |
| | TOTAL EXPENDITURES | 1,012,716.00 | 157,442.93 | 15.19 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 28,588.58 | 119.24 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 11/30/2021
 % Fiscal Year Completed: 16.71

| GL NUMBER | DESCRIPTION | 2021-22 ORIGINAL BUDGET | YTD BALANCE 11/30/2021 NORMAL (ABNORMAL) | % BDGT USED |
|--|---|-------------------------------|--|----------------|
| Fund 560 - STORMWATER ENTERPRISE FUND | | | | |
| | INVESTMENT INCOME | 100.00 | 46.74 | 46.74 |
| | OTHER CHARGES FOR SERVICES | 1,000.00 | 326.12 | 32.61 |
| | TRANSFERS IN FROM OTHER FUNDS | 1,146,869.00 | 191,144.84 | 16.67 |
| | STORMWATER UTILITY CHARGES | 338,580.00 | 59,907.11 | 17.69 |
| | TOTAL REVENUES | 1,486,549.00 | 251,424.81 | 16.91 |
| Fund 560 - STORMWATER ENTERPRISE FUND: | | | | |
| | PERSONAL SERVICES AND EMPLOYEE BENEFITS | 76,154.00 | 13,884.29 | 18.23 |
| | PURCHASES/CONTRACTED SERVICES | 77,910.00 | 0.00 | 0.00 |
| | SUPPLIES | 32,000.00 | 0.00 | 0.00 |
| | CAPITAL OUTLAYS | 815,885.00 | 92,586.00 | 11.35 |
| | INTERFUND CHARGES | 484,600.00 | 80,766.66 | 16.67 |
| | OTHER COSTS | 0.00 | 3,000.00 | 100.00 |
| | TOTAL EXPENDITURES | 1,486,549.00 | 190,236.95 | 12.77 |
| Fund 560 - STORMWATER ENTERPRISE FUND: | | | | |
| | TOTAL REVENUES | 1,486,549.00 | 251,424.81 | 16.91 |
| | TOTAL EXPENDITURES | 1,486,549.00 | 190,236.95 | 12.77 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 61,187.86 | 2,185.28 |
| TOTAL REVENUES - ALL FUNDS | | | | |
| | TOTAL REVENUES - ALL FUNDS | 16,003,703.00 | 3,494,167.28 | 21.83 |
| | TOTAL EXPENDITURES - ALL FUNDS | 16,003,703.00 | 2,013,158.31 | 12.39 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 1,481,008.97 | 611.55 |

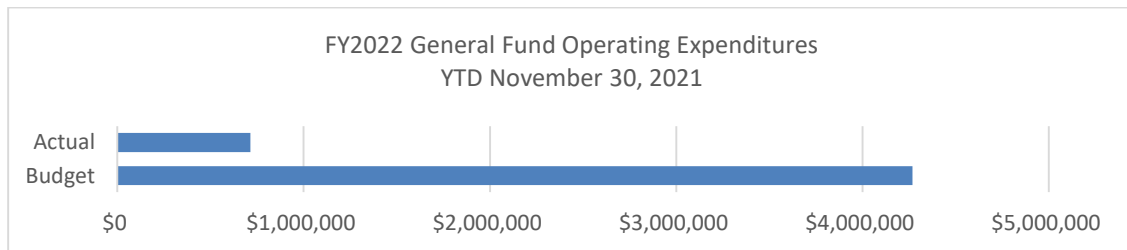
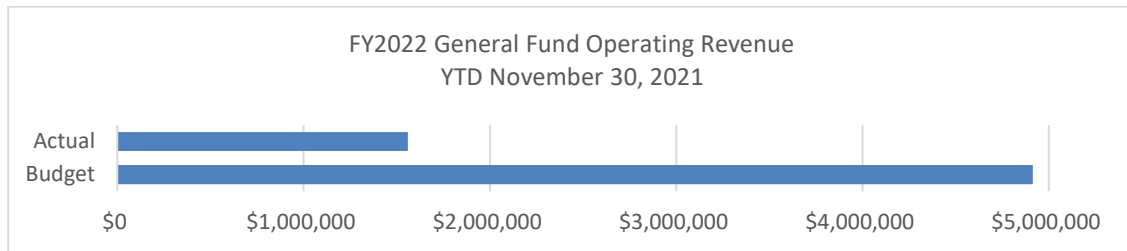


