



# CITY OF DAHLONEGA

## Council Meeting - Amended Agenda

October 05, 2022, 6:00 PM

Gary McCullough Chambers, Dahlongega City Hall

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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.

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 Dahlongega's resources.

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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. Special Called Council Work Session Minutes September 6, 2022  
Danna Foster, Assistant City Clerk
- b. City Council Meeting Minutes September 6, 2022  
Danna Foster, Assistant City Clerk
- c. Council Work Session Minutes September 19, 2022  
Danna Foster, Assistant City Clerk
- d. City Council Special Called Meeting Minutes September 19, 2022  
Danna Foster, Assistant City Clerk
- e. City Council Special Called Meeting Minutes October 3, 2022  
Danna Foster, Assistant City Clerk

### APPOINTMENT/RECOGNITION

- 1. Proclamation - Official 2022 City of Dahlongega/Lumpkin County Collectors Ornament  
JoAnne Taylor, Mayor
- 2. Proclamation - Mark Spraker Chair of the Dahlongega-Lumpkin County Chamber of Commerce and Visitors Bureau Board of Directors for 2022  
JoAnne Taylor, Mayor

### ORDINANCE AND RESOLUTION:

- 3. Ordinance 2022-12: Ordinance to allow for commercial walking tours of Mount Hope Cemetery.  
Doug Parks, City Attorney
- 4. Ordinance 2022-13 - Cross-connection  
Mark Buchanan, City Engineer & John Jarrard, JWS
- 5. Resolution 2022-14 - FY22 Budget Amendment for Additional Tourism Funds  
Allison Martin, Finance Director

### ANNOUNCEMENT/CITY REPORTS:

6. Financial Report - August 2022

Allison Martin, Finance Director

OLD BUSINESS:

[7.](#) 2023 Employee Benefits Program

Allison Martin, Finance Director

Matt Bidwell, MSI Benefits Group, Inc.

[8.](#) Proposed Construction Easement Pinetree Way

Allison Martin, Finance Director

[9.](#) Project # 2021-004 Choice Street Parking Lot Resurfacing

Vince Hunsinger, Capital Projects Manager

[10.](#) Project # 2021-019 Choice Street Sidewalk

Vince Hunsinger, Capital Project Manager

NEW BUSINESS:

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



# CITY OF DAHLONEGA

## Special Called Council Work Session

### Minutes

September 06, 2022, 10:00 AM

Gary McCullough Council Chambers, Dahlongega City Hall

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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.

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 Dahlongega's resources.

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#### PRESENT

Mayor JoAnne Taylor  
Councilmember Ron Larson  
Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ross Shirley

#### OPEN MEETING

Mayor Taylor called the meeting to order at 10 am.

She addressed that the meeting was out of the ordinary and was the kickoff for the housing needs assessment. She acknowledged the quorum present.

#### APPROVAL OF AGENDA

Mayor Taylor called for approval of the agenda.

Motion made by Councilmember Gaddis, Seconded by Councilmember Shirley.

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

#### ITEMS FOR DISCUSSION:

##### 1. Housing Study Kickoff and Planning Session

Jameson Kinley and KB Advisory Group

Mayor Taylor announced the item and introduced KB advisory Group staff Jeff Koski and Tate Davis.

Mr. Koski introduced himself and Ms. Davis and gave information about the firm and its role in managing the process. He explained the scope of work, the process that would be taken, and the timelines.

Throughout the presentation, KB Advisory Group and Council discussed comparative cities analysis, public comments, and topics that needed to be addressed. Council expressed a desire to have a document to move forward from, to share with developers for the best action for the Dahlongega Community.

COMMENTS – PLEASE LIMIT TO THREE MINUTES

There were no additional comments.

ADJOURNMENT

Mayor Taylor called for a motion to adjourn at 10:54 am

Motion made by Councilmember Ariemma, Seconded by Councilmember Shirley.

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



## CITY OF DAHLONEGA Council Meeting Minutes

September 06, 2022, 6:00 PM

Gary McCullough Chambers, Dahlongega City Hall

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### PRESENT

Mayor JoAnne Taylor  
Councilmember Ron Larson  
Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley

### CALL TO ORDER AND WELCOME

Mayor Taylor called the meeting to order at 6 pm.

She recognized members of the audience, Commissioner Bobby Mayfield and Chamber of Commerce Executive Director Robb Nichols.

### PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Councilmember Johnny Ariemma led the prayer, and Councilmember Lance Bagley led the Pledge of Allegiance to the American Flag.

### APPROVAL OF AGENDA

Mayor Taylor deferred to City Attorney Parks to determine if any items needed to be tabled.

City Attorney Parks responded that they were looking at tabling item 7.

City Clerk Csukas announced some grammatical changes to the Special Called meeting minutes.

Mayor Taylor called for a motion to approve the agenda with the amendments.

Motion made by Councilmember Larson, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

### PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES

Mayor Taylor welcomed the audience to the podium and reminded them of the three-minute guideline.

Bill Rath, on behalf of the Summit of Dahlongega at 264 Summit Drive, announced he had no business this evening but wanted to notify the Council of forthcoming soon. He said that

engineers reviewed the access to a previously approved property plan along Summit Drive, and new proposed access along the west property line was advised. The Summit of Dahlonega supports this.

Art Attaway introduced himself as the owner of the company that purchased Gustavo's. He explained to Council about expanding the Gustavo's to the downstairs level for a larger seating area. There will be a Coffee shop in the sandwich area. Once business, one license. Councilmember Larson requested clarification of the ownership of the previous company, Knuckles Sandwich Shop. Mr. Attaway acknowledged that was part of the ownership.

Jim Gribben of 257 Hawkins Street asked an opportunity for questions before his three minutes started. He wondered how the Mayor determined the Agenda for City Council meetings. Mayor Taylor replied that items that drive the Agenda could be entering into any agreements, department reports, new business at the request of a Councilmember, or agreements with another Governmental entity. He stated he was trying to get more involved and had attended the most recent Downtown Dahlonega meeting. Mr. Gribben offered suggested topics such as the Head House and open container and more movies at Hancock Park.

#### APPROVAL OF MINUTES -

- a. City Council Public Hearing Minutes, August 1, 2022  
Danna Foster, Assistant City Clerk
- b. City Council Meeting Minutes, August 1, 2022  
Danna Foster, Assistant City Clerk
- c. Work Session Minutes, August 15, 2022  
Danna Foster, Assistant City Clerk
- d. City Council Special Called Meeting Minutes, August 15, 2022  
Danna Foster, Assistant City Clerk

Mayor Taylor called for approval of the minutes.

Motion made by Councilmember Gaddis to approve items a, b, c, and d. Seconded by Councilmember Shirley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

#### APPOINTMENT/RECOGNITION

1. National Long-Term Care Resident's Proclamation-October 2022

JoAnne Taylor, Mayor

Mayor Taylor announced the proclamation and asked for a motion.

Motion made by Councilmember Larson, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Mayor Taylor signed and read the proclamation. A photo opportunity was taken.

#### ANNOUNCEMENT/CITY REPORTS:

2. Financial Report - July 2022  
Allison Martin, Finance Director

Mayor Taylor announced the item.

Director Martin gave an update on Servline Leak Protection Program. We are waiting for the pricing guideline, and they are aware that Friday was the deadline to get on the next work session. She stated she included June in this report and reported to Council through July 31, 2022.

#### OLD BUSINESS:

3. Reservoir Restroom

Mark Buchanan, City Engineer

Mayor Taylor introduced the item and invited City Engineer Buchanan to the podium, who stated it's a go and it's happening. The County started the site work today, and the building is at least a month from delivery.

4. Morrison Moore Pedestrian Bridge & Sidewalk Revisions

Mark Buchanan, City Engineer

Mayor Taylor asked City Engineer Buchanan to bring Council up to date.

Engineer Buchanan reviewed the change orders for the project. He explained the changes, bridge foundation investigation, and pedestrian bridge change order. GDOT has agreed to 80% of the cost, and the pedestrian bridge style saves \$127,000.

Council discussed the costs, savings, benefits, and pedestrian safety.

Mayor Taylor reminded Council that we needed two motions: the first was to approve the change order.

Councilmember Gaddis motioned to approve the change orders to the current contract with Wood Environmental as described. Councilmember Shirley seconded it.

Mayor Taylor asked for any discussion.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Councilmember Gaddis motioned to approve the execution of supplemental agreement No.2 as described in the packet. Councilmember Larson seconded it. Mayor Taylor asked for any discussion.

Council agreed it would significantly improve the space and thanked Engineer Buchanan for his work. Mayor Taylor called for all those in favor.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Mayor Taylor thanked Engineer Buchanan for his able leadership in the ever-changing environment.

5. Annual Asphalt Patching and Leveling Project #2022-015

Vince Hunsinger, Capital Projects Manager

Mayor Taylor asked Director Buchanan to talk about the project.

Director Buchanan explained it was a contract that periodically updates. The bid from Raines was for \$261/ton.

Mayor Taylor indicated she would entertain a motion.

Motion made by Councilmember Bagley to approve Raines Grading, Hauling & Paving for the Annual Asphalt Patching and Leveling for the 2023 Fiscal Year and seconded by Councilmember Shirley.

Mayor Taylor called for discussion or questions.

There was some discussion about the price and lack of contractors bidding, and the cost of the smaller projects to the vendor.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

#### NEW BUSINESS:

6. TSPLOST Distribution, Joint Project, Future Inter-Governmental Agreement (To be Negotiated)

Mark Buchanan, City Engineer

Mayor Taylor announced the item and explained that this item was to prepare for the upcoming joint meeting for TSPLOST and gain agreement from our council for the distribution percentage to negotiate an agreement on the collaborative project. She referred to the new agenda memo presented to Council and invited Director Buchanan to speak.

Director Buchanan explained this item is the TSPLOST which was negotiated at 81% to County and 19% to City and agrees to a joint project with upgrades to the Auraria Rd, SR52, and Torrington Rd intersection. Move forward with a conversation with the county.

Mayor Taylor indicated she would take a motion.

Councilmember Gaddis motioned to approve the 81/19 distribution amounts and a joint project at Auraria Road and Hwy 52/9 West intersection and Torrington Road contingent upon a negotiated intergovernmental agreement. Councilmember Larson seconded it.

Mayor Taylor called for discussion or questions and added that the challenge with the intersection is not only the roads coming in but also the bridges and two streams.

Councilmember Larson thanked the subcommittee for their negotiations with the County.

Mayor Taylor called for those in favor.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

7. Government Finance Acquisition Administration Compliance - Municipal Funding Acquisition Agreement -Tabled

Allison Martin, Finance Director

8. Executive Session - Land Acquisition

JoAnne Taylor, Mayor

Mayor Taylor announced the item and called for a motion to go into Executive Session.

Motion made by Councilmember Larson, Seconded by Councilmember Gaddis.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Council entered the Executive session at 6:42 pm.

Council reconvened at 7:05 pm with no action taken in the Executive Session.

COMMENTS – PLEASE LIMIT TO THREE MINUTES



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

City Clerk Csukas announced the Staff appreciation on October 7<sup>th</sup> and asked for support from Council with grilling for the staff. She told the City's Christmas party at Camp Glisson on December 8<sup>th</sup> and added that there would be live carols. She said that she would like to start purchasing gifts for children. Mayor Taylor stated that the tradition is that the Council contributes to the children's gifts.

Mayor Taylor announced that Interim City Manager Lewis was on leave.

City Attorney Parks did not have anything to add but noted that if Mr. Lewis was in attendance, he would announce that his Seminoles defeated LSU.

Councilmember Shirley added his concern with the asphalt project and disappointment that there was not more than one bid. He announced that as he is around town, people are asking more and more about the open container.

Councilmember Ariemma reminded the Council of the GMRC event at Dillard House. He indicated he would be out of town for the rest of the week.

Councilmembers Gaddis and Larson had no comments.

Councilmember Reagan stated he appreciated Councilmember Shirley's comments and added that Cornelia had a nice open container policy. Maybe we could look at some of those policies.

Councilmember Bagley stated there were many people in Dahlonaga for Labor Day, and while walking in the square, he noted several lights out on the square. He asked to put some power on GA Power to fix it. He expressed concern about the safety issue and asked Chief Albert to let the officers know. Councilmember Gaddis said they fix them fast.

Mayor Taylor announced that the City was again awarded the Health and Wellbeing Grant for \$70,000 and thanked Tammy Bruce for her efforts. A tree fell near West Cleaners and Willow Trace apartments in the early hours of Saturday morning. The city was out there at 5:15 am and worked several hours to clear the tree. Great employees.

## ADJOURNMENT

Mayor Taylor called for a motion to adjourn at 7:16 pm

Motion made by Councilmember Bagley, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley



## CITY OF DAHLONEGA Council Work Session Minutes

September 19, 2022, 4:00 PM

Gary McCullough Council Chambers, Dahlongega City Hall

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### PRESENT

Mayor JoAnne Taylor  
Councilmember Ron Larson  
Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley

### OPEN MEETING

Mayor Taylor called the meeting to order 406 PM

### APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the Agenda.

Motion made by Councilmember Shirley, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Mayor Taylor offered some words prior to the meeting regarding the sanitation department.

