

CITY OF DAHLONEGA Council Work Session Agenda October 17, 2022, 4:00 PM Dahlonega City Hall

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

Vision - To be an open, honest, and responsive city, balancing preservation, and growth, and delivering quality services fairly and equitably by being good stewards of Dahlonega's resources.

OPEN MEETING

APPROVAL OF AGENDA

BOARDS & COMMITTEES:

- Cemetery Committee—September 2022 Chris Worick, Committee Chairman
- 2. Downtown Dahlonega August 2022 Ariel Alexander, Downtown Manager

TOURISM: Sam McDuffie, Tourism Director DEPARTMENT REPORTS:

- Community Development September 2022
 Jameson Kinley, Planning and Zoning Administrator
- <u>4.</u> Finance and Administration Department September 2022 Allison Martin, Finance Director
- Dahlonega Police Department September 2022 George Albert, Chief of Police
- Public Works—September 2022
 Mark Buchanan, PW Director/City Engineer
- 7. Water & Wastewater Treatment Department Report September 2022 John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

- 8. UCBI Banking Service Contract Renewal Allison Martin, Finance Director
- 9. Project # 2022 017 Wimpy Mill Road Sidewalk Repair and Replacement Vince Hunsinger, Capital Projects Manager
- 10. Housing Needs Assessment Update Jameson Kinley - Planning and Zoning Administrator

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments City Council Comments Mayor Comments ADJOURNMENT



Report Title:	Cemetery Committee—September 2022
Report Highlight:	September 30, 2022
Name and Title:	Chris Worick, Committee Chairman

Recently Completed:

- New section for future burial plots has been staked off in Memorial Park.
- Surveillance camera placed near entrance of Mt. Hope.

Underway:

- Partnering with UNG Appalachian Studies Fall semester class.
- In the process of removing the veteran grave markers and grave flags from Memorial Park Cemetery in preparation for scheduled October maintenance. Turned over markers and flags to the Lumpkin County Veterans Association for future placement.

Upcoming:

- Recommend that the Cemetery Maintenance team spray the increased number of fire ant mounds which are present throughout Mt. Hope Cemetery.
- Restoration of the Mount Hope Courtenay grave. Before and after photos should be in next month's report. See existing photos below.







Report Title:	Downtown Dahlonega – August 2022
Report Highlight:	Maintaining work to complete tasks on Work Plan.
Name and Title:	Ariel Alexander, Downtown Manager

Organization:

- El Jimador continues working on their façade improvements. Accepted façade application from Kilwin's. This application will be reviewed by HPC and DDA in October.
- Parking signage and banners have been designed and prices have been quoted for DDA approval in October.
- Facilitated the Partner Walk September 22 and compiled a list of actionable items and ongoing projects.
- Mailing renewal letters to those participating in the Wayfinding sign program.
- Mailing participation letters to property owners not yet participating in our historic bronze plaque program.
- Working with the Lumpkin County Development Authority in preparation for the Chamber's State of Economic Development presentation. Requested nominations from the public for "Business Excellence" categories.

Promotion:

- Creating fall programs print advertising as well as digital content.
- The First Friday Concert Series wrapped up in October with Kurt Thomas.
- Working with the Dahlonega/Lumpkin Chamber and UNG to host the Lumpkin Youth Leadership Class in downtown. This is in conjunction with our education goal from the annual work plan.
- Continuing grand opening planning of the Head House.
- Working on adding a digital version of the DDA walking tour to the DDA website.
- Working on establishing a sponsorship system for all downtown programs in 2023. This
 will hopefully help expand our advertising abilities and even add more dates and
 entertainment.
- Continuing joint advertising efforts between the Chamber, UNG, and Lumpkin County School System.

Economic Vitality:

• Maintaining a "downtown database" for available properties, prospective tenants, and current property owners.

Design:

• Our Go Georgia Arts mural application will be reviewed, and an award answer will be returned to the DDA at the beginning of October.