CITY OF DAHLONEGA

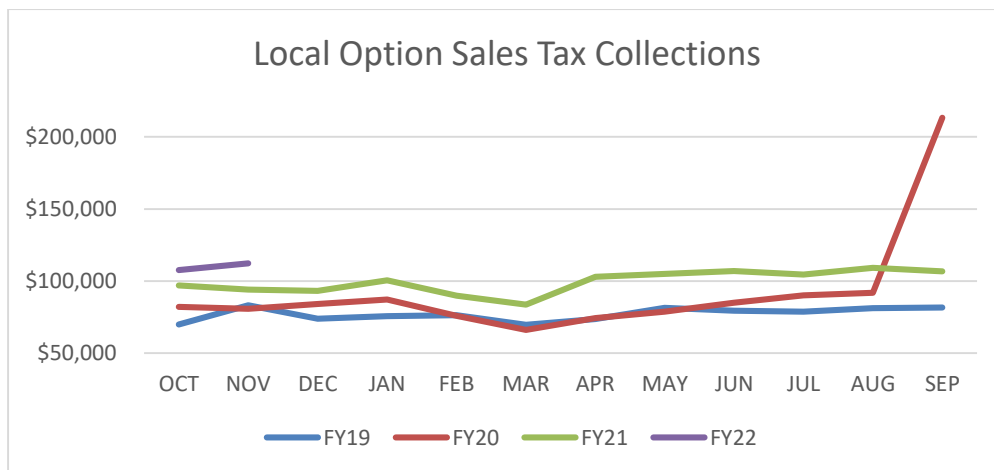
MONTHLY FINANCIAL REPORTS

For the Two Months Ended November 30, 2021

GENERAL FUND



- The annual property tax bills were levied and mailed by the Tax Commissioner on October 1st with a due date of December 1st. 44.46% of 2021 taxes budgeted have been collected to date.
- Sales tax collections have increased. The change in the State law related to taxation of internet sales has continued to have a positive impact on our percentage of collections.



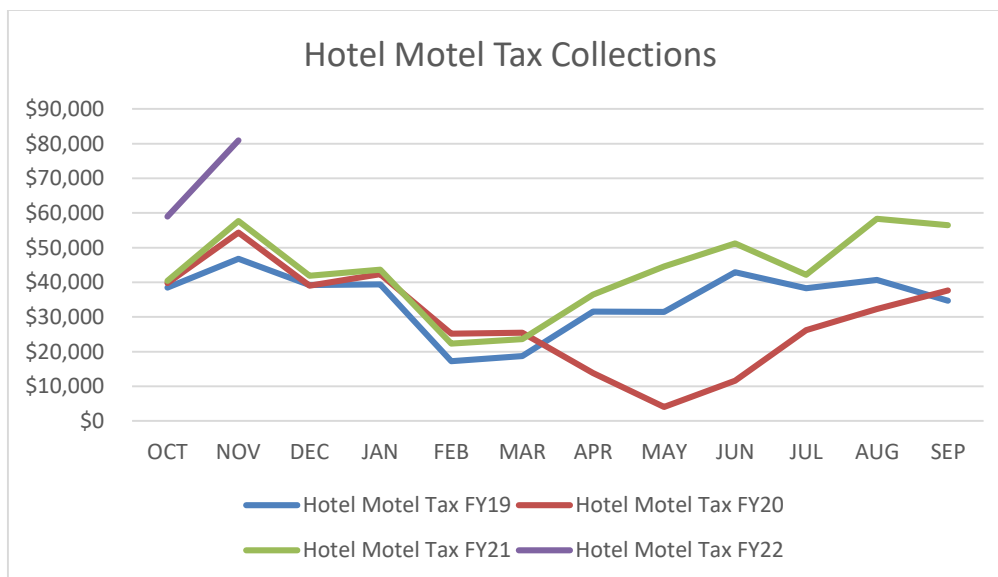
- The annual revenue for Insurance Premium Tax came in at \$436,601 this year, which is 3.3% greater than received last fiscal year.
- Alcoholic Beverages Taxes and Licenses revenue collected year-to-date decreased 2.45% from the prior year.
- Permit revenue collected year-to-date is outpacing last year's collections.
- Department expenditures are in line with budget expectations.