She stated that we are considerably understaffed, and a notice was sent to all customers about using the approved can and not having items outside the can. Currently, supervisors and management staff are riding the trucks. To continue to offer the services, we have had to make some changes. We met recently and have a few ideas to encourage more folks to apply for those jobs and incentives to our employees for improving their skills; She encouraged those looking for a job working in sanitation; we are taking applications.

Mayor Taylor then addressed the removal of the pecan tree in front of Spirits. She stated a different tree in front of an owner's building, a large branch fell from a tree, and expounded this is why we pay so much attention and care. We take care to protect our citizens and visitors. The pecan tree will come down in the next few weeks. The tree has been deemed a danger, and the arborist recommended removal.

Mayor Taylor continued that she had received a call a few weeks ago from a company to do a short documentary on the City of Dahlongega. The show is Viewpoint by Dennis Quaid. She has spoken with the Tourism department and, as a result of the filing, will receive a 5-6-minute-high quality video. This will be shown on PBS and get some narrow casting advertising. This production will give some history and education about our community and will take a couple of months to complete.

Councilmember Bagley asked about the timeline, and Mayor Taylor indicated they would be writing scripts and then one day of video. They picked us out of several cities competing for this opportunity. Councilmember Larson stated this reminded him of the Gold Museum movie, which may offer some references.

#### BOARDS & COMMITTEES:

1. Cemetery Committee—August 2022

Chris Worick, Committee Chairman

Mayor Taylor announced the report, and Ms. Jane Mellor, the Vice Chair of the Committee, stated the information was in the packet, and Chairman Worick was working in the Cemetery this afternoon.

2. Downtown Dahlenega – August 2022

Ariel Alexander, Downtown Manager

Mayor Taylor announced the item and invited Manager Alexander to the podium.

Manager Alexander stated she had the exciting news that a food truck was added to the First Friday concert in October. She said that Downtown Dahlenega was participating in the Chamber's State of Economic Development luncheon and giving out awards to businesses who have excelled in specific categories. They are accepting nominations for those awards.

Council discussed various signage concerns around town and how information comes from the Downtown Dahlenega board. There was some question and discussion about the 147 N Park Street Committee property movement. They also discussed the progression of the Parking Committee in preparation for the high tourism season.

Council also asked for additional information for the upcoming walkabout on Thursday.

#### TOURISM: Sam McDuffie, Tourism Director

3. DLCVB Tourism Report

Sam McDuffie, Tourism Director

Mayor Taylor invited Director McDuffie to the podium, and he referred to the submitted report and asked if there were any additional questions.

Council thanked Director McDuffie for his report. They discussed ways to increase tourism dollars, such as lodging. The report Director McDuffie referenced showed that some counties have more short-term rentals and hotels and more seating in the eating establishments. They discussed the numbers of visitors over the past couple of years and expected 2019 numbers or above for this year. Director McDuffie added that they built a visitor profile to find where folks are coming from.

#### DEPARTMENT REPORTS:

4. Community Development – August 2022

Jameson Kinley, Planning and Zoning Administrator

5. Dahlenega Police Department – August 2022

George Albert, Chief of Police

6. Finance and Administration Department - August 2022

Allison Martin, Finance Director

7. Public Works - August 2022

Mark Buchanan, PW Director/City Engineer

8. Water & Wastewater Treatment Department Report - August 2022

John Jarrard, Water/Wastewater Treatment Director

Mayor Taylor reminded Council that they received the reports before the meeting.

She discussed the wastewater situation in Jackson, Mississippi, and commended our superintendent because Dahlonaga is paying close attention to the maintenance to protect the water supply. She thanked that department for their diligence in keeping our water safe.

Councilmember Gaddis requested an update on the Head House project. Director Martin informed the council that the low voltage would not cable for another two weeks, and the project is on pause. Once the cabling is complete, McCallan will need to patch the walls. There is a delay in custom millwork, and they should anticipate a couple of weeks of uncertainty. Landscaping is included in the project. Council had a deeper conversation regarding the Head House utilities, sidewalks, and the maintenance of the roads around it.

Council discussed the Department of Natural Resources Affidavit. Chief Albert responded that the affidavit was to reaffirm there was no hunting without permission on City Property and that it would be bow only. They also discussed the most recent event, Trail fest. Most agreed that the turnout was not as large as anticipated. There was a discussion regarding the upcoming backflow ordinance and trash pick-up after events. A discussion of the maintenance and security of the upcoming restrooms at Lake Zwerner was also had.

ITEMS FOR DISCUSSION:

9. LOST - Local Option Sales Tax

JoAnne Taylor, Mayor

Mayor Taylor announced that the City has met with the mediator, and there will be a joint meeting on October 3, which is open to the public when in joint session.

10. Resolution 2022-15 and Intergovernmental Agreement for use and distribution of proceeds generated by the 2023 transportation special purpose local option sales tax referendum

Doug Parks, City Attorney

Mayor Taylor introduced the item and turned the thing over to the City Attorney.

City Attorney Parks spoke of the existing TSPLOT, which is ending. The recommendations for the City and County split and projects either party has decided to entertain. The IGA identifies who pays expenses and when and limits comingling of funds for certain elements. This IGA is for the full five years, which was changed during the last legislative session in May and contains provisions about who pays expenses of the election. City Attorney Parks commended the County for taking the election costs. He also reviewed the expenses of debt in this project. The debt will be joint debt; there will also be some debt in County projects but no debt in the City projects. He invited Director Martin to comment on the process. She explained she felt it was important not to treat the TSPLOST as the previous one was done as the debt was backloaded, which meant that for the last eight months, there had been no TSPLOST. This has been structured so that the city will not have a check for three months each year. For the full life of the five years, we will have adequate funding. We ensured that any proceeds or residual funds under the estimated budget would be applied to the debt

fund service. Mayor Taylor reminded Council that the reason for explaining this was because this item is on the Special Called meeting.

11. Ordinance 2022-12: Ordinance to allow for commercial walking tours of Mount Hope Cemetery.

Doug Parks, City Attorney

Mayor Taylor introduced the item and said it would be voted on at the next meeting. She then turned the item over to City Attorney Parks, who stated this was a suggestion, and they put together some recommendations for regulations for walking tours. He indicated he was looking for feedback on what direction to go.

Council thanked City Attorney Parks for the work and wanted to ensure the Ordinance reflected their desire to respect those buried in the cemetery and their families and allow the company to conduct tours respectfully. One Councilmember had recent visitors who took the tour, and they said everyone had a flashlight, stayed on concrete, and the tour guide was clear to explain to keep off the grass. They said it was more historical and not a ghost tour.

Mayor Taylor asked for this item to be at the next meeting.

12. Ordinance 2022-13 - Cross-connection

Mark Buchanan, City Engineer & John Jarrard, JWS

Mayor Taylor asked John Jarrard to come to the podium.

Mr. Jarrard explained that the Ordinance is mainly for industrial/commercial usage. Protections are already in place for residential housing. These items are installed before the building and before the Planning department. These units need to be tested every year by a qualified tester. This plan has met EPD approval and should be assigned outside the Water Department. This item is already budgeted.

Mayor Taylor added that this is to meet new regulations.

13. Choice Street Parking Lot Resurfacing

Vince Hunsinger, Capital Projects Manager

Mayor Taylor stated this was part of the overall planning for the completion of Head House. Discussion for this item and item 14 – Choice Street Sidewalk were comingled.

Manager Hunsinger indicated that the bid opening is scheduled for 9/23, and he would have the numbers before the next council meeting.

Council expressed concern regarding paving the parking area when discussions were underway for improving the parking in the city and decking. Manager Hunsinger explained that this work was being done relative to the Head House Project, and the lower lot had not been resurfaced since the 70s. With the commercial traffic, parking use, hotel work, and other work in the area over the last few years, there was a need to resurface the lower lot.

14. Project # 2021-019 Choice Street Sidewalk

Vince Hunsinger, Capital Project Manager

15. Proposed Construction Easement Pinetree Way

Allison Martin, Finance Director

Mayor Taylor introduced the item and offered the item to Director Martin, who stated the County requested to grant a temporary construction easement. At the same time, they

and the Board of Education improved Pinetree Way. The document presented to Council in the packet is a draft document as the City Attorney is reviewing the document.

Councilmember Larson asked the City and County to look at the continued backup for traffic going into Zaxby's. Other members of the Council expressed concern and desired to see a site plan. Director Martin stated she knew Director Buchanan had been looking at this and would email him and forward the response to Council. Council asked to see the traffic loop plan. Director Martin stated she would ask Larry (Civil Engineer) to send that over. She added there was also a report on the number of students and staff members arriving and departing, and Council asked if they could have a presentation on that.

Councilmember Reagin left chambers at 5:01 pm

16. Intergovernmental Service Agreement – Downtown Development Authority

Allison Martin, Finance Director

Mayor Taylor announced the item, and Director Martin approached the podium and stated this was a renewal of an existing document for last year. Councilmember Larson requested a summary of the total amount of hotel-motel tax as part of the 3% that stays with the city and how it is being used. Mayor Taylor stated she had requested ideas for using TPD funds, and Director McDuffie plans to send a list of good tourism items.

17. Resolution 2022-14 - FY22 Budget Amendment for Additional Tourism Funds

Allison Martin, Finance Director

Mayor Taylor introduced the item, and Director Martin explained they originally budgeted \$461,394 for hotel/motel tax receipts, and YTD is \$601,000. Statutorily have a requirement to pay for that service. We have additional money that can be used for TPD. The restroom project at the visitor's center came in about double. Director McDuffie and the tourism committee can contribute another \$25,000 to the project, bringing their total to \$105,000. They have a funding gap of \$25K. Our recommendation is to put \$25,000 into the project. Councilmember Gaddis said to do it; we've talked about it for eight years.

18. 2023 Employee Benefits Program

Allison Martin, Finance Director

Matt Bidwell, MSI Benefits Group, Inc.

Mayor Taylor introduced the item and turned it over to Director Martin, who stated they received a notice from GMA in August for a 20% premium increase for employee health insurance. She added that they have been working with our broker, had taken it to market, and received one insurance company that returned with an 8% renewal. GMA has come back with some options and recommends staying with GMA based on pool benefits. We have a high loss run at 135%, and companies like 80% account for the high renewal.

The council discussed the benefits of being in a pool and the city's payment portion.

COMMENTS – PLEASE LIMIT TO THREE MINUTES

City Clerk Csukas reminded the Council of the Employee appreciation on Oct 7<sup>th</sup>. The volunteer sign-up sheet will go out via email. Also, the GMRC October Fall Conference is on October 27<sup>th</sup>, and we will supply dinner. The Christmas Party is on December 8<sup>th</sup> at Camp Glisson.

City Manager Comments- out of the office

City Attorney- no comments this evening.

#### City Council Comments

Councilmember Shirley thanked staff for the work they have going on, many projects, and things important to the community. This weekend we have significant events, including the Six Gap Bicycle Race, and the College has Boars Head weekend for Cadet Corp.

Councilmember Ariemma stated he would be out of town at the GMA training class. He noted he would not be making the walk around but to note the bottom of the telephone pole at Park St as it is uncovered, and wires are sticking out of it.

Councilmember Gaddis had no additional comments.

Councilmember Larson had no additional comments.

Councilmember Bagley stated Lumpkin County football has 4-0 with a home game this weekend, come out and support them.

Mayor Taylor had no additional comment.

#### ADJOURNMENT

Mayor Taylor called for adjournment at 5:21 pm.

Motion made by Councilmember Gaddis, Seconded by Councilmember Larson.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Shirley, Councilmember Bagley



# CITY OF DAHLONEGA

## City Council Special Called Meeting Minutes

September 19, 2022, 4:00 PM

Gary McCullough Chambers, Dahlonega City Hall

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### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ron Larson  
Councilmember Johnny Ariemma  
Councilmember Ross Shirley  
Councilmember Lance Bagley

### CALL TO ORDER AND WELCOME

Mayor Taylor called the meeting to order at 5:22 pm.

### APPROVAL OF AGENDA

Mayor Taylor called for approval of the agenda.

Motion made by Councilmember Larson, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

### NEW BUSINESS

1. Resolution 2022-15 and Intergovernmental Agreement for use and distribution of proceeds generated by the 2023 transportation special purpose local option sales tax referendum

Doug Parks, City Attorney

Mayor Taylor introduced the item and stated she would entertain a motion to approve.

Motion made by Councilmember Gaddis motion to approve Resolution 2022-15, Seconded by Councilmember Larson. There was no discussion.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Shirley, Councilmember Bagley

### ADJOURNMENT

Mayor Taylor called for a motion to adjourn at 5:23 pm.

Motion made by Councilmember Larson, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley





## CITY OF DAHLONEGA

### City Council Special Called Meeting - Amended Minutes

October 03, 2022, 6:00 PM

Gary McCullough Chambers, Dahlonega City Hall

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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.

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.

---

#### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ron Larson  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley

#### CALL TO ORDER AND WELCOME

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

#### APPROVAL OF AGENDA

Mayor Taylor thanked her colleagues for being flexible.

She called for a motion to approve the agenda.