- Collecting contacts for local contractors and preservation experts to connect with owners interested in restoration work and repairs to historic buildings.
- Working to upload all historical images of buildings to the DDA website as a resource for preservation and restoration in future projects.



Report Title:	Community Development – September 2022
Report Highlight:	Housing Needs Assessment Kickoff
Name and Title:	Jameson Kinley, Planning and Zoning Administrator

Projects Underway:

- 1. WCWW carwash center, Morrison Moore Parkway
 - Working on installation of the stormwater system and grading
- 2. The Laurel Phase 2
 - Working on the stormwater drainage system, retaining walls, and the untits have gone vertical and are dry in
- 3. Head House Project
 - Rough-in was completed, wall sheeting installed, and temp to perm power connections completed
 - Installation of trim and painting is underway
- 4. The Main entrance to the college on South Chestatee is still under construction, grading preparations, curbing, and sidewalk
- 5. Anderson Townhome, Morrison Morrow Parkway
 - o Footing and slab foundations installed

In Review:

- 1. Sherman Green Phase III
 - a. The new plan submittal of the project has been received and is under review
- 2. The Ridge Summit Drive (North Side)
 - a. Plans were received and are under the second revised comment for review. Awaiting additional comments from the developer and engineering.
- 3. The Peaks Morrison Moore Parkway
 - a. The site plans are under revision and waiting on secondary comments
- 4. BGM Dental Office
 - a. Building plans approved. Awaiting completion of comments on site plans before approving.
- 5. Mr. Clean Carwash Morrison Moore Parkway
 - a. Awaiting revisions to be summitted. Location behind Dunkin Donuts/Moe's redeveloping existing carwash
- 6. Bellamy Housing Apartment Units
 - a. Site plans have been received and approved. Working through entrance issues on Happy Hollow
- 7. St. Peter Lutheran Church South Chestatee Street
 - a. Site plans have been received and reviewed.
- 8. The Summit Phase II Summit Drive (South Side)

a. Plans sent back to the developer for resubmittal with comments.

Currently:

We currently have 37 new housing permits outstanding and under construction, 11 residential renovations, 5 commercial renovations, and 4 Pool Permits.

Updates:

Historic Preservation Committee

- Did not meet in September due to lack of discussion material
- Next Meeting October 24th

Planning Commission

- Last meeting discussed variance application to setbacks
- Next Meeting November 1st

Historic Preservation Study

- Officially completed and accepted by DCA
- Will be discussed at next HPC Work Session
- Recommendations will come to council following discussion

Housing Needs Assessment:

After the last kick off meeting with council, staff has been working with KB Advisory Group to provide them with data to help with the analysis of recent and planned changes to the housing supply in the area, both currently and in the development pipeline. We have collected a solid group of stakeholders and have set up a public informational session for October 17th following the work session.

Friday October 7th, KB Advisory group rode with staff for over three hours as the city manager narrated our current housing situation mixed with our rich history. We started downtown and visited housing development both new and old trying to cover as much of the diversity of housing as possible. We circumnavigated the city twice showing existing a potential future site for development.

Next STEP: Following the public informational session, the stakeholder interviews will begin. This is where the consultant will start drilling down on the Housing Gap Analysis, combining the raw data with the local knowledge to give the best direction for the assessment.



	Permits/Cemetery	Occupational Tax			Inspections	Total	Zoning Verification Letter Request	Visitation Cemetery Application	Variance Application	Tree Removal Permit	Sign Permit	Short-Term Rental Application	Rezoning Permit	Open/Close of Cemetery Lot	Preliminary Plat	Pool/Spa Permit	Outside Sales and Dining	Minor Final Plat	Land Disturbance Permit	Final Plat	Demolition Permit	Cemetery/Columbarium -Purchase	Certificate of Appropriateness	Home Occupation Form	Building Permit - Residential	Building Permit - Commercial	Annexation Application		
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Report Title:Finance and Administration Department – September 2022Report Highlight:Completed transition to new Debtbook Software for new GASB reportingName and Title:Allison Martin, Finance Director

Recently Completed:

- New IT service provider was chosen. Transition processes are beginning in October.
- Rate study underway City staff and consultant met with Lumpkin County Water Authority staff to review the document and answer questions. Further refinement of the document and information was requested, and we are working to provide clarification/answers.
- Serveline all data provided, questions answered, and awaiting pricing proposal
- RFPs for the new website consultant are under review

Underway:

- FY2022 Audit preliminary work
- Phase II of Debtbook software implementation of lease module for new GASB reporting.
- Internal audit of assets 95% complete
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.