DOWNTOWN DEVELOPMENT AUTHORITY

- Operational results are on track with the budget.

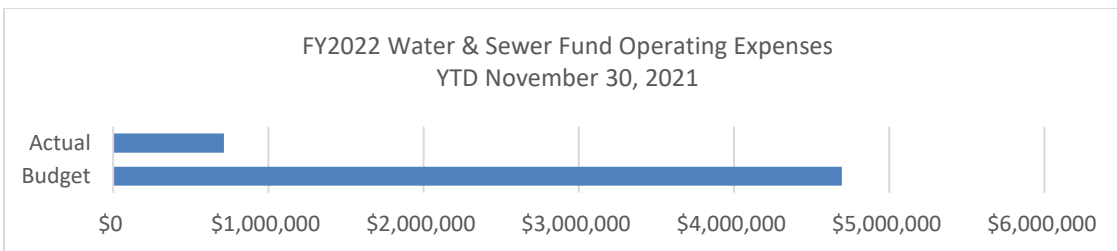
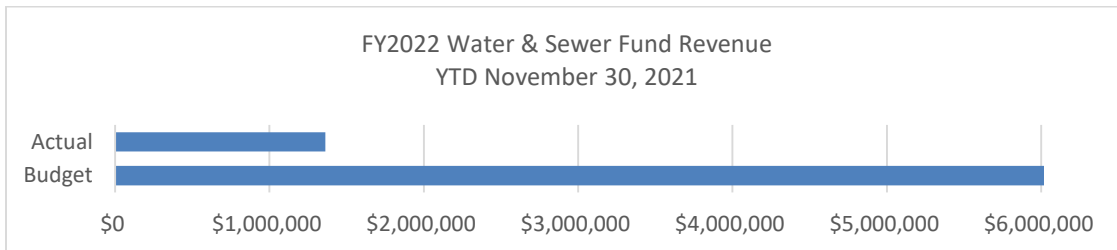
HOTEL/MOTEL TAX FUND

- Tax revenue collections experienced a sharp decline in April 2020 with the onset of the Pandemic. Beginning in September 2020, collections have remained higher than the previous year.



WATER AND SEWER FUND

- Water and sewer sales were trending higher than budget. Revenue from water sales and sewer charges is 14.29% more than last year.
- All department expenses are in line with the budget.



SOLID WASTE FUND

- Refuse Collection Charges are Revenues are 7.7% greater than the prior year.
- Expenses are meeting budget expectations.

STORMWATER ENTERPRISE FUND

- Transfers In and Indirect Charges reflect a one-month allocation.
- Stormwater utility charges were first billed in January 2021 and are meeting budget expectations.
- Expenses are related to startup of the new utility and allocated staff pay and benefits.

(Prepared for Council and Management by Allison Martin 12/23/2021)



City Council Agenda Memo

DATE: December 10, 2021
TITLE: Wimpy Mill Park Restrooms
PRESENTED BY: Vince Hunsinger

AGENDA ITEM DESCRIPTION:

Capital Projects team has a bid from CXT for an all-concrete building that will be used for restrooms at Wimpy Mill Park. This building will be a low maintenance facility that will not require refurbishing with paint, replacement of rotting boards, etc... for many years to come.

HISTORY/PAST ACTION:

The budget of \$110,000.00 was approved in 2022 budget year.