Motion made by Councilmember Shirley, Seconded by Councilmember Larson.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Mayor Taylor commented that the Council would be discussing the LOST tax distribution and what steps they might consider taking in the best interest of our community and relationships. She requested that the Council consider approving the current distribution of 75/25 (75% County/25% City). This distribution has been in place since 1988. It has generated \$10.1 Million in tax revenues for the city over the last ten years. She expressed it was her opinion that further contention over the distribution amounts did relatively little to serve our community and may, in fact, cause more harm than good. She asked for a candid discussion and then took the steps that best served our constituents. She then thanked the Council for their dedication to the public service.

#### NEW BUSINESS

1. Executive Session- Land Acquisition, JoAnne Taylor, Mayor

Mayor Taylor called for a motion to go into Executive Session at 6:02 pm

Motion to go into Executive Session made by Councilmember Gaddis, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

The Executive session was closed at 6:37 pm with no action taken.

Mayor Taylor reopened the Special Called Meeting at 6:37 pm.

2. Local Option Sales Tax, JoAnne Taylor, Mayor

Mayor Taylor announced she had the document, and it could be signed tonight.

Mayor Taylor called for a motion to approve.

Councilmember Shirley made a motion to approve the 75% County / 25% City LOST proposal. It was seconded by Councilmember Gaddis.

Councilmember Ariemma stated that 25% was fair and that it works with the budget. Adding the whole budget is based on it.

Councilmember Larson commented he was concerned with the right way, stating the four rotary rights: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? Will it be beneficial to all concerned? He added that if we start at the base, there is no question of the City receiving the additional amount. In light of the dialogue, we can think of the option of not accepting the 75/25; therefore, the best we can do is not stir the pot; let's proceed. Councilmember Gaddis expressed his thanks to Councilmember Larson for putting us on this path. This benefits the county more than us, and they are in a situation where they need it, and we need it. We made a run at it. As the area grows, that 25% brings more. Councilmember Shirley added he did not disagree with Councilmember Larson and his concern was that he didn't see that we'd end up where we are.

City Attorney Parks offered that they review their motion as there were two parts, one to sign the agreement and the other to submit to the tax commissioner.

Councilmember Shirley amended his motion to approve the proposal by the County for the 75% County / 25% City split for the LOST distribution and to direct the Mayor to sign the Joint Agreement, approve and the Mayor sign the certificate of distribution, and then send it to the Department of Revenue Commissioner.

Seconded by Councilmember Gaddis.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Councilmember Bagley asked if this ten-year period could have no changes to it during that time. Mayor Taylor responded that it could be opened for renegotiation.

ADJOURNMENT

Mayor Taylor called for a motion to adjourn at 6:47 pm

Motion made by Councilmember Larson, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Gaddis, Councilmember Larson, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley





# Joint Proclamation

By  
Lumpkin County  
And  
The City of Dahlonega



**WHEREAS;** the City of Dahlonega and the County of Lumpkin, Georgia maintain their unique and warm sense of community as a community of choice by partnering with public and private entities to provide a safe, diverse, and economically sound environment; and

**WHEREAS;** the Community Helping Place is the largest outreach program in Dahlonega and Lumpkin County and is committed to providing basic needs such as food, clothing, medical and financial assistance to those Dahlonega and Lumpkin County residents in need, thereby enabling an economically sound environment;

**WHEREAS;** Dahlonega and Lumpkin County have a month-long Dahlonega Christmas Celebration on their ornament-strewn historic public square that is nationally recognized as a taste of a Norman Rockwell-like Christmas with an Appalachian twist; and

**WHEREAS;** the Community Helping Place's White Christmas program provides food and toys to neighbors in need during the most festive time of the year; and

**WHEREAS;** the Community Helping Place has a series of Christmas collectible ornaments that celebrate and commemorate the uniqueness of Dahlonega and Lumpkin County and will make them available to all citizens, friends and supporters in an effort to raise funds for Community Helping Place programs.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dahlonega and Lumpkin County hereby proclaim the Community Helping Place Ornament to be the **Official 2022 City of Dahlonega/ Lumpkin County Collectors Ornament.**

*Lumpkin County Georgia*

Chris Dockery, Chairman

Attest:

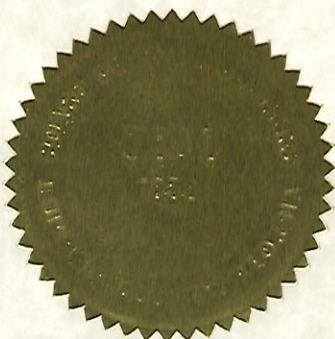
Melissa Witcher, County Clerk

*City of Dahlonega*

JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk







# Joint Proclamation

By  
Lumpkin County  
And  
The City of Dahlonega



**WHEREAS;** Mark Spraker has served as Chair of the Board of Directors for the Dahlonega-Lumpkin County Chamber of Commerce; and

**WHEREAS;** under Mark Spraker's leadership the Dahlonega-Lumpkin County Chamber distinguished itself as a catalyst for business growth, a convener of leaders and influencers, and a champion for a thriving community; and

**WHEREAS;** the work accomplished under his leadership has benefited our community through its efforts in small business growth, tourism promotion, advocacy on behalf of our community's business, and leadership development programs; and

**WHEREAS;** the Dahlonega-Lumpkin County Chamber unceasingly promotes Dahlonega-Lumpkin County for quality growth and development; and

**WHEREAS;** the business community, represented by Dahlonega-Lumpkin County Chamber, has been a driving force in fostering enhanced educational opportunities, promoting tourism, leadership development, the creation of jobs, and a positive vision of the future; and

**WHEREAS;** the Dahlonega-Lumpkin County Chamber has sought to achieve successful results for our community in a cooperative spirit with other organizations; and

**WHEREAS;** the Dahlonega-Lumpkin County Chamber has proudly represented the business community of Dahlonega-Lumpkin County; and

**WHEREAS;** the Dahlonega-Lumpkin County Chamber has been a strong partner with the City of Dahlonega and Lumpkin County in endeavors to promote and develop our local business community; and

**NOW, THEREFORE, BE IT RESOLVED** let it be known that Mark Spraker has served as an effective leader as the Chair of the Dahlonega-Lumpkin County Chamber of Commerce and Visitors Bureau Board of Directors for 2022.

*Lumpkin County Georgia*

Chris Dockery, Chairman

Attest:

*Melissa Witcher*  
Melissa Witcher, County Clerk

*City of Dahlonega*

JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk







## Ordinances and Resolutions

---

**DATE:** 9/12/2022  
**TITLE:** Ordinance 2022-12: Ordinance to allow for commercial walking tours of Mount Hope Cemetery.  
**PRESENTED BY:** Doug Parks, City Attorney

---

### AGENDA ITEM DESCRIPTION:

This ordinance allows for a tour operator to use Mount Hope Cemetery under certain conditions. All tour operators must be approved in advance by the City Council.

This ordinance also outlines certain restricted activities, other limitations, permitted times, fees, tour guide regulations, etc.

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### HISTORY/PAST ACTION:

None.

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### FINANCIAL IMPACT:

N/A

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### RECOMMENDATION:

Recommendation to approve.

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### SUGGESTED MOTIONS:

Motion to approve.

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### ATTACHMENTS:

Ordinance 2022-12

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**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 10: CEMETERIES; ARTICLE II: CITY CEMETERIES; DIVISION II: MOUNT HOPE CEMETERY AND MEMORIAL PARK CEMETERY; BY AMENDING THE EXISTING SECTION 10-118 AND INCLUDING A NEW SECTION 10-119 THROUGH 10-130.**

Short Title: "An ordinance to allow for commercial walking tours of Mount Hope Cemetery."

**WHEREAS**, the City Council of Dahlonega, Georgia desires to allow and to establish rules for commercial walking tours of Mount Hope Cemetery;

**NOW, THEREFORE**, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 10, Article II, Section 10-118 shall be amended, and Sections 10-119-10-130 shall be added to read as follows:

**Section 10-118 Approval Required.** Any tour operator seeking permission to use the Mount Hope Cemetery property must be approved in advance by the City Council. Tours may be prohibited from certain areas of the cemetery in the discretion of the City Manager or designee. The tour operator shall abide by any direction of the City Manager or designee and the specific conditions enumerated within these regulations.

**Section 10-119 Restricted Activities.** Athletic events, treasure hunting, scavenger hunting, loud gatherings, and other activities or events determined to be offensive, disrespectful, or disruptive to the dignity and character of the cemetery will not be allowed.

**Section 10-120 Limitation to Walking Tours.** Cemetery tours may be conducted only by walking. Vehicular tours are prohibited. Interment services and the opening of graves must have priority over tours; therefore, tours shall not operate at times in which graves are being opened or are open or during a period in which active interment services are being prepared for or are being conducted.

**Section 10-121 After-Hour Events/Permitted Times**

Permission may be requested for after hours tours but only for the hours between 6 pm and 10 pm. All tours must conclude and the premises vacated prior to 10 pm. City staff may join in a tour at any time. Tour guides and tour participants must have flashlights at all times after sunset.

**Section 10-122 Cemetery Tour Fees**

All walking tour providers must pay an annual fee as established by the Mayor and Council.

**Section 10-123 Cemetery Tour Guides**

All cemetery tours must have a tour guide who is responsible for the tour party. Tour guides for hire must be appropriately registered in accordance with the City Manager or designee. Tour guides must be familiar with and agree to abide by the rules and regulations that may be adopted by the City Manager or designee and any other applicable laws, ordinances, or rules.

**Section 10-124 Alcohol**

Alcohol of any type is strictly prohibited from cemetery grounds. Person(s) caught with alcohol and/or intoxicated persons will be asked to leave the cemetery. Guides, organizers, or agency representatives condoning such behavior on cemetery property may be subject to a suspension of services on cemetery grounds.

**Section 10-125 Waste Disposal**

Each tour or activity must provide its own means of waste disposal. No garbage is to be left on cemetery property. Cigarette butts are undesirable waste and are not to be littered or left on cemetery property.

**Section 10-126 Insurance**

Insurance as specified by the City Manager or designee must be provided by the walking tour company.

**Section 10-127 Restroom Facilities**

There are no rest room facilities for tours or groups within the cemeteries. Tour guides and group organizers should encourage guests to use restroom facilities prior to entering the cemetery.

**Section 10-128 Damage Reporting**

The tour guide or group organizer shall immediately report any damage to trees, shrubbery, turf, coping, lot markers, roadways, or structures caused by guests of the tour to the City Manager or designee. The tour company or group organizer will be responsible for compensating the City for any damages caused to City property.

**Section 10-129 Violations**

Any individual or organization that violates the Rules and Regulations of Municipal Cemeteries will be prohibited from holding future tours or events in the cemetery. Independent violations of the law will also be prosecuted.

**Section 10-130 Signage**

Signage shall be maintained at the entrance to Mount Hope Cemetery reflecting that a permit from the City of Dahlonega is required to be obtained by any tour company desiring to use the premises of the cemetery.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections

to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Approved: \_\_\_\_\_  
JoAnne Taylor, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk





## Ordinances and Resolutions

---

**DATE:** August 12, 2022  
**TITLE:** Ordinance 2022-13 - Cross-connection  
**PRESENTED BY:** Mark Buchanan, City Engineer & John Jarrard, JWS

---

### **AGENDA ITEM DESCRIPTION:**

Ordinance 2022-13

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### **HISTORY/PAST ACTION:**

Turnipseed Engineers was retained in 2022 to create a Cross-Connection Control/Backflow Plan and Ordinance for the City according to the EPD's direction based on their 2020 Sanitary Survey. City staff have reviewed the plan and provided comments as needed. Our legal counsel and staff reviewed the Ordinance, and the final draft is submitted for consideration. EPD approved the plan, and the City must now implement the ordinance.

---

### **FINANCIAL IMPACT:**

The costs associated with this ordinance are included in the FY23 budget.

---

### **RECOMMENDATION:**

The recommendation of staff is to approve the ordinance as submitted.

---

### **SUGGESTED MOTIONS:**

I motion to adopt Ordinance 2022-13, approving the cross-connection plan for the City of Dahlonega.

---

### **ATTACHMENTS:**

Ordinance 2022-13

Cross-connection Control Plan

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**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER: 34; TO PROVIDE FOR ENFORCEMENT OF THE CROSS-CONNECTION CONTROL PLAN INCLUDING BACKFLOW PREVENTION; TO INCORPORATE AND ADOPT BY REFERENCE THE CROSS-CONNECTION CONTROL PLAN; TO PROVIDE FOR INSPECTIONS BY THE CITY OF DAHLONEGA OR ITS DESIGNEE; TO PROVIDE FOR REQUIRED INSPECTIONS AND TESTING BY THE CUSTOMER; TO PROVIDE FOR THE ADOPTION OF CHARGES AND FEES; TO IDENTIFY VIOLATIONS; AND FOR OTHER PURPOSES.**

Short Title: “An ordinance to allow for Water System Cross-Connection Control and Backflow Prevention.”