Dahlonega Police Department

City of Dahlonega 465 Riley Road Dahlonega, Ga 30533

DPD Daily Activity Report



Officer:	Date: 10
Shift:	District
Radar:	Cal. Tim
Laser:	Cal. Tim
Number of Calls for Service: 548	Patrol V
Citizen Contacts 0	Incident
Alcohol Checks 0	Accider
Traffic Stops 102	Juvenile
LPR Patrol Hours 0	Crimina
Traffic Citations Issued 19	Drug Ar
Traffic Warnings Issued 24	Shoplift
LPR Citations Issued 0	Disorde
Stolen Vehicle Recovered 0	Undera
Parking Citations Issued 42	Animal
Parking Warnings Issued 3	Public [
Traffic Fatalities 0	Motoris
Accidents to GSP 7	Trouble
DUI 0	K-9 Ass
DUI to GSP 0	Fugitive
Stolen Vehicle: 0	Road C
Officer Assist LCSO 4	Funeral
Officer Assist Other 0	Other: 1
Extra Patrol 225	

0/1/22 t: Dahlonega Police Department ne: me: Vehicle # nt Reports 31 nt Reports 3 le Complaint: 0 al Trespass 3 rrest: 0 fting 1 erly Conduct: 6 ge Consumption 0 Complaint: 6 Drunk 0 st Assist 9 e Alarms 11 sists: 0 es Apprehended 4 checks: 0 al Assist: 3 134



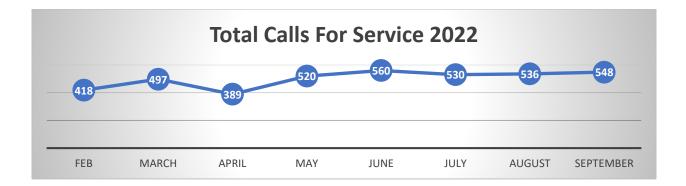
Report Title:Dahlonega Police Department – September 2022Report Highlight:George Albert, Chief of PoliceName and Title:George Albert, Chief of PoliceRecently Completed:

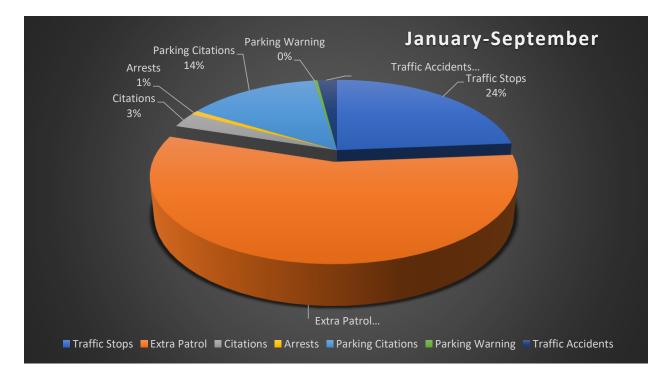
- Attended Downtown Dahlonega Board Meeting
- Attended District 9 Chief training in Cleveland
- Assisted with Homecoming Parade
- Submitted Security Camera quote for Head House
- Attended Gold Rush Pre-Event meeting
- Attended Old Fashioned Christmas Pre-Event meeting
- Trail Fest Event at Hancock Park
- Hired Code Compliance Officer
- First Responders Appreciation Day and Security Audit/Walk at Lumpkin High School
- Awarded a grant for Bulletproof Vests (Allison was instrumental with this)
- Agency members, with some community support, assisted an individual down on their luck secure a bus ticket home.
- LPR hit on a stolen tag and Officer Weeks was able to locate and make an arrest.
- Attended training with DNR on hunting and fishing regulations