FINANCIAL IMPACT:

CXT's bid came in at \$91,774.00. We will need the remainder of the budget \$18,226.00 for water taps, sewer taps, power drop from Georgia Power, and site prep.

RECOMMENDATION:

We recommend that you approve the purchase of the restroom facility from CXT and the remainder of the budget for taps and site prep.

SUGGESTED MOTIONS:

To approve the purchase and prep work required for this project.

ATTACHMENTS:



City Council Agenda Memo

DATE: December 10, 2021
TITLE: Guardrail Replacement Wimpy Mill 2022-003
PRESENTED BY: Vince Hunsinger

AGENDA ITEM DESCRIPTION:

This project will be replacing the guardrail on both approaching ends of Wimpy Mill Bridge.

HISTORY/PAST ACTION:

The budget of \$70,000 was approved in 2022 budget year. Bid Opening was 12/7/21. Martin-Robbins Fence Company was the lowest bidder.

FINANCIAL IMPACT:

Martin-Robbins Fence Company bid came in at \$37,003.70. We will need the remainder of the budget, \$32,996.30, for contingency and possible additional guardrail in the area.

RECOMMENDATION:

We recommend that you approve Martin-Robbins Fence Company as contractor and approve the remaining budget for contingency and possible additional guardrail in the area.

SUGGESTED MOTIONS:

To approve Martin-Robbins Fence Company as contractor and approve the remaining budget for contingency and possible additional guardrail in the area.

ATTACHMENTS:



City Council Agenda Memo

DATE: December 28, 2021
TITLE: Renewal of Alcoholic Beverage License Class B & C Ancillary Growler and Wine Tasting and Farm Winery Tasting Rooms
PRESENTED BY: Mary Csukas, City Clerk

AGENDA ITEM DESCRIPTION:

Renewal of Alcoholic Beverage License Class B & C Ancillary Growler and Wine Tasting and Farm Winery Tasting Rooms for the Year 2022.

HISTORY/PAST ACTION:

Renew Vineyards' existing alcoholic beverage license requesting Tasting Rooms in Dahlonega, GA for 2022. The required documents and fees for renewing an existing 2021 Alcoholic Beverage License Class B & C Ancillary Growler and Wine Tasting and Farm Winery Tasting Rooms are fulfilled for each establishment in the GL Activity List Year 2022.

FINANCIAL IMPACT:

Collection of Alcoholic Beverage Excise Tax Revenue.

RECOMMENDATION:

Staff recommends renewal of Alcoholic Beverage License Class B & C Ancillary Growler and Wine Tasting, and Farm Winery Tasting Rooms for establishments on the GL Activity List Year 2022.

SUGGESTED MOTIONS:

Approval requested for the Alcoholic Beverage License for Class B & C Ancillary Growler and Wine Tasting and Farm Winery Tasting Rooms for establishments on the GL Activity List Year 2022.

ATTACHMENTS:

GL Activity Report – December 28, 2021



President
Linda Blechinger
Mayor, Auburn

First Vice President
Phil Best
Mayor, Dublin

Second Vice President
Vince Williams
Mayor, Union City

Third Vice President
Jim Thornton
Mayor, LaGrange

Immediate Past President
Dorothy Hubbard
Mayor, Albany

Executive Director
Larry H. Hanson

January 4, 2019

Mayor Sam Norton
City of Dahlonega
465 Riley Road
Dahlonega, GA 30533-0810

RE: GMA Certified City of Ethics Program

Dear Mayor:

Congratulations. The GMA Ethics Certification Committee has determined that the City of Dahlonega meets the qualifications to be recertified as a Georgia Certified City of Ethics.

We will officially recognize the city's continuing participation in this program at the Awards Luncheon to be held at the 2019 Mayor's Day Conference on Sunday, January 27, 2019 at 12:15 pm in the Grand Ballroom of the Atlanta Hilton Hotel. Your city is one of many in the state that has met the requirements for recertification. Representatives from the cities will be asked to stand as a group during the Certified Cities of Ethics presentation. In addition, the names of each of the cities will appear on a special Awards Luncheon presentation.