WHEREAS, pursuant to Chapter 391-3-5-.13 of the Georgia Rules for Safe Drinking Water, the City Council of the City of Dahlonega, Georgia (“City”) desires to protect the City’s potable water supply from the possibility of contamination and pollution; and

WHEREAS, the City Council of Dahlonega, Georgia desires to promote the elimination or control of cross connections between the potable water system and non-potable water systems; and

WHEREAS, the City Council of Dahlonega, Georgia desires to provide for the maintenance of a cross-connection control program to ensure prevention of contamination or pollution of the City’s potable water systems.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 34, shall be amended by adding a new Article V which shall read as follows:

**ARTICLE V. – WATER SYSTEM CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION**

**Sec. 34-149. – Applicability**

This Ordinance applies to any customer or system supplied by the City’s public water distribution system including irrigation sprinklers, fire protection systems, residential systems, commercial, governmental and all other service connections.

**Sec. 34.-150. – Cross-Connection Control Plan**

The Mayor and Council hereby adopt the Cross-Connection Control Plan dated February of 2022 prepared by Turnipseed Engineers (the “Plan”) which is incorporated into this Ordinance by reference and made a part hereof. The City Council may, from time to time, amend the Plan by resolution. Compliance with the Plan is required by all City water service customers. The Plan shall be implemented by the City.

### **Sec. 34.-151. – Definitions**

The words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in the Plan as incorporated herein by reference, except where context clearly indicates a different meaning. For reference, the Plan's definition of cross-connection is as follows: A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water.

### **Sec. 34-152. – Enforcement**

Where cross-connections are found to exist, it shall be required by the City for the problem to be eliminated or isolated by an approved, properly installed backflow preventer or backflow device a/k/a backflow assembly or backflow prevention assembly. The terms are used interchangeably herein. The City will undertake reasonable effort to secure the voluntary cooperation of the customer in correcting the hazard through written notice. The written notice shall provide a time limit with which the customer has to install the backflow prevention assembly. The time frames shall be a maximum of 90 days for low level hazards, and a maximum of 14 days for high hazards. Failure to install the backflow prevention assembly within the time provided will result in immediate disconnection of water services until such time that an approved, properly installed backflow prevention assembly is in place. High Hazards are determined based on the potential for contamination or causing health hazards. Low Hazards are classified as pollutant or nuisance hazard only.

### **Sec. 34.-153. – Customer requirements**

- 1) The customer shall be responsible for the elimination of or protection against all cross-connections on their property. The customer shall be responsible for the payment of all fees as they relate to the City's water service agreement, or for any required permits, annual or semi-annual device testing, retesting in the case that the device fails to operate correctly, and all subsequent testing required to remain in compliance with the Plan's requirements.
- 2) In the event the required periodic testing reveals a malfunction of the backflow preventer, the customer shall be responsible for correcting the malfunction within 30 days.
- 3) The customer shall not install a bypass around any backflow preventer without the presence of a backflow preventer of the same type on the bypass, and shall install backflow preventers in a manner and type approved by the City, or in accordance with

Sec. 608 of the Georgia State Minimum Standard Plumbing Code, (International Plumbing Code).

- 4) The customer shall inform the City of any proposed or modified cross-connection and of any known cross-connection that City has not discovered.
- 5) Reduced pressure, principal backflow prevention assemblies shall not be installed in locations subject to possible flooding, including pits and/or vaults that are not provided with a gravity drain to the ground's surface capable of exceeding the discharge rate of the relief valve.
- 6) Customers having a private well or other auxiliary water supply source shall not have a cross-connection to the City's water system without a backflow preventer being installed and maintained at the water service entrance in accordance with the Plan. Such cross-connection requires prior written approval by the Cross-Connection Control Plan Manager or designees. Discovery of an uncontrolled cross-connection to an auxiliary water source will result in discontinuance of water service until a proper backflow prevention device is installed.
- 7) Any plumbing installed on the City's side of the backflow preventer for providing potable water for domestic purposes must have a City-approved backflow preventer installed.
- 8) The discovery by a customer of accidental contamination or pollution of the public water system caused by backflow or back-siphonage shall immediately be reported to the City. Failure to do so is punishable by local, state and federal law.

#### **Sec. 34.- 154. – Determination of backflow method**

The following risk factors will be evaluated by the City to aid in determining the appropriate backflow method: existence of cross-connections; nature of materials existing/handled on the property; probability of backflow occurring; complexity of the piping system; and potential for system modification.

#### **Sec. 34.- 155. – Inspections**

Inspection of properties for cross-connection hazards will be performed on a priority basis with those cross-connections deemed as high hazards being inspected first. Subsequent inspections will occur to ensure that cross-connection hazards have been corrected. Upon request from the City, customers shall be required to furnish all pertinent information regarding the property and water system. Notwithstanding inspections performed by the City, the customer is responsible for performing periodic inspections to ensure compliance with the Plan. If an inspection reveals a high hazard condition that, in the sole discretion of the City, poses an imminent risk to the public water system, water service may be immediately discontinued until the risk is remedied.

#### **Sec. 34.- 156. – Existing backflow prevention devices**

Existing backflow prevention devices currently in use shall be allowed by the City, provided the device tests satisfactorily according to the Plan. In the case of potential increased hazard, the existing backflow preventer must be upgraded to a reduced pressure, principal device or a testable double check valve, depending on the increased hazard level as determined by the City.

#### **Sec. 34.- 157. – Selection of backflow prevention devices**

The City shall have ultimate authority in determining the required type of backflow device.

#### **Sec. 34.- 158. – Approval of backflow prevention devices**

All backflow prevention devices shall be in compliance with the applicable standard of the American Society of Sanitary Engineering, the American national Standards Institute, the American Water Works Association, the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research, and the Georgia State Plumbing Code, latest edition. In the event no standard exists for a particular device, or is a derivative of one covered by a national standard, the City shall determine if the device will be allowed.

#### **Sec 34.- 159. – Installation of backflow prevention devices**

Placement of backflow prevention devices shall be in an area that provides a safe environment for testing and maintenance. The area shall be easily accessible and free from extreme cold, heat, and/or electrical hazards. Installation for containment shall be performed by a City approved licensed plumbing, mechanical, or utility contractor.

#### **Sec. 34.- 160. – Maintenance and inspection of backflow prevention devices**

Customers are responsible for regular, periodic inspections and testing of backflow prevention devices to ensure the device is functioning properly. The customer is responsible for all costs associated with the inspection and testing. Testing shall be performed immediately after installation; at least 12 months after installation, after device has been disassembled for cleaning or repairs; and when there is an indication the device is not functioning properly.

In the event a backflow preventer should fail a periodic test, the backflow preventer shall be repaired or replaced immediately, and then retested to ensure proper functioning. High hazard situations, as determined by the City, will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, the customer shall have no more than THIRTY (30) DAYS to become compliant.

Backflow prevention devices shall be tested more frequently in those instances where there is a history of failures and when the City believes additional testing is required due to the hazard involved. Failure of the customer to make required repairs within the prescribed time period will be subject to termination of water service upon written notice.

Test reports must be turned in to the City, or their designee, within THIRTY (30) DAYS of completion of the test and must include the specific location and register numbers of the device and meter. Failure to submit the report to the City, or their designee, within 30 days may result in the report being declared null and void.

**Sec.- 34-161.- Charges and fees**

The Mayor and City Council may adopt, by separate resolution, charges, surcharges and fees for application, operation, inspection, enforcement, administration and reimbursement of costs incurred pursuant to this Article. Said fee schedule shall be on file at the City's main office located at 465 Riley Road, Dahlonega, Georgia.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

EFFECTIVE DATE: October 1, 2022.

SO ORDAINED, this \_\_\_\_\_ day of September, 2022.

Approved: \_\_\_\_\_  
JoAnne Taylor, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk

**Watershed Protection Branch**

2 Martin Luther King, Jr. Drive  
Suite 1152, East Tower  
Atlanta, Georgia 30334  
404-463-1511

August 30, 2022

Mr. Lamar Rogers, P.E.  
Turnipseed Engineers  
2255 Cumberland Parkway  
Building 400  
Atlanta, Georgia 30339

Re: **Cross-Connection Control Plan Approval Letter**  
City of Dahlonega (WSID# 1870000)  
Lumpkin County

Dear Mr. Rogers,

The Georgia Environmental Protection Division (EPD) Drinking Water Permitting and Engineering Unit has reviewed the Cross-Connection Control Plan and related documents.

Based on a thorough review, the Program meets Section 391-3-5-.13 of the Georgia Rules for Safe Drinking Water, Part 12.8 Cross Connection of the Georgia Minimum Standards for Public Water System Revised March 2021. Although the program has been approved, the water system must adhere to the following conditions:

- The Program must be implemented immediately upon receipt of approval as required by Rule 391-3-5-.13(4) of the Georgia Rules for Safe Drinking Water.
- The Backflow and Cross Connection devices used within the distribution system must be in conformance with American Water Works Association (AWWA), Manual 14, and the U.S. Environmental Protection Agency (EPA) Cross-Connection Manual as required by Rule 391-3-5-.13(5) of the Georgia Rules for Safe Drinking Water.
- The water system must maintain records as required by Rule 391-3-5-.13(9) of the Georgia Rules for Safe Drinking Water.

One copy of the approved Cross-Connection Control Program is retained, and another stamped copy will be sent to the water system.

If you have any questions, please contact this office at the number below.

Sincerely,



Hilda Iyasele  
Environmental Engineer  
Drinking Water Permitting & Engineering Program  
470 524 0622  
[Hilda.Iyasele@dnr.ga.gov](mailto:Hilda.Iyasele@dnr.ga.gov)

cc: Peter C. Nwogu, Unit Manager, DWPEP, EPD  
Mark Buchanan, City Engineer, City of Dahlonega  
John Jarrard, Water Superintendent, City of Dahlonega  
File WSID# 1870000 DWPEP



# **CROSS-CONNECTION CONTROL PLAN**

**FOR THE**

**CITY OF DAHLONEGA, GEORGIA**

**FEBRUARY 2022  
PROJECT NO. 212434**



ATLANTA  
AUGUSTA  
ST. SIMONS ISLAND

# **CROSS-CONNECTION CONTROL PLAN**

**FOR THE**

**CITY OF DAHLONEGA, GEORGIA**

**FEBRUARY 2022  
PROJECT NO. 212434**

*Prepared by:*



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## I. Purpose

The purpose of this plan is to protect the City of Dahlonega's (the City) potable water supply from the possibility of contamination or pollution by isolating such contaminants or pollutants that could backflow into the potable water system; and to promote the elimination or control of existing cross connections, actual or potential, between the potable water system and non-potable water systems and plumbing fixtures; and to provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination or pollution of the City's potable water systems.

As water is transported to the customer, opportunities exist for unwanted substances to contaminate it. One common means for such contamination is by backflow of non-potable fluids through cross-connections into the potable water system. All users of the system, and workmen associated with the system, must be aware of this problem and constantly be alert to any connection to the system which may allow such a cross-connection and what preventative measures can be taken to ensure a safe, potable water supply.

## II. Authority

The Georgia Environmental Protection Division (EPD) requires the City of Dahlonega, Georgia to have a Cross-Connection Control Plan for the elimination and prevention of all cross connections to the public water system in accordance with the Georgia Rules for Safe Drinking Water, Chapter 391-3-5-.13.

### III. Applicability

The provisions of the Cross-Connection Control Plan for backflow prevention by isolation and containment are applicable to any customer or system supplied by the public distribution system including irrigation sprinklers, fire protection systems, residential systems, and other service connections.

## **IV. Responsibilities**

### **A. City of Dahlonga, Georgia**

The City is responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the water service connection. If, in the judgment of the City, an approved backflow device is required at the City's water service connection to any customer's premises, the City shall give notice in writing to said customer to install an approved backflow prevention device at each service connection to his premises. This responsibility extends throughout the distribution system to the service connection, applying to new construction as well as existing customers and situations.

### **B. Customer**

The customer is responsible for complying with the Cross-Connection Control Plan regulations including maintenance, testing, and reporting on certain devices. When required, customers are to allow onsite inspections to verify compliance with the City's Cross-Connection Control Plan. The customers also have the dual responsibility for protecting the water in their own system from degradation due to conditions originating on their premises and for protecting the quality of water in the public distribution system. Cross-connections, created and maintained by the customer for his convenience, endanger the health and safety of all who depend upon the public water supply. Therefore, the customer who creates a cross-connection problem shall bear the expense of providing necessary backflow protection and for keeping the protective measures in good working order.

### **C. Certified Backflow Tester**

All required field testing shall be performed by persons who are certified in the testing of backflow prevention assemblies by the Georgia Statewide Backflow Prevention Assembly Certification Program, as approved by the EPD, the American Society of Sanitary Engineers (ASSE), or the University of Florida

TREEO Center. All repairs or replacements on a failed device shall be completed within 30 days of failure or notification by City, whichever occurs first.

**D. Cross-Connection Control Plan Manager**

The Cross-Connection Control Plan Manager or their designee may suspend or impose probationary provisions to a certified tester found guilty of fraud or deceit or who fails to comply with any provision or requirement of the Cross-Connection Control Plan and for gross negligence, incompetence or misconduct in the practice of backflow installation, testing, repair or replacement.