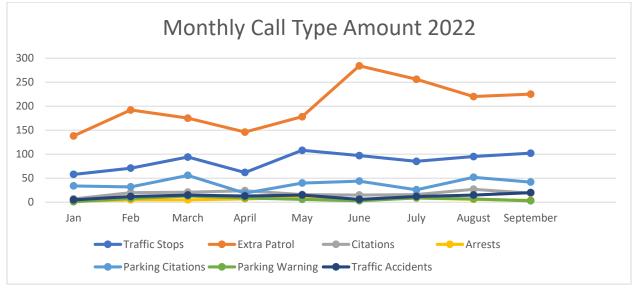
Underway:

- Members are conducting checks of businesses in the community
- Continually monitoring problematic parking areas and taking appropriate action
- Selective traffic enforcement in various areas to seek voluntary compliance
- Addressing various Code issues in community for compliance
- Officer Kupari is utilizing the LPR for enforcement efforts
- Security cameras for dumpster by Hancock Park
- Lumpkin Leadership 2023 class

Near Term:







	Jan	Feb	March	April	May	June	July	August	September
Traffic Stops	58	71	94	62	108	97	85	95	102
Extra Patrol	138	192	175	146	178	284	256	220	225
Citations	7	20	21	24	16	15	16	27	19
Arrests	2	5	5	7	10	4	9	6	4
Parking									
Citations	34	32	56	19	40	44	26	52	42
Parking									
Warning	1	8	13	9	6	3	9	7	3
Traffic									
Accidents	5	12	15	13	15	6	12	15	20
	Jan	Feb	March	April	May	June	July	August	September
Total CFS	405	418	497	389	520	560	530	536	548

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Report Title: Public Works—September 2022

Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

• Mechanicsville storm drain. At time of this writing and photograph, the project was still ongoing but nearing completion. Some additional upcoming upgrades at this location include additional curb and gutter and minor road widening at the first of the 2 sharp curves.



• Continued removal of potentially hazardous trees on Mechanicsville.



Underway:

• Construction of additional through-lane on South Chestatee Street, southbound, just south of Morrison Moore by GDOT crews. This project should greatly improve the flow of traffic out of downtown during class change at UNG.



• Preparation of reservoir restroom site. Activities are being cooperatively performed by City staff, Lumpkin County crews and private contractors.





The completed facility will closely resemble this one recently installed by UNG:



• South Chestatee turn lane and UNG entrance reconfiguration. The new entrance will be installed soon and will align with Arcadia Street.



- North Grove St. sidewalk upgrades between Main Street and North Hall Road. The first phase of these upgrades is currently under review by GDOT.
- Application for Locally Administered Project Re-certification to GDOT. This is required every 3 years and is a herculean office exercise currently being led by Melanie Jones in Public Works. Her efforts and this re-certification is what allows us to draw on things like the TAP grant that is funding the Morrison Moore Pedestrian Bridge & Sidewalk.
- Design of sidewalk and street modifications near the Head House.
- Park Street water, sewer and storm design drawings in progress. Meetings with homeowners along route are complete. Topographic surveys and utility locate efforts are complete. Design is ongoing and a more thorough presentation of events to date and future efforts is forthcoming.
- Continued design of the Morrison Moore Pedestrian Bridge.
- Creation of a heavily revised set of Development Regulations.
- Discussions and planning in coordination with UNG and GDOT for a sidewalk along Morrison Moore Parkway from Calhoun Road to the new Public Safety building, previously Stake 'n Shake.
- Mapping of City utilities by GMRC. This is an ongoing 2-year project.
- Working with Lumpkin County to ensure appropriate upgrades of Pine Tree Way related to elementary school construction.