The Awards Luncheon will require a separate ticket for individuals who are not registered for the Mayor's Day Conference. Tickets may be purchased at the registration desk during the conference.

We appreciate the City of Dahlonega's participation in this important program. If you have any questions about the recognition at the 2019 Mayor's Day Conference, please contact Gina Shirley at (678) 686-6258 or by emailing rs Shirley@gmanet.com.

Sincerely,

A handwritten signature in blue ink that reads "Susan J. Moore".

Susan J. Moore
GMA General Counsel

C: Mary Csukas, City Clerk

City of Dahlonge
Ethics Resolution for the City of Dahlonge
Council Members and Employees

**A Resolution Establishing A Standard of Ethics For The City Of Dahlonge;
Defining Terms; Establishing Legislative Intent; Setting Ethical Guidelines For
Both Council Members and Employees**

Be it resolved by the City Council of Dahlonge and it is so resolved by the authority thereof that this resolution shall set ethical guidelines for the City Council and City Employees in the conduct of their duties:

General Provisions

Section 1. Definitions.

- (a) Employee shall be any person who is a fulltime or part-time employee of the City of Dahlonge.
- (b) City Council Member or Member of the Governing Authority shall be any person who is an elected City official, including the Mayor, of the City of Dahlonge.
- (c) Government, Governing Authority or City shall be construed to mean the City of Dahlonge, Georgia government.
- (d) Negligible value when used in this resolution shall mean something having a monetary value of not more than one hundred dollars (\$100.00).

Section 2. Intent.

It is the intent of this resolution that City Council Members and Employees avoid any action whether or not specifically prohibited which might result in, or create the appearance of the following:

- (1) using public office for private gain;
- (2) impeding government efficiency or economy; or
- (3) affecting adversely the confidence of the public in the integrity of the government.

Article A

Standards for Council Members

Section 3. Acceptance of gifts.

City Council Members shall not solicit or accept directly or indirectly anything of greater than negligible value from any person, corporation, or group which:

- (1) has, or is seeking to obtain contractual or other business or financial relationships with the City of Dahlonge;
- (2) in exchange for the thing of value seeks to have a Council Member exercise a matter of discretion in his or her favor;
- (3) in exchange for the thing of value seeks to have interests which may be affected by the performance or nonperformance of the official duty of the Council Member;

This section shall not apply to campaign contributions which shall be reported in accordance with Georgia Laws, and for the purposes of this section incidental acceptance of gifts without evidence of unethical intent in amounts not exceeding \$100.00 in value shall be deemed excluded from the activity proscribed above.

Section 4. Financial interests of members.

City Council Members may not:

- (1) have direct or indirect financial interests that conflict substantially with their responsibilities and duties as government servants; or
- (2) engage in, directly or indirectly, financial transactions as a result of, or primarily relying upon, information obtained from their office. Aside from these restrictions, City Council Members are free to engage in lawful financial transactions to the same extent as private citizens.

"Interest" means any direct pecuniary benefit, which is not a remote interest held by or accruing to a member of the Governing Authority as a result of a contract or transaction that is or may be the subject of an official act or action by or with the City. A member of the Governing Authority shall be deemed to have an interest in transactions involving:

- (1) Any person in the member's immediate family;
- (2) Any person with whom a contractual relationship exists whereby the member may receive any payment or other benefits unless the member is receiving a benefit for goods or services in the normal course of business for which the member has paid a commercially reasonable rate;
- (3) Any business in which the member is a director, officer, employee, agent, or shareholder, except as otherwise provided herein; or
- (4) Any person of whom the member is a creditor, whether secured or unsecured.

Section 5. Use of public property.

A City Council Member shall not use government property of any kind for other than officially approved activities, nor shall he or she direct employees to use such property for these purposes.

Section 6. Use of confidential information.