**E. Gauge Accuracy**

Gauges used in the testing of backflow prevention assemblies shall be tested for accuracy annually in accordance with the *University of Southern California Manual of Cross-Connection Control* or *American Water Works Association Manual 14*. Testers shall include test gauge serial numbers on “Test and Maintenance” report forms.



## V. Definitions

### A. **Approved**

Accepted by the City as meeting an applicable specification stated or cited in this Plan, or as suitable for the proposed use

### B. **Approved Tester**

An independent contractor who is certified and approved by the City to test backflow assemblies for the City's customers. Approved Testers are trained on Plan requirements and work within these requirements to facilitate accurate and consistent backflow prevention testing for customers.

### C. **City**

City of Dahlonega, Georgia

### D. **Backflow**

The reversal of the normal direction of flow of water caused by either backpressure or back-siphonage.

### E. **Backflow Preventer, Backflow Device, Backflow Assembly**

The terms above, for the purposes of this Plan, are used interchangeably. All are a mechanical means designed to prevent backflow or back-siphonage. Most commonly categorized as air gap, reduced pressure, principal device, double check valve assembly, pressure vacuum breaker, atmospheric vacuum breaker, hose bibb vacuum breaker, residential dual check, double check with intermediate atmospheric vent, and barometric loop.

1. **Air-Gap** – The unobstructed vertical distance through free atmosphere between the lowest point of a water supply outlet and the flood level rim of the fixture or assembly into which the outlet discharges. These vertical, physical separations must be at least twice the diameter of the water supply outlet, but never less than 1-inch (25 mm).
2. **Atmospheric Vacuum Breaker** – A device which prevents back-siphonage by creating an atmospheric vent when there is either a negative pressure or sub-atmospheric pressure in a water system

3. Barometric Loop – A fabricated piping arrangement rising at least 35-feet at its topmost point above the highest fixture it supplies. It is utilized in water supply systems to protect against back-siphonage
4. Double Check Valve Assembly (DCV) – An assembly of two (2) independently operating spring-loaded check valves with tightly closing shut off valves on each side of the check valves, plus properly located resilient-seated test cocks for the testing of each check valve
5. Double Check Valve with Intermediate Atmospheric Vent – A device having two (2) spring loaded check valves separated by an atmospheric vent chamber
6. Hose Bibb Vacuum Breaker – A device which is permanently attached to a hose bibb and which acts as an atmospheric vacuum breaker
7. Pressure Vacuum Breaker – A device containing one or two independently operated spring-loaded check valves and an independently operated spring-loaded air inlet valve located on the discharge side of the check or checks. Device includes tightly closing shut-off valves on each side of the check valves and properly located test cocks for the testing of the check valve(s).
8. Reduced Pressure Principal Backflow Preventer (RPZ) – An assembly consisting of two (2) independently operating approved check valves with an automatically operating differential relief valve located between the two (2) check valves, tightly closing shut-off valves on each side of the check valves plus properly located test cocks for the testing of the check valves and the relief valve.
9. Residential Dual Check – An assembly of two (2) spring-loaded, independently operating check valves without tightly closing shut-off valves and test cocks. Generally employed immediately downstream of the water meter to act as a containment device.

**F. Backpressure**

A pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, air/steam pressure, or any other means, which may cause a backflow

**G. Back-Siphonage**

Backflow caused by a negative or reduced pressure in the supply piping

**H. Containment**

Installation of an appropriate device at the service connection to prevent backflow or back-siphonage

**I. Contaminant**

A substance that will impair the quality of the water to a degree that it creates a serious health hazard to the public leading to potential poisoning or the spread of disease

**J. Contamination**

An impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality and creates a health hazard

**K. Cross-connection**

A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water.

**L. Cross-Connection Control Plan Manager**

Authorized representative of the City of Dahlonega who shall administer the Cross-Connection Control Plan

**M. Cross-connection Non-Pressure Type**

A low inlet installation where a potable water supply pipe is connected or extended below the overflow rim of a receptacle or an environment that does not contain potable water and which is at atmospheric pressure

**N. Cross-connection Pressure Type**

An installation where a potable water supply pipe is connected to a closed vessel or a piping system that does not contain potable containment water and which is above atmospheric pressure

**O. Customer**

Any and all persons, including any individual firm or association, and any municipal or private corporation organized or existing under the laws of this or any other state or county having a service connection to the City's public water supply

**P. Fixture Isolation**

A method of backflow prevention in which a backflow preventer is located to correct a cross-connection at an inside location rather than at a water service entrance

**Q. Isolation**

Installation of an appropriate device at the source of a cross-connection on a premises to prevent backflow or back-siphonage

**R. Person**

Any and all persons, including any individual firm or association, and any municipal or private corporation organized or existing under the laws of this or any other state or county

**S. Pollutant**

A non-toxic substance that if introduced into the potable water supply would be objectionable but would not create a health hazard

**T. Public Water Supply**

Water distribution system for selling or furnishing water and being recognized by the Georgia Department of Natural Resources, Environmental Protection Division as the public water supply

**U. Service Connection**

The terminal end of a service connection from the potable water supply where the City relinquishes jurisdiction and sanitary control over the water at its point of delivery to the customer's water system.

## VI. Public Awareness Efforts

The City of Dahlonega recognizes the importance to inform its customers of the health hazards associated with cross-connections and to acquaint them with the Plan being pursued to safeguard the quality of water being distributed. The water system will seek to use every practical means available to acquaint customers with the health hazards associated with cross-connections in an effort to get cooperation. General methods that the Cross-Connection Control Plan Manager may use to inform customers of the potential dangers from illegal and improper cross-connection are provided below.

- A.** Providing customers information about cross-connection control and backflow prevention by individual pamphlets or through a notice in the local newspaper;
- B.** Providing a brochure to all new customers requesting water service describing cross-connections and prevention of backflow;
- C.** Display posters at the counter where the water bills are paid one month out of the year;
- D.** Personal visits to commercial, industrial, institutional, and agricultural customers to explain the need for controlling cross-connections;
- E.** Whenever possible, any such potential customer will be informed of needed cross-connection measures in the design or construction stage.

## VII. Requirements

### A. City

1. The City shall review all plans for new construction.
2. The City shall advise customers of regulations in advance and determine that appropriate protection measures and devices are proposed. Devices required by the City will be installed at the developer, builder, or customer's expense.
3. New construction will be inspected by the City to determine that individual cross-connections are isolated from the public water supply.
4. The City will inspect all new service connections for cross-connection control compliance, determine the degree of hazard to the public supply and assign the customer to a risk category. The City will refuse service in cases of non-compliance.
5. The City Cross-Connection Control Plan Manager or duly authorized representative will be responsible for performing on-site inspections, record keeping, and sending notifications to customers.
6. The Cross-Connection Control Plan Manager or duly authorized representative will identify by onsite inspection those existing customers or connections to the public supply which represent potential hazards.
7. Customers will be identified as low hazard or high hazard. Hazard levels will be assigned with respect to the likelihood and consequence of backflow on the site.
8. Letters will be mailed to identify potential cross-connection customers defining cross-connections and indicating that the City intends to restrict such connections by requiring the installation of backflow prevention devices. The City will provide assistance to the owner by providing a listing of persons or companies approved by the Cross-Connection Plan Control Manager to install and test backflow prevention devices.

9. The City shall ensure that bypass piping installed around any approved backflow preventer is equipped with a backflow preventer providing an equivalent level of protection.
10. The City shall deny or discontinue water service to a consumer if a required backflow prevention device is not installed or properly maintained. Water service shall not be restored to such premises until the deficiencies have been corrected or eliminated to the satisfaction of the supplier and the EPD. All connections shall be maintained in accordance with the Georgia State Minimum Standard Plumbing Code (International Plumbing Code).

**B. Customer**

1. The customer shall be responsible for the elimination or protection of all cross-connections on his premises.
2. The customer shall correct any malfunction of the backflow preventer which is revealed by periodic testing within thirty (30) days.
3. The customer shall inform the City of any proposed or modified cross-connections and also any existing cross-connections of which the customer is aware but has not been found by the City.
4. The customer shall not install a bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Customers who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
5. The customer shall install backflow preventers in a manner approved by the City or the Georgia State Minimum Standard Plumbing Code (International Plumbing Code), Section 608, latest edition.
6. The customer shall install only backflow preventers approved by the City.
7. Reduced pressure, principal backflow prevention assemblies shall not be installed in any location subject to possible flooding. Included are pits



and/or vaults which are not provided with a gravity drain to the ground's surface that is capable of exceeding the discharge rate of the relief valve.

8. Any customer having a private well or other private (auxiliary) water source cannot have a cross-connection to the City's water system unless a backflow preventer is installed and maintained at the water service entrance in accordance with the City's Cross-Connection Control Plan and having first received written approval by the City's Cross-Connection Control Plan Manager or his designee.
9. In the event the customer installs plumbing to provide potable water for domestic purposes which is on the City's side of the backflow preventer, such plumbing must have its own City-approved backflow preventer installed.
10. The customer shall be responsible for the payment of all fees as they relate to the City's water service agreement, or for any required permits, annual or semi-annual device testing, retesting in the case that the device fails to operate correctly, and all subsequent device retesting required to remain in compliance with this Plan's requirements.

## VIII. Implementation

This Plan shall be implemented in compliance with Georgia Rules for Safe Drinking Water (391-3-5-.13), Section 608 of the Georgia State Minimum Standard Plumbing Code (International Plumbing Code), the Southern Building Code Congress International, and AWWA Manual 14 for all connections to the public water system.

The Plan shall be implemented to ensure that any uncontrolled customer cross-connections are eliminated in order of priority based on the degree of potential hazard as described below:

### A. High Hazard (Contamination or Health Hazard)

1. Agriculture where fertilizers, herbicides or pesticides are used
2. Cooling Systems where chemical protective additives are used
3. Industries where a **high hazard** process is involved
4. Carwashes
5. Hospitals, sanitariums, clinics, morgues, mortuaries, veterinarians and other medical facilities
6. Water and wastewater treatment plants
7. Laundries and dry cleaners

### B. Low Hazard (Pollutant or Nuisance Hazard Only)

1. Commercial Buildings: Hotels, motels, mobile home parks, multi-story offices, other facilities with 15 or more units connected through one service
2. Food Services, Food Processing, Dairies, Food Storage, Restaurants: Where a potential health hazard exists, facilities should be classified as **high hazard**.
3. Irrigation Systems, except where chemicals are injected thus creating a **high hazard**
4. Education Facilities

5. Industries where no **high hazard** processes are involved
6. Service Stations and Garages
7. Residential including multifamily with less than 15 units
8. Small, single-level commercial

The following risk factors will be evaluated independently by City staff to aid in the determination of the appropriate backflow method:

1. The existence of cross-connections
2. The nature of the materials handled on the property
3. The probability of backflow occurring
4. The degree of piping system complexity
5. The potential for system modification

## IX. Scheduling Inspections

The selection of existing premises for cross-connection surveys will be made on the basis of suspected hazard. In general, those customers suspected of having the **high hazard** cross-connections will be investigated first. Investigations shall continue until all premises considered likely to have cross-connection problems have been investigated. Follow-up visits will be made to ensure that all customers having problems are in compliance.

The customer, upon request, shall furnish the City all pertinent information regarding the water system on such premises where backflow and / or back siphonage are deemed possible through uncontrolled plumbing cross-connections. Nothing herein shall relieve the customer of the responsibility for conducting periodic surveys of water use practices on their premises to determine whether there are actual or potential uncontrolled cross-connections.

Facilities considered to pose an actual or potential threat to the public water system will be subject to inspection by a representative of the City. Inspections will focus on plumbing outlets and potential contaminants or pollutants within the facility. Information gathered will be used to determine the degree of connection and any cross-connections within the premises. If the premises is a government classified or other type of high security facility that prohibits inspection by City personnel, maximum (RPZ) protection at the service is required.

If a facility is found not to be in full compliance with the plumbing code or any part of this Plan, maximum (RPZ) protection at the service line connection may be required. If a customer is found to be in violation of one or more parts of this Plan, water service may be discontinued following proper notice. If the City discovers a **high hazard** condition that is considered, in the sole discretion of the City, an imminent risk to the public water system, service may be immediately discontinued until the hazardous condition has been remedied.

In the event of accidental contamination or pollution of the public water system due to backflow or back-siphonage, the customer, if aware, shall immediately notify the City so that appropriate containment measures may be implemented. Failure to report a backflow condition is a criminal offence punishable by local, state and federal law.

## **X. Water From Other Sources**

In no case shall a customer's water system be configured so that the public water supply is interconnected with another source of water such as a well or reservoir without proper protection. Upon discovery of an uncontrolled interconnection between another water system and the public water system, water service will be discontinued until the appropriate backflow prevention device is installed. Booster pumps installed and connected to a customer's water system must be approved and permitted by the City, and such pumps shall be equipped with a low pressure cut-off device designed to shut off the pump when the suction pressure feeding the pump drops below a predetermined level. All vehicles that use fire hydrants connected to the public water system to fill or flush equipment (i.e., tanker trucks, spray trucks) must be equipped with an approved and tested backflow prevention device or air gap and be permitted by the City.

## XI. Enforcement

Where cross-connections are found to exist, the City of Dahlonega will require the problem to be eliminated or isolated by a properly installed, approved backflow prevention assembly to prevent the possibility of backflow into the distribution system. Such protective measures will include a backflow prevention assembly on the customer's water service line ahead of any water outlets. Every effort will be made to secure the voluntary cooperation of the customer in correcting cross-connection hazards. If voluntary action cannot be obtained with time set forth by written notice (90 days maximum for high and low hazard, 14 days maximum for high-risk **high hazards**) to the customer, water service will be discontinued until Cross-Connection Control Plan requirements are satisfactorily met for the protection of the health and safety of the water distribution system.

## **XII. Existing In-Use Backflow Prevention Devices**

Any existing backflow preventer shall be allowed by the City to continue in service provided the device tests satisfactorily as required under this Plan. Where the degree of backflow hazard has increased, as in the case of a residential installation converting to a business establishment, any existing backflow preventer must be upgraded to either a reduced pressure, principal device or a testable double check valve assembly depending on the increased hazard level as determined by the City.



### XIII. Selection of Backflow Prevention Devices

Vacuum breakers and backflow preventers shall be selected based on the level of risk that each customer represents. The level of risk (high or low) will be determined by the degree of hazard and the type of cross-connection on each premise. The degree of hazard shall be determined by whether the impurities involved are contaminants or pollutants and whether it is a non-pressure or pressure cross-connection (see Definitions Section).

A minimum air gap, vacuum breaker or backflow preventer may be used to protect non-pressure connections. Pressure connections require an approved backflow prevention device. **The City shall have ultimate authority in determining the required type of backflow device.**

NOTE: Irrigation systems serve an environment that is open to the atmosphere and would not be classified as a pressure type cross-connection. However, due to the special nature of this installation, minimum protection against backflow shall include a testable double check backflow preventer. If chemical injection systems are present, an RPZ preventer is required.

- A.** Backflow preventers shall be sized the same as the service line serving the facility.
- B.** Materials used to manufacture the backflow preventer shall be bronze, stainless steel or an equally non-corrosive material and assembled with bolts that are resistant to electrolysis.
- C.** A brass identification tag shall be provided and attached securely to the valve body by corrosion resistant mechanical fasteners. The information on the tag shall include the following:
  - 1. Manufacturer, type and model
  - 2. Maximum working pressure
  - 3. Maximum working temperature

4. Direction of flow, inlet and outlet pipe size
5. Date of manufacturer
6. Serial number

#### C. RPZ Backflow Devices

RPZ backflow devices shall be used on all **high hazard** level service connections, except where sufficient air gap is provided. RPZ preventers shall meet the following specifications:

1. The ¾" to 2" unit shall include a full-port ball valves with Teflon seats on the inlet and outlet sides with a union or swivel coupling nut between the backflow preventer and each valve. The 3" and larger backflow preventer shall be provided with flanged resilient seat outside screw and yoke gate valve near the inlet and outlet sides of the backflow preventer. Three brass ball valve test cocks in the vertical position fitted with brass or plastic plugs and a fourth test cock on the upstream side of the inlet shutoff valve shall be provided. Replacement seats shall be used.
2. A bronze strainer shall be installed immediately upstream of the backflow preventer.
3. The backflow preventer shall be readily accessible for inspection and testing and no more than 4' from centerline to floor grade.

#### D. Vacuum Breakers

Vacuum breakers shall be corrosion resistant.

#### E. Dual Check Valve

Dual check valve units may be used on residential and small commercial systems that do not utilize chemical injection equipment. These units are typically used on ¾" and 1" service connections. The preventer shall have a bronze-body with one

female union. The union adapter shall be provided with wrench flats to facilitate tightening.

**F. Double Check Valve**

Double check valve units may be used on low hazard level service connections including irrigation systems without chemical injection. The following characteristics are required:

1. The ¾" to 1" unit shall include a full-port ball valve with Teflon seats on the inlet and outlet sides with a union or swivel coupling nut between the backflow preventer and each valve. The 3" and larger backflow preventer shall be provided with flanged resilient seat outside screw and yoke gate valve near the inlet and outlet sides of the backflow preventer. Three brass ball valve test cocks in the vertical position fitted with brass or plastic plugs and a fourth test cock on the upstream side of the inlet shutoff valve shall be provided.

## **XIV. Approval of Backflow Prevention Devices**

All backflow-prevention devices shall be approved in accordance with the applicable standard of the American Society of Sanitary Engineering, the American National Standards Institute, the American Water Works Association, the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research, and the Georgia State Plumbing Code.

**EXCEPTION:** If no standard yet exists for a particular device, or if the device is a derivative of one covered by a national standard, the City shall determine whether the device will be allowed.

### **A. Manufacturers and Models**

1. Dual Check Backflow Preventers
  - a. Dual check backflow preventers shall be in-line accessible, straight cartridge style dual check valve.
  - b. Acceptable Manufacturers: The Ford Meter Box Company, Inc. or City of Dahlonega approved equal.
    - i.  $\frac{3}{4}$ " Dual Check Backflow Preventer, Model HHCH31-323
    - ii. 1" Dual Check Backflow Preventer, Model HHCH31-344
    - iii. A.Y. McDonald, Model 111-3JE-43 or 111-3JE-44
    - iv. 1" Dual Check Backflow Preventer, Model HHCH31-344
2. Double Check Backflow Preventers
  - a. Double check backflow preventer shall be in accordance with ASTM C510.
  - b. Acceptable Manufacturers:
    - i.  $\frac{3}{4}$ " to 2" Double Check Backflow Preventers
      - Ames Fire & Waterworks, Series 2000B
      - Watts Water Technologies, Series 007

- Wilkens / Zurn, Model 350
- City of Dahlonega approved equal
- ii. 2½" to 10" Double Check Backflow Preventers
  - Ames Fire & Waterworks, Series 2000SS-OSY
  - Watts Water Technologies, Series 774-OSY
  - Wilkens / Zurn, Model 350-OSY
  - City of Dahlonega approved equal
- 3. Reduced Pressure Zone (RPZ) Backflow Preventers
  - a. Reduced pressure zone backflow preventers shall be in accordance with ASTM C511.
  - b. Acceptable Manufacturers:
    - i. ¾" to 2" RPZ Backflow Preventers
      - Ames Fire & Waterworks, Series 4000B
      - Watts Water Technologies, Series 009
      - Wilkens / Zurn, Model 375
      - City of Dahlonega approved equal
    - ii. 2½" to 10" RPZ Backflow Preventers
      - Ames Fire & Waterworks, Series 4000SS-OSY
      - Watts Water Technologies, Series 994-OSY
      - Wilkens / Zurn, Model 350-OSY
      - City of Dahlonega approved equal

## **XV. Installation of Backflow Prevention Devices**

Location of all backflow-prevention devices shall be in an area that provides a safe working environment for testing and maintenance. This area shall be readily accessible and free from extreme cold, heat, and/or electrical hazards. Installations for containment shall be determined by a duly licensed plumbing, mechanical, and/or utility contractor; and as approved by the City.

Installation of all backflow-prevention devices shall be in accordance with the Georgia State Plumbing Code, other applicable codes and regulations, and the following procedures:

### **A. Backflow Preventer, Low Risk Category, Dual Check Valve (DuCV)**

This device shall not be buried in earth but may be installed below ground in a meter box. A positive shut-off valve and union shall be near the inlet side of the device. When the device is installed below ground, shut-off valves and unions shall be on both sides. Installers shall ensure all containers are of adequate size to accommodate future required testing, inspection and maintenance. City staff may require that inadequate or undersized containers be upgraded at owner's expense.

### **B. Backflow Preventer, Low Risk Category, Double Check Valve (DCV)**

This device shall not be buried in earth but may be installed below ground in a concrete vault or other structure as approved by City staff, provided ball valve test cocks fitted with brass plugs are used. A positive shut-off valve shall be near the inlet and outlet sides of the device, and three ball valve test cocks provided on the device. A fourth test cock shall be provided on the upstream side of the inlet shut-off valve. When below ground, a union or flange shall be near the inlet and outlet sides. No intervening connections shall be between the shut-off valves and the backflow preventer.

### **C. Backflow Preventer, High Risk Category, Reduced Pressure Zone (RPZ)**

This device shall not be installed below ground. Where relief valve discharge could cause water damage, it shall be piped via an air gap or funnel at the

vent/relief port to a floor drain or other approved location. A positive shut-off valve shall be near the inlet and outlet sides of the device, and the three approved test cocks provided on the device. A fourth test cock shall be provided on the upstream side of the inlet shut-off valve. A bronze strainer with 20-mesh stainless steel screen shall be included between the inlet shutoff valve and the device on sizes through 2-½ inch. No intervening branch connection(s) shall be between the shut-offs and the backflow preventer. When the RPZ is installed in a line subject to periodic no flow conditions and supply pressure subject to fluctuations, an auxiliary directional check with soft disc, capable of functioning in any position the backflow preventer might be installed in, shall be provided between the inlet shut-off valve and the backflow preventer head to lock the supply pressure in, and prevent discharge through the vent/relief port. When a water pressure reducing valve is required in the same line with the RPZ device, it is usually possible to locate the reducing valve upstream of the device and take advantage of the check valve effect of the reducing valve. In such case, the auxiliary directional check would not be required.

**D. Vacuum Breaker, Atmospheric Type (VB-AT)**

This device shall be installed at least 6-inches above the highest outlet or the overflow level on the non-potable system. It shall be installed downstream of the last shut-off valve.

**E. Vacuum Breaker, Pressure Type (VB- PT)**

This device shall be installed at least 12-inches above the highest outlet or the overflow level on the non- potable system. It may be installed upstream of the last shut-off valve.

**F. Vacuum Breaker, Bose Type (VB-HT)**

This device shall be installed directly on the hose threads. It is not an integral part of the valve. It may not be subjected to continuous pressure, static or flowing, nor shall it be attached to a freeze-proof type hydrant unless it is a model specifically designed for this service.

#### **G. Backflow Preventer, Vent Type, Intermediate Atmospheric (BFPIAV) Vent**

This device shall not be installed below ground. Where relief valve discharge could cause water damage, it shall be piped via an air gap or funnel at the vent/relief port to a floor drain or other approved location. A positive shut-off valve shall be near the inlet and outlet sides of the device. A bronze strainer with 20-mesh stainless steel screen shall be included between the inlet shut-off valve and the device.

A thermal expansion control device shall be installed between a backflow preventer and a water heater to limit the static pressure increase due to thermal expansion of the heated water. The installation of this device shall be in accordance with the Plumbing Code and is the sole responsibility of the customer. The City is not responsible for damage occurring inside the customer's water system due to thermal expansion.

#### **H. Vaults**

Vaults containing a backflow preventer shall be installed as close as practical to the property line to the premises. Vaults shall be precast concrete in accordance with ASTM C478. Concrete compressive strength shall be 4,000 PSI @ 28 days. Vault shall have tongue and groove joints with preformed butyl joint sealant. The bottom shall be a 4" poured concrete slab on top of 4" #57 compacted stone. Meter vault and valve vaults shall have a minimum 48" x 48" aluminum access hatch. Access hatch shall be hinged with tamperproof bolts, shall have automatic hold open arm, shall have flush aluminum drop handle, and shall have a staple for padlock. All hardware shall conform to City Development Regulations or be Type 316 stainless steel as a minimum. Access hatch shall be U.S.F. Fabrication Model APD300, or City of Dahlonega approved equal. Inlet and outlet piping shall be sealed with grout or mortar. Pipe must not support pipe. Thrust blocking and bitumastic coated tie rods are required in accordance with standard water pipe installation practices. The backflow preventer should be supported at a minimum of three points with pipe stands. All pipe and fittings must be ductile iron or installed in accordance with the current City Development Regulations.



## **XVI. Maintenance and Testing of Backflow Prevention Devices**

Since all mechanical devices are subject to failure, periodic inspections are needed to ensure that they are functioning properly. High risk customers with reduced pressure zone (RPZ) backflow preventers and low risk customers with double check valve (DCV) backflow preventers shall have the devices tested. This testing shall be done at the owner's expense.

Testing shall be performed as follows:

- Immediately following installation
- At least every 12 months after installation
- Any time assemblies have been partially disassembled for cleaning and/or repair and
- Where there is indication that the unit may not be functioning properly (i.e. excessive or continuous discharges from relief valve, chatter, or vibration of internal parts)

The Cross-Connection Control Plan Manager shall keep records of the testing, maintenance and repair of all approved backflow preventers within the City's system, and the Manager or his designee shall send out notices to customers when annual inspections come due.

Any backflow preventer which fails during a periodic test shall be repaired or replaced. When repairs are necessary, upon completion of the repair the device will be re-tested at customer's expense to insure correct operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date of not more than thirty (30) days after the test date will be established. The customer is responsible for spare parts, repair tools, or a replacement device. Parallel installation of two (2) devices is an effective means of the owner to ensure that uninterrupted water service during testing or repair of devices and is strongly recommended when the customer desires such continuity.

Backflow prevention devices shall be tested more frequently than specified above, in cases where there is a history of test failures and the City believes that due to the degree of hazard involved, additional testing is warranted. Cost of the additional tests shall be borne by the customer. Failure of the customer to repair, replace or test a backflow device within the thirty (30) day time frames outlined in this Plan shall subject the customer's premises water service to termination after written notification by the City.

Test report must include specific location of the device and meter. Device and meter register numbers must be included as well. ALL reports must be submitted to the City, or their designee, within 30 days of the test date. Test reports not submitted within 30 days of the test date might be considered null and void.

## **XVII. Record Maintenance**

The City, or their designee, shall maintain records of the following for a minimum of three (3) years:

- A. Most current hazard assessment, conducted pursuant to Section 608 of the Georgia State Minimum Standard Plumbing Code (International Plumbing Code)
- B. Locations and types of backflow protection and associated hazards
- C. Results of all backflow prevention assembly field testing and air gap inspections
- D. Repairs made to, or replacement or relocation of, backflow protection

The City shall notify the Division of any known incident of backflow into the public water system as soon as possible but no later than the end of the next business day upon discovery of the incident. If requested to do so by the Division, the City shall submit a written report of the incident describing the nature and severity of the backflow, the actions taken by the City in response to the incident, and the action plan intended to prevent such incidents in the future.

## **XVIII. Fire Protection**

1. The backflow preventer shall match the size of the required fire line connection.
2. The metered bypass line on the DCV shall be a ¾" copper pipe and include a bronze detector meter and a ¾" DCV backflow preventer.
3. The device and valve bodies shall be equivalent to cast iron, coated inside and out with FDA approved fused epoxy coating and assembled with corrosion resistant bolts. All other components shall be of bronze or equivalent corrosion resistant materials.
4. The backflow preventer shall not be buried in earth but installed below ground in a concrete vault and as close as practical to the property line of the premises.
5. Note: Under no circumstances should a domestic or other non-fire related tap be made on the fire line system.

# Appendix

**City of Dahlonega, Georgia  
Test and Maintenance Report  
Backflow Prevention Assemblies**

Name of Premise: \_\_\_\_\_

Street Address: \_\_\_\_\_

Location of Device: \_\_\_\_\_

Service: \_\_\_\_\_ Potable: \_\_\_\_\_ Fire: \_\_\_\_\_ Irrigation: \_\_\_\_\_ Other: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Size: \_\_\_\_\_

☐RP ☐DC ☐PVB ☐AVB ☐AG

Pressure Drop Across First Check Valve: \_\_\_\_\_ PSI

	CHECK VALVE #1	CHECK VALVE #2	DIFFERENTIAL PRESSURE RELIEF VALUE	PRESSURE VACUUM BREAKER
INITIAL TEST	1. LEAKED 2. CLOSED TIGHT <input type="checkbox"/>	1. LEAKED 2. CLOSED TIGHT <input type="checkbox"/>	OPENED AT _____ DID NOT OPEN <input type="checkbox"/>	AIR INLET OPENED AT PSI DID NOT OPEN <input type="checkbox"/>
R E P A I R S	CLEANED <input type="checkbox"/>	CLEANED <input type="checkbox"/>	CLEANED <input type="checkbox"/>	CHECK VALVE: _____ PSI
	REPLACED:	REPLACED:	REPLACED:	LEAKED <input type="checkbox"/>
	RIBBER PARTS KIT <input type="checkbox"/>	RIBBER PARTS KIT <input type="checkbox"/>	RIBBER PARTS KIT <input type="checkbox"/>	CLEANED <input type="checkbox"/>
	C. V. ASSEMBLY <input type="checkbox"/>	C. V. ASSEMBLY <input type="checkbox"/>	C. V. ASSEMBLY <input type="checkbox"/>	
	OR	OR	OR	
	DISC <input type="checkbox"/>	DISC <input type="checkbox"/>	DISC <input type="checkbox"/>	
	O-RINGS <input type="checkbox"/>	O-RINGS <input type="checkbox"/>	O-RINGS <input type="checkbox"/>	REPLACED:
	SEAT <input type="checkbox"/>	SEAT <input type="checkbox"/>	SEAT <input type="checkbox"/>	C. V. ASSEMBLY <input type="checkbox"/>
	SPRING <input type="checkbox"/>	SPRING <input type="checkbox"/>	SPRING <input type="checkbox"/>	DISC. AIR INLET <input type="checkbox"/>
	STEM/GUIDE <input type="checkbox"/>	STEM/GUIDE <input type="checkbox"/>	STEM/GUIDE <input type="checkbox"/>	DISC. C. V. <input type="checkbox"/>
	RETAINER <input type="checkbox"/>	RETAINER <input type="checkbox"/>	RETAINER <input type="checkbox"/>	SPRING <input type="checkbox"/>
	LOCK NUTS <input type="checkbox"/>	LOCK NUTS <input type="checkbox"/>	LOCK NUTS <input type="checkbox"/>	RETAINER <input type="checkbox"/>
	OTHER <input type="checkbox"/>	OTHER <input type="checkbox"/>	OTHER <input type="checkbox"/>	GUIDE <input type="checkbox"/>
			O-RING <input type="checkbox"/>	
			OTHER <input type="checkbox"/>	
FINAL TEST	CLOSED TIGHT <input type="checkbox"/>	CLOSED TIGHT <input type="checkbox"/>	OPEN AT _____ LBS REDUCED PRESSURE	SATISFACTORY <input type="checkbox"/>

NOTE: ALL REPAIRS/REPLACEMENT SHALL BE COMPLETED WITHIN TEN (10) DAYS.

REMARKS:

I hereby certify that this data is accurate and reflects the proper operation and maintenance of the unit.

Certified Testing Company: \_\_\_\_\_

Initial Test By: \_\_\_\_\_ Certified Tester No. \_\_\_\_\_ Date: \_\_\_\_\_

Repaired By: \_\_\_\_\_ Date: \_\_\_\_\_

Final Test By: \_\_\_\_\_ Certified Tester No. \_\_\_\_\_ Date: \_\_\_\_\_

**City of Dahlonega, Georgia  
Backflow Prevention  
Cross-Connection Survey**

**Business-Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Phone and Contact:** \_\_\_\_\_

1. Premises Water Service and Locations:

- |    |                 |      |       |          |       |
|----|-----------------|------|-------|----------|-------|
| a. | Potable         | Size | _____ | Location | _____ |
| b. | Fire Protection | Size | _____ | Location | _____ |
| c. | Irrigation      | Size | _____ | Location | _____ |
| d. | Others          | Size | _____ | Location | _____ |

2. Any non-interrupted water services required? \_\_\_\_\_

Describe: \_\_\_\_\_  
\_\_\_\_\_

3. Any processes within your facility that use potable water? \_\_\_\_\_

4. Any chemical additives used within your facility (ie: boilers, cooling towers, fire protection, etc.)? \_\_\_\_\_

Describe: \_\_\_\_\_  
\_\_\_\_\_

5. Any secondary water sources used at this facility? \_\_\_\_\_

Describe: \_\_\_\_\_

a. Has this water source been tested by the local health department to determine if potable? \_\_\_\_\_

b. Is there any kind of chlorinator or chemicals used to make this water potable? \_\_\_\_

c. What is the water use for your facility? \_\_\_\_\_

d. Is the City water source protected from this second source of water? \_\_\_\_\_

Describe: \_\_\_\_\_

6. Any type of backflow preventers in use at this facility? \_\_\_\_\_  
Describe: \_\_\_\_\_
- a. Have these devices been tested? \_\_\_\_\_
- b. Date last tested? \_\_\_\_\_ By who? \_\_\_\_\_
7. Any type of pressurized system in the facility that is connected to the City's water supply? \_\_\_\_\_  
Describe: \_\_\_\_\_

**A copy of this report should be marked "Cross-Connection Survey" and mailed to:**

*City of Dahlonega, Georgia Cross-Connection Control Plan  
Water Superintendent  
City of Dahlonega  
465 Riley Road  
Dahlonega, Georgia 30533*





## Ordinances and Resolutions

---

**DATE:** September 11, 2022  
**TITLE:** Resolution 2022-14 - FY22 Budget Amendment for Additional Tourism Funds  
**PRESENTED BY:** Allison Martin, Finance Director

---

### **AGENDA ITEM DESCRIPTION:**

Budget amendment for additional tourism funds for the visitor center's restroom project.

---

### **HISTORY/PAST ACTION:**

A mid-year review of hotel-motel tax proceeds shows an increase in revenue above the original budget. The city needs to spend additional funds to maintain compliance. The City previously approved \$54,000 toward the restroom upgrades at the visitor center. The county obtained bid prices and the project cost is \$184,000. The chamber is contributing \$105,000, leaving a funding gap of \$25,000.

---

### **FINANCIAL IMPACT:**

There is no adverse impact on the operating budget as tourism funds are segregated into a separate fund and have distinct requirements for use.

---

### **RECOMMENDATION:**

The staff's recommendation is to amend the budget by \$25,000 and pass the funds to the holder of the tourism contract to be used specifically for the visitor center restroom renovation project.

---

### **SUGGESTED MOTIONS:**

I make a motion to amend the FY2022 budget as outlined in Attachment A to Resolution 2022-14.

---

### **ATTACHMENTS:**

Resolution 2022-14

Attachment A, an attachment to Resolution 2022-14

---

**RESOLUTION 2022-14**  
**BUDGET AMENDMENT – FISCAL YEAR 2022**  
**ADDITIONAL TOURISM FUNDS**

**WHEREAS**, the City Council approved a budget for the Fiscal Year 2022 for the City of Dahlonega on August 16, 2021, and

**WHEREAS**, the budget is a dynamic rather than static revenue and spending plan which requires adjustment from time to time as circumstances change; and

**WHEREAS**, the City Council first amended the Fiscal Year 2022 budget on March 7, 2022 and again on May 2, 2022; and

**WHEREAS**, a review of hotel-motel tax collections has shown an increase in revenue above the original budget, and there is a need to amend the budget amounts for FY2022 to maintain compliance with state law.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and City Council of the City of Dahlonega, Georgia hereby adopts the adjustments to the Fiscal Year 2022 Budget as presented in “Attachment A” attached hereto and made a part of the Resolution.

**ADOPTED** this 3rd day of October 2022.

**CITY OF DAHLONEGA, GEORGIA**

By: \_\_\_\_\_  
JoAnne Taylor, Mayor

Attest:

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

**CITY OF DAHLONEGA**

## BUDGET AMENDMENT LISTING

<u>General Ledger Number</u>	<u>Description</u>	<u>Amount</u>
275.0000.52.1200	BA ADDITIONAL TOURISM FUNDS	\$25000 INCREASE
TOURISM SERVICES		
275.0000.31.4100	BA ADDITIONAL TOURISM FUNDS	\$25000 INCREASE
HOTEL/MOTEL TAXES		

---



# CITY COUNCIL AGENDA REPORT

---

**DATE:** September 12, 2022  
**TITLE:** 2023 Employee Benefits Program  
**PRESENTED BY:** Allison Martin, Finance Director  
Matt Bidwell, MSI Benefits Group, Inc.

---

## AGENDA ITEM DESCRIPTION:

2023 Employee Benefits Program

---

## HISTORY/PAST ACTION:

Each year the City reviews the employee benefit offerings and costs and develops a benefits package designed to improve the health and wellbeing of the employee and the employee's family while at the same time being affordable to the employee and to the City.

---

## FINANCIAL IMPACT:

The initial offering from GMA on our existing health insurance plan reflected a 20% increase. As this was substantially above the city's allocation for an increase in the FY23 budget, staff requested MSI put out renewal out to the market. We have received a portion of the information and were able to source insurance within our budget but have not received the ancillary costs for vision and dental. As soon as a complete package is presented to staff by MSI, our benefit broker, the information will be shared with Council. We have until late October to approve a renewal or change to a new company.

---

## RECOMMENDATION:

Staff will make a recommendation once the full package is presented for review and consideration.

---

## SUGGESTED MOTIONS:

n/a

---

## ATTACHMENTS:

GMA Initial Renewal Letter

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**RISK MANAGEMENT AND  
EMPLOYEE BENEFIT SERVICES  
BOARD OF TRUSTEES**
**Chair**

Rebecca L. Tydings  
City Attorney, Centerville

Ms. Tammy Bruce  
Finance Technician

**Vice Chair**

Marcia Hampton  
City Manager, Douglasville

465 Riley Rd  
Dahlonega, GA 30533

**Secretary-Treasurer**

Larry H. Hanson  
CEO and Executive Director

Dear Ms. Bruce:

Each year, the actuary reviews the premium levels and plan designs offered by the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Insurance Fund to determine if rates are sufficient to support claims and medical cost trends.

**Trustees:**

Shelly Berryhill  
Commissioner, Hawkinsville

Both the current rates for 2022 and the new rates for 2023 are shown below as well as a summary of the plan design updates. The new premium rates will appear on your January 2023 premium invoice, which will be mailed on or around December 27, 2022. Dental premium rates, if applicable to your city, will not increase in 2023. Vision premium rates will reflect a decrease of 8.5%.

Linda Blechinger  
Mayor, Auburn

**Premium Rate Information**

Meg Kelsey  
City Manager, LaGrange

**POS 90/70 - 1500**

Jessica O'Connor  
City Manager, Griffin

**Current Rates**

W. D. Palmer, III  
Councilmember, Camilla

	Employee Only	Employee + Family	Employee + Spouse Only	Employee + Children Only
Base Rate:	\$867.00	\$2,600.00	\$1,734.00	\$1,648.00
Commission:	\$34.68	\$104.00	\$69.36	\$65.92
<b>Total Current Rate:</b>	<b>\$901.68</b>	<b>\$2,704.00</b>	<b>\$1,803.36</b>	<b>\$1,713.92</b>

James F. Palmer  
Mayor, Calhoun

John Reid  
Mayor, Eatonton

**New Rates**

JoAnne Taylor  
Mayor, Dahlonega

Base Rate:	\$1,040.00	\$3,120.00	\$2,080.00	\$1,977.00
Commission:	\$41.60	\$124.80	\$83.20	\$79.08
<b>Total New Rate:</b>	<b>\$1,081.60</b>	<b>\$3,244.80</b>	<b>\$2,163.20</b>	<b>\$2,056.08</b>

Albert Thurman  
Mayor, Powder Springs

Kenneth L. Usry  
Mayor, Thomson

**POS 90/70 - 750**

Clemontine Washington  
Mayor Pro Tem, Midway

**Current Rates**

Vince Williams  
Mayor, Union City

	Employee Only	Employee + Family	Employee + Spouse Only	Employee + Children Only
Base Rate:	\$933.00	\$2,798.00	\$1,866.00	\$1,774.00
Commission:	\$37.32	\$111.92	\$74.64	\$70.96
<b>Total Current Rate:</b>	<b>\$970.32</b>	<b>\$2,909.92</b>	<b>\$1,940.64</b>	<b>\$1,844.96</b>

**New Rates**

Base Rate:	\$1,120.00	\$3,358.00	\$2,240.00	\$2,129.00
Commission:	\$44.80	\$134.32	\$89.60	\$85.16
<b>Total New Rate:</b>	<b>\$1,164.80</b>	<b>\$3,492.32</b>	<b>\$2,329.60</b>	<b>\$2,214.16</b>

**IMPORTANT Update regarding Open Enrollment:** Please note that Georgia Municipal Association, Inc., ("GMA"), the Program Administrator of the GMEBS Health Plan, is moving the Open Enrollment period in 2022 for plan year 2023 to the following dates:

GMA's electronic open enrollment processes for employers continue as we are taking steps to reduce paper forms and mailings. This year, GMA will mail open enrollment documents only to enrolled retirees and individuals on COBRA. **Participating Employers must deliver open enrollment documents to all eligible employees, whether or not enrolled, in accordance with the Employer Instructions.** In many cases, the delivery may be done by email. As the designated primary contact, you will be required to affirm in writing that you will distribute the documents in accordance with the Employer Instructions.

GMA will take the actions below to limit the document obligations for Participating Employers:

- GMA will prepare an Annual Open Enrollment Package that meets disclosure requirements under several different laws. This Package includes materials to distribute to all eligible employees (whether they are already enrolled or not) as well as important Employer Instructions and an Employer Affirmation.
- The Annual Open Enrollment Notice explains how to enroll or change elections during Open Enrollment, includes Legal Notices for 2023, explains how to find and print the Summaries of Benefits and Coverage from the GMA website, and states that free printed copies of the Summaries of Benefits and Coverage are available upon request.
- The Employer Instructions explain what the benefits contact at each Participating Employer must do at the following times in order to comply with applicable laws and avoid significant penalties:
  - At the beginning of Open Enrollment (No later than October 31, 2022);
  - When an employee becomes newly eligible in the middle of the year due to hire or change to a position that results in new eligibility;
  - When an employee who declined coverage enrolls mid-year due to a special enrollment event;
  - When any employee or dependent asks for a paper copy of the current Legal Notices or a Summary of Benefits and Coverage.
- GMA will require every Participating Employer to make an Employer Affirmation to affirm that it will distribute the enrollment materials in accordance with the Employer Instructions.
- GMA will send the Annual Open Enrollment package via US Mail to the address on file for all COBRA participants and enrolled retirees.
- GMA will continue to provide free printed copies of the Summaries of Benefits and Coverage if any individual calls GMA to request them.

On or before Friday, October 21, 2022, GMA will do the following:

- Email you the Annual Open Enrollment Package, the Employer Instructions, the Employer Affirmation, the Uniform Glossary of Coverage, and PDF versions of the Summaries of Benefits and Coverage for the plan options you offer and the Uniform Glossary of Coverage
- Post the Summaries of Benefits and Coverage, the updated Schedules of Benefits, the Uniform Glossary, and the Legal Notices 2023 on the GMA website.

The following contact list is provided for your convenience. If you have questions or comments, please do not hesitate to contact the following GMA staff:

*Renewal Rates / Plan Addition or Change:*

Denise Joyce, Director, Life and Health Insurance Services, 678-686-6231 or [djoyce@gacities.com](mailto:djoyce@gacities.com)  
Dagmar Wuertzen, Health Benefits Specialist, 678-686-6298 or [dwuertzen@gacities.com](mailto:dwuertzen@gacities.com)

*Assistance with scheduling Open Enrollment meetings:*

Kiara Dyson, Life & Health Services Manager, 678-651-1032 or [kdyson@gacities.com](mailto:kdyson@gacities.com)

*Benefit Plan / Eligibility / Open Enrollment questions and/or forms:*

Life and Health Hotline, 678-651-1039 or [lifeandhealthadministration@gacities.com](mailto:lifeandhealthadministration@gacities.com)

Lastly, we want to express our appreciation to all of our members for your continued support of the GMEBS Life and Health Program. The GMEBS Board and GMA leadership recognize that many of our members continue to face budgetary challenges. As a result, every attempt was made with this renewal to limit rate increases to the membership. If you have any questions about this matter, please do not hesitate to contact me.

Sincerely,



Denise Joyce  
Director, Life & Health Services



# City Council Agenda Memo

---

**DATE:** September 9, 2022  
**TITLE:** Proposed Construction Easement Pinetree Way  
**PRESENTED BY:** Allison Martin, Finance Director

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## **AGENDA ITEM DESCRIPTION:**

Lumpkin County has requested a construction easement for the enhancement of Pinetree Way because of the new elementary school project.

---

## **HISTORY/PAST ACTION:**

The county and school system are making improvements to a city street due to their construction projects. Since Pinetree Way is a city street a temporary construction easement has been requested since non-city funds are being spent on the project.

---

## **FINANCIAL IMPACT:**

There is no impact on the city's operational budget.

---

## **RECOMMENDATION:**

Upon approval from the city's legal counsel as to the correctness of the forms and any requested supporting documents, staff would recommend approval of this request

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## **SUGGESTED MOTIONS:**

n/a

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## **ATTACHMENTS:**

Draft construction easement – not yet reviewed by legal

ROW Deed

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923956

000141

WARRANTY DEED  
OF PUBLIC DEDICATION

LUMPKIN COUNTY, GEORGIA

THIS INDENTURE, made as of the 28<sup>th</sup> day of September, in the year of our Lord One Thousand Nine Hundred and Ninety-two, between BURLINGTON INDUSTRIES, INC., domiciled in the County of Lumpkin, State of Georgia, hereinafter referred to as party of the first part (Grantor), and CITY OF DAHLONEGA, being domiciled in the County of Lumpkin, State of Georgia, hereinafter referred to as party of the second part (Grantee).

WITNESSETH, that the said party of the first part, for and in consideration of the sum of Ten Dollars and other valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, all its interest in, together with all access rights except for curb cuts now in use, to:

All that tract of land lying and being in Land Lot 998 of the 12th District and 1st Section of the City of Dahlonega, Lumpkin County, Georgia, containing 0.73 acres, more or less, described as follows:

Beginning at the point of intersection of the Easterly right-of-way of the East Dahlonega Bypass and the Northern right-of-way line of a proposed street, having a right-of-way width of forty (40) feet, said point also being the most Western corner of a 2.194 acre tract conveyed to the Lumpkin County Commission of Georgia by Deed dated August 1, 1992; thence South 67°31'19" East along said Northern right-of-way line 797.96 feet to the terminus of the proposed street; thence South 22°16'00" West along said terminus 40.0 feet to the Southern right-of-way line of said proposed street; thence North 67°31'19" West along said Southern right-of-way line 801.16 feet to the Easterly right-of-way line of the East Dahlonega Bypass; thence Northerly along said Easterly right-of-way line 40 feet, more or less, to the point of beginning.

Subject tract is to be used as a public right-of-way only for street purposes.

The above-described tract of land is conveyed in such "as is" condition as the property may be in at the time of closing, and also conveyed subject to all covenants, restrictions and easements of record and easements for streets and utilities, if any, applicable to said property and zoning ordinances and

Deed-L

GEORGIA, LUMPKIN COUNTY  
REAL ESTATE TRANSFER TAX  
PAID 20  
DATE 10-05-92  
Edward E. Tucker  
EDWARD E. TUCKER  
CLERK OF SUPERIOR COURT



STATE OF GEORGIA,  
LUMPKIN COUNTY.

### CONSTRUCTION EASEMENT

THIS INDENTURE made this \_\_\_\_\_ day of October, 2022, between **CITY OF DAHLONEGA**, hereinafter called the Grantor, as Party of the First Part, and **LUMPKIN COUNTY**, hereinafter called the Grantee, as Party of the Second Part.

#### WITNESSETH:

That the Grantor for and in consideration of the sum of ONE DOLLAR (\$1.00) AND OTHER GOOD AND VALUABLE CONSIDERATION in hand paid at and before the sealing and delivery of this instrument, has granted and conveyed unto the Grantee, a temporary construction easement over, through and across the following described property:

**All that tract or parcel of land lying and being in Land Lot 998 of the 12<sup>th</sup> District, 1<sup>st</sup> Section of Lumpkin County, Georgia, being in the City of Dahlonega, containing 0.73 acres, more or less, described as follows:**

**Beginning at the point of intersection of the Easterly right-of-way of the East Dahlonega Bypass and the Northern right-of-way line of Pinetree Way, having a right-of-way width of forty (40) feet, said point also being the most Western corner of a 2.194 acre tract conveyed to Lumpkin County dated August 1, 1992; thence South 67°31'19" East along said Northern right-of-way line 797.96 feet to the terminus of Pinetree Way; thence South 22°16'00" West along said terminus 40.0 feet to the Southern right-of-way line of Pinetree Way; thence North 67°31'19" West along said Southern right-of-way line 801.16 feet to the Easterly right-of-way line of the East Dahlonega Bypass; thence Northerly along said Easterly right-of-way line 40 feet, more or less, to the point of beginning. This is the same property described in that Warranty Deed of Public Dedication recorded in Deed Book L-11, Page 141, Lumpkin County Records.**

**Page Two**  
**Construction Easement**  
**Pinetree Way**

**Grantee shall have to the right to construct improvements over, through and across the above-described property in accordance with the Pinetree Way/Memorial Dr Road Widening plans prepared by Lumpkin County Engineering dated May 10, 2021, as revised July 12, 2022, consisting of Sheet C-001 through Sheet C-006.**

**This easement is a temporary construction easement and shall automatically terminate upon the completion of the above-described improvements.**

IN WITNESS WHEREOF, the Grantor has executed this easement the day and year above written.

**CITY OF DAHLONEGA**

By:

\_\_\_\_\_(SEAL)

**JoAnne Taylor, Mayor**

Attest:

\_\_\_\_\_(SEAL)

**Mary Csukas, Clerk**

Signed, sealed and delivered in  
the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## City Council Agenda Memo

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**DATE:** 10/5/2022  
**TITLE:** Project # 2021-004 Choice Street Parking Lot Resurfacing  
**PRESENTED BY:** Vince Hunsinger, Capital Projects Manager

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### **AGENDA ITEM DESCRIPTION:**

This project includes deep patching, resurfacing, striping, and placement of thermoplastic arrows on the Choice Street Parking Lot.

---

### **HISTORY/PAST ACTION:**

The bid opening was on 9/23/2020.

---

### **FINANCIAL IMPACT:**

At this time, the budgeted amount for this project is \$34,418.60. The lowest bid is \$ 87,264.50 from Colditz Trucking, Inc.

---

### **RECOMMENDATION:**

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### **SUGGESTED MOTIONS:**

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### **ATTACHMENTS:**

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## City Council Agenda Memo

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**DATE:** 10/5/2022  
**TITLE:** Project # 2021-019 Choice Street Sidewalk  
**PRESENTED BY:** Vince Hunsinger, Capital Project Manager

---

### **AGENDA ITEM DESCRIPTION:**

Construction of curb, gutter, concrete sidewalk, and installation of brick paver sidewalk on Choice Street

---

### **HISTORY/PAST ACTION:**

Bid Opening was on 9/23/2022

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### **FINANCIAL IMPACT:**

At this time, the budgeted amount for this project is \$41,715.50. The lowest bid is \$ 74,375.00 from GradeCo, Inc.

---

### **RECOMMENDATION:**

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### **SUGGESTED MOTIONS:**

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### **ATTACHMENTS:**

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