Upcoming (these projects are currently either in concept, design or build phase):

- Selected portions of the Arcadia Street water and sewer main project/Mechanic Street to Morrison Moore sidewalk.
- Memorial Park Cemetery storm drain installation. To be performed by city crews. Currently awaiting material delivery.
- Choice St. parking lot overlay.
- Downtown tree installation (East Main).



Report Title: Report Highlight:

Water & Wastewater Treatment Department Report - September 2022

At the beginning of the new fiscal year, Ryan Pierce was chosen to head up the new department overseeing the Cross Connection Control, Industrial Pre-Treatment, and Watershed Management Programs. Mr. Pierce has been with the city for over 22 years and is dual-certified water and wastewater treatment operator. He has excellent communication skills that will be needed since he has to work closely with the public and businesses that are required to have the backflow devices and industrial pre-treatment inspections. This is not a full-time position, so it works great for Ryan being he operates and manages a chicken farm that he and his wife own. Filling this new department with a part-time position will save the city employee benefits and other expenses.

John Jarrard, Water/Wastewater Treatment Director

Recently Completed

Name and Title:

- Inspection and internal washout of Wal-Mart Tank
- Repaired Actuator on Blower #3
- Fiscal Year-end Inventory of supplies
- Annual Preventive Maintenance on our larger lift stations (Flygt Contract)
- Copper/Lead sampling at 20 sites
- Repaired electrical supply line to portable lift station generator

Underway:

- Gathering information from customers with backflow devices that meet the state-required annual testing
- Replacement of piping on the caustic system at the WWTP
- Low Level Mercury testing on the discharge water for the WWTP
- Repairs to augur on the barscreen system
- Repairs to Floc Tank #1 Pressure Probe
- Repairs to VFD coolant system on Floc Tank #2
- Koyo Lift Station Rehab Engineering and Design (Turnipseed Engineering)
- Filter Cloth CIP at the wastewater plant
- Repairs to WTP AC unit
- Copper/Lead sampling (20 Sites)

Near Term:

- Discharge Permit for the WWTP
- Watershed Study sampling at three sites

CITY OF DAHLONEGA CONTRACT FOR BANKING SERVICES

I. NAME OF CONTRACTING PARTIES

This contract, entered into as of the <u>1</u> day of <u>October</u>, 2022; between The City of Dahlonega, a political subdivision of the State of Georgia, hereinafter "City" and United Community Bank, hereinafter "Bank."

II. SCOPE OF SERVICES

- A. The Bank shall establish and maintain the following transaction accounts as interest bearing public fund accounts with a floating rate. The rate being used is the Bank's internal non-published board rate that we refer to as "Index 8" minus .35 %. This rate will change/adjust on a monthly basis occurring on the first day of each month. This pricing structure will remain in effect for a month-to-month basis not to exceed a one-year period or until such time interest rates stabilize and both parties are agreeable to entering into a rate payable on a formula basis contract. The floating rate shall apply to the following accounts.
 - i. Pooled Cash/POOLED CASH
 - ii. Flexible Spending Account/FLEXIBLE SPENDING ACCOUNT
 - iii. Any other account that the City may deem necessary during the term of this contract.
- B. The Bank shall provide check cashing services for any City payroll or general disbursement checks drawn on the Bank at no charge.
- C. The Bank shall immediately notify the City in writing should its Bauer Score fall below a four (4) star rating at any time during the term of this contract.
- D. The Bank will provide at no charge and upon the request of the City, a remote deposit machine.
- E. The Bank will provide a safe deposit box to the City at no extra charge.
- F. The Bank shall maintain and pledge collateral security for any and all account balances which are the subject of this agreement. The Bank agrees to comply with all federal and state laws regarding the collateral pledges to secure the account balances as to the types of collateral, amount of collateral which must be pledged and the places where the collateral may be deposited. All deposit pledges will be secured with the Georgia Secure Deposit Program.