A City Council Member shall not directly or indirectly, make use of, or permit others to make use of, for the purpose of furthering a private interest, official information not made available to the general public.

Section 7. Coercion by Council Members.

A City Council Member shall not use his position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to him or persons within his immediate family, or those with whom a Council Member has business or financial ties.

Section 8. Voting in matters of personal interest.

A City Council Member shall not vote on an ordinance or amendment in a City Council meeting that would directly affect his or her private business.

Section 9. Disqualification.

A Member of the Governing Authority shall disqualify himself/herself from participating in any official act or action of the City which results in a pecuniary benefit to the member or a business or activity in which he/she has an interest, when such benefit is not available to the public at large.

Section 10. Disclosure of Conflicts of Interest.

City Council members shall disclose the nature of any interest he/she has at the time such matter is presented to Mayor and Council for discussion. Such written or verbal statements shall be recorded into the minutes of the meeting and thus become part of the public record. Following any disclosure made pursuant to this section, the member shall refrain from all ex-parte communications with other members regarding the application in which he/she has an interest.

Section 11. Prohibited Contracts.

The City shall not enter into any contract involving services or property with a member of the Governing Authority or with a business in which a member of the Governing Authority has an interest. This section shall not apply in the case of:

- (a) The designation of a bank or trust company as a depository for City funds;
- (b) The borrowing of funds from any bank or lending institution which offers the lowest available rate of interest in the community for such loan;

(c) Contracts entered into in accordance with the Official Code of Georgia Annotated, §16-10-6;

(d) Contracts entered into under circumstances that constitute an emergency situation, provided that the Mayor prepares a written record explaining the emergency;

(e) Contracts entered into with a Member of the Governing Authority, or with a business in which a member of the governing authority has an interest, provided that such contract is the result of a competitive bid, disclosure of the nature of such member's interest is made prior to the time any bid is submitted, and a waiver of the prohibition contemplated by this section is issued by the City Manager following disclosure.

Section 12. Unauthorized purchases.

A City Council Member shall not order any goods and services for the City of Dahlonega without prior official authorization for such an expenditure.

Section 13. Meetings of the Council.

Meetings of the Council shall be conducted in accordance with the Official Code of Georgia Annotated, Title 50, Chapter 14, as amended, and Title 36, Chapter 80, Section 1 as amended, as it applies to municipalities.

Section 14. City attorney used for private business.

A City Council Member shall not use the City Attorney of the City of Dahlonega without paying just compensation.

Section 15. Unauthorized use of public employees.

A City Council Member shall not use his superior position to request or require an employee to:

- (1) do clerical work on behalf of his family, business, social, church or fraternal interests;
- (2) purchase goods and services to be used for personal, business, or political purposes; and
- (3) work for him personally without offering just compensation.

Section 16. Travel expenses.

A City Council Member shall not draw per diem or expense monies from the City of Dahlonega to attend a seminar, convention, or conference and then fail to attend the seminar, convention, or conference without refunding the pro-rata unused per diem or expense monies to the City except for illness or other circumstances in which the demanding of a refund would be unjust.

Section 17. Penalties.

The standards of ethics to be observed by City Council Members are set forth above and any violation thereof shall subject the offender to disciplinary action which may include a penalty in the nature of a warning imposed by the grievance committee of the City Council, and if determined by the City Council to require a penalty greater than a warning, then penalties available shall be censure, public or private reprimand. Power to administer a greater punishment shall include power to administer the lesser.

ARTICLE B

Administration Of Ethics Complaints Regarding City Council Members

Section 18. Complaints.

Any person having a complaint against any City Council member for an alleged ethics violation shall file in writing a verified complaint setting forth the particular facts and circumstances which constitute the alleged violation against the Governing Authority. The complaint shall be filed with the Mayor, or in the event the complaint regards the Mayor, shall be filed with the Mayor Pro-Tem. Upon receipt of a complaint, the Mayor, or in the event the complaint regards the Mayor, the Mayor Pro-Tem shall appoint three members of Council, who, along with the City Attorney, shall constitute an investigating committee to determine whether the complaint sets forth significant facts and circumstances so as to warrant a hearing before the Board of Ethics. In the event the complaint does not set forth sufficient facts to constitute an alleged violation and is found unjustified, frivolous or patently unfounded, it shall be dismissed and the complainant notified immediately. In the event the complaint is found to state sufficient facts to warrant a hearing before the Board of Ethics, the Board shall be appointed as provided herein.

Section 19. Board of Ethics.

(a) Composition of the Board of Ethics:

(1) The Board of Ethics of the City shall be composed of five (5) residents of the City to be appointed as provided in paragraphs 2 and 3 of this subsection. Each member of the Board of Ethics shall have been a resident of the City for at least one (1) year immediately preceding the date of taking office and shall remain a resident of the City while serving as a Member of the Board of Ethics. No person shall serve as a Member of the Board of Ethics if the person has, or has had within the preceding one (1) year period, any interest in any contract, transaction, or official action of the City.

(2) The Mayor and Council Members shall each designate two (2) qualified citizens to provide a pool of fourteen (14) individuals who have consented to serve as a member of such Board of Ethics and who will be available for a period of two (2) years to be called upon to serve in the event a Board of Ethics is appointed.

(3) The City Manager shall maintain a listing of these fourteen (14) qualified citizens. Should the investigating committee determine a complaint warrants a hearing before the Board of Ethics, the Mayor and Council, at the first public meeting after such determination, shall draw names randomly from the listing of qualified citizens until

the specified five (5) members of the Board of Ethics have been appointed. Such Board will elect one of its members to serve as Chairman.

(4) The Members of the Board of Ethics shall serve without compensation. The Governing Authority of the City shall provide meeting space for the Board of Ethics. Subject to budgetary procedures and requirements of the City, the City shall provide the Board of Ethics with such supplies, equipment and legal support services as may be reasonably necessary for it to perform its duties and responsibilities. The City Attorney shall initially respond to legal support issues, but may then designate such other legal counsel as in the opinion of the City Attorney may be appropriate in consideration of potential conflicts and in keeping with the Code of Professional Responsibility.

(b) The constituted Board of Ethics shall have the following duties and powers:

(1) To establish procedures, rules and regulations governing its internal organization and conduct of its affairs;

(2) To hold a hearing within sixty (60) days after the receipt of complaint. Failure to hold a hearing within the specified time shall result in dismissal of the complaint as to the transaction and shall prevent refiling if a complaint arises in the same incident for at least a period of six (6) months;

(3) To prescribe forms, approved by the City Attorney, for the disclosure required in this Ordinance and to make available to the public information disclosed as provided in this section;

(4) To receive and hear complaints of violations of the standards required by this ordinance;

(5) To make such investigation and response to a complaint as it deems necessary to determine whether any person has violated any provisions of this Ordinance.

(6) To hold such hearings and make such inquiries as deemed necessary to investigate and rule upon complaints;

(7) To report its findings to the Governing Authority for such action as the Governing Authority deems appropriate.

Section 20. Additional regulations.

This chapter shall be cumulative to any other ordinance, resolution or act now existing.

Section 21. Right to Appeal.

Any final decision by the City Council pursuant to this resolution shall be reviewable by the Superior Court of Lumpkin County. The review by the superior court shall be limited to an inquiry of whether there was any evidence before the City Council which supported the decision of the Council.

ARTICLE C

Conflict of Interest, Political Activities and Code of Ethics As To Employees Penalties and Methods of Enforcement

Section 22. Acceptance of gifts, gratuities, special privileges.

(a) Employees shall not, other than items of negligible value, accept any gifts, loans, rewards, favors, or services that may reasonably tend to improperly influence them in the discharge of their official duties. This limitation is not intended to prohibit the acceptance of articles of negligible value which are distributed generally nor to prohibit employees from accepting loans from regular lending institutions, it is particularly important that employees guard against relationships which might be construed as or give the appearance of favoritism, coercion, unfair advantage or collusion.

(b) Employees shall not use or attempt to use their position to secure an economic benefit or advantages, special privileges or exemptions for themselves or others including the use of knowledge obtained by through their employment or by virtue of their position.

(c) Employees shall not accept employment or engage in any business or professional activity which they may reasonably expect would require or induce them to disclose confidential information acquired by them by reason of their official position.

(d) Employees shall not accept payment from outside sources for professional services (i.e., teaching, instructing, speaking engagements, consulting, honorariums) when such activities are done on city time or when such services pertain to the purchase or sale of city property.

Section 23. Proprietorship of creations.

All plans, designs, reports, specifications, drawings, devices, inventions, and other items produced or created by employees during working hours or through the use of city facilities or equipment or at the request of the City shall be and become the sole property of the City of Dhlonega.

Section 24. Confidential information.

Employees shall not disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or benefit.

Section 25. Conflict of Interest.

(a) If an employee of the City is an officer, director, agent or member of, or owns interest any entity which is subject to the regulation of, or which has financial commitments with the City, they shall file a sworn statement to this effect with the City clerk.

(b) Employees shall not transact any business in their official capacity with any business entity of which he or she is an officer, director, agent, member, or in which he or she owns

a controlling interest, excluding civic, charitable or religious organizations.

(c) Employees shall not have personal investment in any enterprise which will create a conflict or a perceived conflict between their private interest and the public interest.

Section 26. Political activity.

(a) No person employed by the City shall either publicly or otherwise hold himself out as a candidate in any City of Dahlonge election while holding employment with the City.

(b) City employees shall not take part in any political management or political campaigns in election of Mayor or any member of the City Council for the City of Dahlonge during any period of time for which he is expected to perform work or receive compensation from the City.

(c) No employee, official or other person shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during his hours of duty, service, or work with the City.

(d) Employees shall not represent the City by wearing any uniform or portion thereof that is issued by the City while he is participating in any campaign at any time.

(e) The City in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties after work hours, or to campaign actively during off duty hours in all areas of political activity.

(f) Employees shall not utilize any City equipment or vehicles in support of any political campaign.

Section 27. Limitations and approval requirement regarding outside employment.

(a) City employment shall be considered to be the primary employment of all full-time employees. No employee may engage in outside employment which will interfere with the interests of city service. Standards by which some employment is not acceptable include, but is not limited to:

- (1) illegal activity;
- (2) employment that by virtue of association will reflect upon the reputation of the City;
- (3) high hazard or fatiguing work which might detract from or reduce City performance.

(b) Prior to beginning any regularly scheduled outside employment, employees will obtain specific written approval from their City Manager or his designee on request forms which indicate the name of the outside employer, the nature of the work, schedule of days and hours of work, address and telephone number where the employee can be reached. Such information will become a part of the employee's official personnel record. Employees are required to obtain approval from their or his designee for any change in a previously

approved outside employment request.


(c) Any employee accepting or engaging in outside employment under the terms of this rule shall make arrangements with the outside employer to be available to respond immediately to any emergency call of duty whenever the City Manager or his designee shall determine that the employee's services are necessary.

(d) Employees sustaining injuries while engaged in outside employment are normally ineligible to receive benefits under the City's Worker's Compensation program. If an employee sustains an injury while engaged in outside employment, but is performing duties, within the scope of his city responsibilities, he may be eligible for partial City Worker's Compensation benefits.

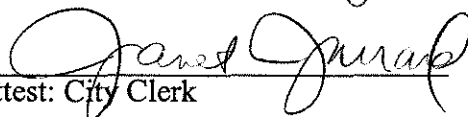
Section 28. Administration and Penalties.

Failure to comply with the provisions of this Section will result in disciplinary action consistent with the City of Dahlonga personnel policy.

It is so resolved this 12th day of July, 2004.



Mayor



Attest: City Clerk