III. COMPENSATION

- A. The Bank will provide checks and deposit slips to the City at standard pricing. Incoming and outgoing wires will be assessed current wire fees established by the Bank.
- B. The Bank will charge a minimum flat fee of \$400.00 per month to maintain the City's current deposit accounts. This fee will include ACH services, Remote Deposit services, and Fraud Prevention services on those accounts. There may be additional fees assessed based on the number of new accounts opened during the term of this contract and the services utilized on any new accounts.

IV. TERM OF CONTRACT

This contract shall have a duration of one (1) year to expire on the 30th day of September, 2023.

V. TERMINATION OF CONTRACT

- A. For Cause. If, through any cause, the Bank shall fail to fulfill in a timely and proper manner, the obligations under this contract, the City shall have the right to terminate by written notice to the Bank. Such written notice shall be given a minimum of three working days before the termination date. In this event, the Bank shall be entitled, to just and equitable compensation for any satisfactory work completed.
- B. Termination without cause by either party. This contract may be terminated by either party by giving written notice to the other party at any time but no later than thirty days before the expiration dated shown in Item IV above.

VI. CONFLICT OF INTEREST

No official or employee of the City shall participate in any decision relating to this contract, which effects, directly or indirectly, his or her personal financial interest.

IN WITNESS THEREOF, the parties have signed this contract as of the day and year first written above.

BANK:

United Community Bank

By: Éddie V Wayne President Attest: Donna R Bryan **CEO Executive Assistant II**

CITY:

City of Dahlonega, a political subdivision of the State of Georgia

By:___

JoAnne Taylor Mayor

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Attest:

Mary Csukas City Clerk



City Council Agenda Memo

DATE:October 7, 2022TITLE:UCBI Banking Service Contract RenewalPRESENTED BY:Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

Review of UCBI Banking Services Contract Renewal

HISTORY/PAST ACTION:

Contract Renewal

FINANCIAL IMPACT:

The bank is offering an interest rate that is based on their internal non-published board rate referred to as "Index 8" minus 0.35%. This rate adjusts at the first of the month and is the same offer given to the County. There is no change to the fees for fraud protection and account services in this renewal. The renewal does allow for an amendment when interest rates stabilize to a more traditional rate paid on a formula basis. While not ideal, the market prevents the bank from entering into an agreement that could cause them to pay rates that are unsupported by market conditions. The city's new investment strategy has moved funds from the bank into approved investments that are yielding a higher rate than the bank. Staff monitors and moves funds as needed to maximize the return on investment of city funds while maintaining adequate cash flow for operations and capital projects.

RECOMMENDATION:

Staff recommends approval of the UCBI Banking Services Contract with a variable rate and a 30day termination clause.

SUGGESTED MOTIONS:

I make a motion to approve the contract renewal for banking services with UCBI.

ATTACHMENTS:

Contract document



City Council Agenda Memo

DATE:10/17/2022TITLE:Project # 2022 – 017 Wimpy Mill Road Sidewalk Repair and ReplacementPRESENTED BY:Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

Placement of 24' curb and gutter and minimum 5' sidewalk on Wimpy Mill Road beginning just North of Sims Townhomes and ending at Golden Hills.

HISTORY/PAST ACTION:

Bid Opening was October 4, 2022.

FINANCIAL IMPACT:

Lowest bid received for this project was \$374,859. The 2022 budgeted amount for this project was \$120,000.

RECOMMENDATION:

This low bid is over three times our budgeted amount. If Council wants to move forward with this project, funds will need to be reallocated and another project and that will need to be delayed. There is \$185,000 budgeted for the sidewalk from the Wimpy Mill Bridge to Morrison Moore. There is \$73,000 in FY2022 escrow for the sidewalk from the Wimpy Mill Bridge to Morrison Moore. If this project is cancelled, in 2025 the City can apply for an RPT Grant to reconsider the sidewalk from the Wimpy Mill Bridge to Morrison Moore. This Wimpy Mill Bridge to Morrison Moore. This would be a way to pay for the 2022-017 Wimpy Mill Road Sidewalk Repair and Replacement.

SUGGESTED MOTIONS:

ATTACHMENTS: